



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

June 1, 2014

MEMORANDUM

TO: All North Carolina Community Colleges
FROM: Diane Steinbeiser, GED® State Administrator
RE: New GED® Verification, Transcript and Diploma Request Procedures

Effective today, the NCCCS High School Equivalency (HSE) office no longer accepts requests for copies of GED® transcripts, verifications or diplomas for the years 2002-2014. GED Credentialing™ will fulfill all requests for individuals who earned a GED® diploma in North Carolina from 2002 – 2014. Please make note of this change in your office, on your web page and on any printed information that is shared with students when requesting GED® transcripts. Additionally, although never advertised, our office is terminating the practice of issuing transcripts for individuals who walk into our office on Jones Street.

2014 Test Completers

When students pass the 2014 test, GED Testing Service emails students their electronic diploma and transcript free of charge. The 2014 tester has the option of ordering a professionally printed North Carolina GED® diploma which is also free of charge. Duplicate transcript and diploma requests will cost \$15.00. Students log onto their MyGED.com account for subsequent requests and may forward their electronic transcripts to prospective employers, colleges or universities if they desire. Most requests will be fulfilled within a span of two hours to three days.

2002-2013 Test Completers

Test takers will need to sign in to GED Credentialing™ <http://www.gedtestingservice.com/testers/gedrequest-a-transcript> to securely order duplicate transcripts, verifications or diplomas. GED Credentialing™ will email the transcript/diploma which then may be forwarded to prospective employers, colleges or universities. Users will be charged \$15.00 for each digital or paper copy of an official GED® transcript, verification or copy of an official North Carolina GED® diploma. Most requests will be fulfilled within a span of two hours to three days.

1942-2001 Test Completers

NCCCS will continue to fulfill requests for the years 1942-2001 at no charge. Please go to http://www.nccommunitycolleges.edu/Basic_Skills/ged.htm to download request forms. **Please note that this link may be updated in the near future.** If you have any questions, please contact Melissa Lentz at lentzm@nccommunitycolleges.edu or (919) 807-7137 or Karen O’Neal at onealk@nccommunitycolleges.edu (919) 807-7138.

Email