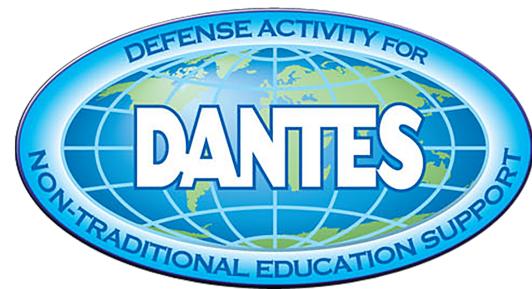


# **Exams Program Guide**

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As of January 1, 2014



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# Introduction

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DANTES provides information, resources and programs that allow you to pursue your goal – all with the flexibility to accommodate your needs. Learn about the benefits and options available to help you Define Your Future.

DANTES sponsors a wide range of examination programs to assist Service members like you in meeting their educational goals. This guide is intended to function as a comprehensive source for examination information offered through the DANTES website.

# 1.0 Exams Funded by DANTES

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## 1.0 DANTES Funding Eligibility Requirements

DANTES sponsors a wide range of examination programs to assist service members like you in meeting their educational goals.

### Service member Common Access Card (CAC)

Military personnel with a valid **Geneva Conventions Common Access Card (CAC)** are eligible for DANTES-funded testing.

The CAC must have:

- “Geneva Conventions Identification Card” across the bottom,
- “**United States Government**” in the upper left hand corner, and
- “**Uniformed Services**” with the branch of Service: Air Force, Army, Coast Guard, Marine Corps or Navy.

### ID Cards for Eligible Spouses and Civil Service Employees

To establish eligibility for DANTES-funded\* academic testing:

- Active duty and Reserve Coast Guard spouses and their respective Civil Service employees must present the Uniformed Services Identification and Privilege Card, DD Form 1173.
- Army National Guard, Army/Air Reserve spouses and their respective Civil Service employees must present the Department of Defense Guard and Reserve Family Member Identification and Privilege Card, DD Form 1173-1.

No other identification cards are acceptable.

\*Refer to the individual testing programs for specific information.

### Personnel not Funded by DANTES

- Discharged Veterans and military retirees: May be eligible for reimbursement from the Veterans Administration. Visit [www.gibill.va.gov](http://www.gibill.va.gov) for information.
- Dependents (other than spouses) of Active Duty Military
- Inactive Guard, Inactive Reserve, and Coast Guard Auxiliary
- DoD Acquisition Workforce Personnel
- Spouses of Active Duty Air Force, Army, Marine Corps, Navy, as well as Marine Corps Reserve, Navy Reserve and Air National Guard.

Non-military affiliated civilians should refer to individual academic programs for the respective testing agency’s website.



## 1.1 Earn College Credit

College credit examinations are widely accepted by colleges and universities. By passing these examinations, you may earn one-third or more of the credits required for a college degree. These examinations are available in more than 70 subject areas and are similar to end-of-course tests offered by colleges and universities.

### Credit-by-Exams

Credit-by-Exams, such as the CLEP and DSSTs, allow students to earn college credit by testing knowledge gained through military classes, technical assignments or through personal reading, travel and intellectual curiosity without attending class.

### Who Can Take a Credit-by-Exam?

The commercially owned CLEP and DSST exams are available for a fee at participating colleges and universities.

Service members and military-affiliated civilians should refer to *DANTES Funding Eligibility Requirements* to learn if they are eligible for DANTES-funded CLEP and DSST testing.

Civilian examinees that are not affiliated with the military or are ineligible for DANTES-funded testing should visit the respective national testing agencies' websites.

- The College Board/CLEP [clep.collegeboard.org](http://clep.collegeboard.org)
- Prometric/DSST [getcollegecredit.com](http://getcollegecredit.com)

### Credit Awarding Institutions

Colleges and universities individually determine what American Council on Education (ACE) recommended credit may be awarded for these exams, in lieu of traditional course requirements for their degree programs.

Prior to testing, examinees are responsible for verifying their institution's credit-awarding policy and minimum passing score requirements.

### Study Guides and Support Materials

Visit the individual CLEP and DSST program websites for exam information and test prep materials.

Service members should visit their military education center or installation library for information regarding free and low-cost test preparation alternatives. Other resources may be available through local used college textbook stores.

Prospective examinees should be aware of test prep scams. Before investing in any prep service, the respective national testing agencies that own the CLEP and DSSTs do not endorse materials not identified on their websites, nor are they responsible for score results when materials are purchased from unaffiliated, third-party resources.



## 1.1.1 CLEP

### Funding Eligibility

Visit the College Board website at [www.collegeboard.org/clep](http://www.collegeboard.org/clep) and select “CLEP for Military.” Review the information page and “Next Steps” to verify DANTES-funded eligibility, or refer to *DANTES Funding Eligibility Requirements* in this guide.

### CLEP National Test Centers

Prior to testing, determine if the college or university you’re enrolled in awards credit for CLEP exams, then select a CLEP National Test Center nearest you from the “Contact your Test Center” search.

- *Unfunded:* Some college and university test centers do not agree to waive the registration fee. Service members are responsible for paying the registration fee, which is not funded or reimbursed by DANTES.
- *Fully Funded:* These test centers may be located on base or on-campus and agree to waive the registration fee for DANTES-funded examinees. Administration and examination fees are paid by DANTES.

Non-refundable advance registration fees at sites not designated as Fully Funded are not funded or reimbursed by DANTES. Service members and eligible civilians self-fund the administration fee. Fees vary by institution.

### Online Registration

Follow these steps:

1. Visit the College Board’s website.
2. If you don’t already have one, create a new account in “My Account.”
3. Indicate during the registration process ‘DANTES-funding eligible’ if applicable.
4. Present the printed “ticket,” authorized government ID and a second form of ID to the Test Administrator at the selected CLEP Test Center.
5. Contact the College Board for assistance with the registration process through “Contact Us” on their website.

## Retest Policy

Effective 11 Dec 10, DANTEs only funds test fees for the first attempt on all CLEP titles.

Examinees may not repeat an examination of the same title within three months of the initial testing date and must retest on a self-paid basis (civilian testing procedure and fees apply).

Prior to 17 Oct 14, scores for exams of the same title repeated within 180 calendar days, will not be reported to the designated institution, will be invalidated by the College Board and the examinee must wait an additional 180 calendar dates to retest.

## Scoring and Reporting

Visit [clep.collegeboard.org/about/score](http://clep.collegeboard.org/about/score) for score receipt and reporting information.

- Passing scores for DANTEs-funded CLEP exams taken by Air Force members are automatically reported to the Community College of the Air Force (CCAF).
- Scores for all DANTEs-funded CLEP exams taken by Air Force, Army, Navy, Marine Corps and Coast Guard are automatically reported to their Joint Service Transcript (JST).
- Scores for self-funded CLEP exams are not reported to CCAF or JST. Ask the CLEP Test Administrator for score reporting instructions.



## 1.1.2 DSST

### Funding Eligibility

Visit Prometric's DSST website at [www.getcollegecredit.com](http://www.getcollegecredit.com) and select "Test Takers – Military" or, refer to *DANTES Funding Eligibility Requirements* in this guide.

### DSST National Test Centers

Prior to testing, determine if the college or university you're enrolled in awards credit for DSST exams, then select a National Test Center nearest you from the "Locate an Institution" search.

- *Unfunded Test Centers*: colleges and universities that do not agree to waive the registration fee. Service members are responsible for paying the registration fee which is not funded or reimbursed by DANTES.
- *Fully Funded Test Centers*: may be located on base or on-campus and agree to waive the registration fee for DANTES-funded examinees. Administration and examination fees are paid by DANTES.

Non-refundable advance registration fees at sites not designated as Fully Funded are not funded or reimbursed by DANTES. Service members and eligible civilians self-fund the administration fee which may vary by institution.

### Scheduling a DSST Exam

Review the *DSST Test Taker Information Bulletin* for testing and scheduling information. Present an authorized government ID and a second form of ID to the Test Administrator at the selected DSST Test Center.

### Retest Policy

Effective 11 Dec 10, DANTES only funds fees for the first attempt on all DSST titles.

Examinees may retest on a self-paid basis (civilian testing procedure and fees apply) after the 90-calendar day waiting period has elapsed.

## Scoring and Reporting

Refer to DSST SCORING POLICIES in the *Test Taker Information Bulletin*.

- Passing scores for DANTES-funded DSSTs taken by Air Force members are automatically reported to the Community College of the Air Force (CCAF).
- Scores for all DANTES-funded DSSTs taken by Air Force, Army, Navy, Marine Corps and Coast Guard are automatically reported to their Joint Service Transcript (JST).
- Scores for self-funded DSSTs are not reported to CCAF or JST. Ask the DSST Test Administrator for score reporting instructions.



## 1.2 College Admission

Many colleges require that students submit test results as part of the admission application process. Both the ACT and SAT are standardized tests that help colleges evaluate candidates. Some schools accept either test interchangeably, however, Service members should check with their education counselor prior to testing. As you begin to think about college and creating the best application package possible, your admissions plan should begin with the question, "Which test should I take?"

### College Admission Exams

Service members applying for college admission, an officer ascension program, military-sponsored academy or professional program may require a current ACT or SAT score to include with their application packet.

Refer to individual programs for application information.

### Who can take a College Admission Exam?

The ACT and SAT exams are available to eligible Service members on a DANTES-funded basis when taken at a DANTES Test Site.

- Refer to *DANTES Funding Eligibility Requirements* in this guide to learn if you are eligible for funding.
- DANTES does not fund or reimburse ACTs or SATs taken at National Test Centers.
- The optional ACT Plus Writing Test is not funded or reimbursed by DANTES and not available at DANTES test sites.

Civilians and military dependents are not eligible for DANTES-funded ACTs and SATs, may not test at a DANTES Test Site and may not usually test at an overseas DANTES test site. Military-affiliated, overseas civilian personnel must contact a DANTES test site for exceptions.

### DANTES Test Sites

If the education office on your military installation does not support a DANTES test site, email DANTES at [exams@navy.mil](mailto:exams@navy.mil) for assistance.

### Preparation for Testing

Visit the individual ACT and SAT program websites for exam information and test prep materials.

- ACT [www.actstudent.org](http://www.actstudent.org)
- The College Board/SAT [www.sat.collegeboard.org](http://www.sat.collegeboard.org)



## 1.2.1 ACT

### Funding Eligibility

Service members are authorized one DANTEs-funded administration at a DANTEs test site, of either the ACT (or SAT) for a Service or education requirement. For exceptions, contact a DANTEs test site. Review the *DANTEs Funding Eligibility Requirements* in this guide.

DANTEs does not fund or reimburse ACTs taken at National Test Centers.

### DANTEs Test Sites

Contact your local DANTEs test site to schedule an ACT administration. Do not register for an administration on the ACT website when planning to test at a DANTEs test site. If the education office on your military installation does not support a DANTEs test site, email DANTEs at [exams@navy.mil](mailto:exams@navy.mil) for assistance.

### Retest Policy

Service members seeking an authorized funded or unfunded (self-pay) retest must wait at least 60 complete days from the last ACT administration at a DANTEs test site. Retesting within less than 60 complete days will result in an invalid score.

An examinee may not have more than 12 ACT administrations per lifetime.

Authorization for a funded retest is **not** based on the score of a previously funded ACT (or SAT). A funded retest is only authorized when a “current” ACT score is required by a Service or education regulation which varies with individual programs.

For example:

**Officer ascension programs:** STA-21, MECP and AECP define a “current” score as not older than 3 years.

Members with a DANTEs-funded ACT score less than 3 years old are not eligible for a funded ACT (or SAT) retest.



Unfunded retesting is authorized on a (self-pay basis) for any other reason (e.g., to improve scores of a “current” previously-funded or unfunded administration).

To test or retest outside of the DANTES jurisdiction at a National Test Center, visit ACT’s website. Civilian testing and retesting policies apply.

## Scoring and Reporting

Score for ACTs administered at a DANTES test site are reported 2-4 weeks after receipt of the answer folders at ACT.

- ACT does not offer expedited scoring.
- Student reports are mailed to the address provided at the time of testing.
- Students may also view their scores online by establishing a free ACT web account at [www.actstudent.org](http://www.actstudent.org).



## 1.2.2 SAT

### Funding Eligibility

Service members are authorized one DANTEs-funded administration at a DANTEs Test Site, or either the SAT (or ACT) for a Service or education requirement. For exceptions, contact a DANTEs test site. Refer to *DANTEs Funding Eligibility Requirements* in this guide.

DANTEs does not fund or reimburse SATs taken at National Test Centers.

### DANTEs Test Sites

Contact your local DANTEs test site to schedule an SAT administration. Do not register for an administration on the SAT website when planning to test at a DANTEs test site. If the education office on your military installation does not support a DANTEs test site, email DANTEs at [exams@navy.mil](mailto:exams@navy.mil) for assistance.

### Retest Policy

Service members seeking an authorized funded or unfunded (self-pay) retest cannot retest within the same calendar month or register for two tests on the same form within the testing year as this will result in an invalid score.

Only two SAT test forms are available to DANTEs test sites each testing year. Examinees wishing to test more than twice in any one year must do so at a civilian test center, on a self-funded basis.

Authorization for a funded retest is **not** based on the score of a previously funded SAT (or ACT). A funded retest is only authorized when a “current” SAT score is required by a Service or education regulation, which varies with individual programs.

For example:

- **Officer ascension programs:** STA-21, MECP and AECP define a “current” score as not older than 3 years.

Members with a DANTEs-funded SAT score less than 3 years old are not eligible for a funded SAT (or ACT) retest.



- **The Physician's Assistance Program** defines a “current” score as not older than 1 year. Members with a DANTES-funded SAT score less than 1 year old are not eligible for a funded retest.

Unfunded retesting is authorized on a self-pay basis for any other reason (e.g., to improve scores of a “current,” previously-funded or unfunded administration).

To test or retest outside of the DANTES jurisdiction at a National Test Center, visit SAT’s website. Civilian testing and retest policies apply.

## Scoring and Reporting

Scores for SATs administered at a DANTES Test Site are mailed to the address provided at the time of testing, about eight (8) weeks after receipt of the answer sheet at SAT. SAT does not offer expedited scoring.

Scores are available online to Service members who create an online account at <https://collegeboard.org/mysat>. The DANTES registration number is required and may be retrieved from the mailed paper score report or by calling Customer Service toll-free at 866-756-7346 (or International 212-713-7789) about 5 weeks after testing and providing your Social Security Number.

## 1.3 High School Equivalency

A high school diploma remains the primary ticket to many entry-level jobs, and is also a prerequisite for promotions, occupational training and postsecondary education. GED Testing Service offers the only nationally recognized opportunity to earn a high school-equivalency credential.

### GED

The GED® test has been used since 1942 to assess knowledge typically developed in a four-year high school education program. The 2014 GED® test consists of four (4) tests designed to measure high school skill level of military personnel who are not high school graduates.

#### Who can take a GED®?

The computer-based 2014 GED® Test is available at authorized Pearson VUE Test Centers worldwide.

Service members and overseas/stateside U.S. military family members, logically-supported U.S. Citizens and their family members and all other overseas personnel refer to the *GED® Guide* page to learn about Funding Eligibility and additional requirements for DANTEs candidates.

#### Who are DANTEs candidates?

- Active Duty, Guard and Reserve component members
- U.S. Military family members
- Logistically-supported U.S. citizens and their family members

### Study Guides and Support Materials

The Official GED® Practice Test is no longer required for military examinees. However, all test takers are strongly encouraged to take the practice test and utilize the GED Testing Service® test preparation resources, which are aligned to potential outcomes on the 2014 GED® Test.

The GED Ready™ is the official practice test to provide potential test takers the best information about their readiness for taking the 2014 GED® Test. The GED Ready™ is available in computer-based format, and can be purchased through the MyGED™ student account. Individuals may also choose to work with local adult education programs.

GED® Testing Service also makes free preparation resources available, such as sample test questions and the quarter-length practice test.

[www.gedtestingservice.com/testers/sample-questions](http://www.gedtestingservice.com/testers/sample-questions)



[www.gedtestingservice.com/educators/freepracticetest](http://www.gedtestingservice.com/educators/freepracticetest)

Visit GED® Testing Service at [ged.com](http://ged.com) to establish a MyGED™ student account. MyGED™ is the test taker's tool for 2014 GED® Test Center locations, test preparation, registration, scheduling, score reporting and for career and college information after testing.



## 1.3.1 GED® – General Education Development

### Funding Eligibility

Service members are eligible for the DANTES-Sponsored voucher payment of the GED® test fee.

Military examinees must, at the time of testing, present a current Geneva Conventions Uniformed Services Common Access Card (CAC), and meet the following requirements:

- Have not taken more than three tests per year per content area
- Be minimum of 17 years of age and meet all other state minimum requirements
- Be applying to or enrolled in college or university requiring the GED® test or Fulfilling a legitimate Service requirement
- Agree to contact a DANTES Test Control Officer (TCO) at the nearest military education center to learn more about the DANTES funding options
- Obtain a DANTES-Sponsored voucher code from the TCO **prior** to registering OR completing the GED® Test

Overseas/stateside U.S. military family members, logistically supported U.S. citizens and their family members are not eligible for the DANTES-sponsored voucher for the GED® test fee. However, at the time of testing, they must present the appropriate Uniformed Services Identification and Privilege Card in order to be admitted as a DANTES candidate.

**Note:** The “DANTES Reimbursement Request Form” may not be used in lieu of a voucher for reimbursement of GED® test fees.

### GED® Test Centers

Service members and overseas/stateside U.S. military family members, logistically-supported U.S. citizens and their family members and all other overseas personnel may take the computer-based 2014 GED® Test at authorized Pearson VUE National Test Centers worldwide.

Visit the GED Testing Service’s Test Center Locator page at [www.pearsonvue.com/ged/locate](http://www.pearsonvue.com/ged/locate) and enter the address or zip code to locate the nearest test center.



## Scheduling the GED® Test

Prior to registering for the GED® Test, Service members should contact the DANTES TCO for assistance with obtaining a payment voucher code to be redeemed for payment of computer-based GED® **prior** to test administration. Email [exams@navy.mil](mailto:exams@navy.mil) for DANTES Test Site locations.

Visit GED® Testing Service at [GED.com](http://GED.com) to establish a MyGED™ student account. MyGED™ is the test taker's tool for 2014 GED® Test Center locations, test preparation, registration, scheduling, score reporting and for career and college information after testing.

All DANTES candidates must register under **Armed Forces/DANTES** through your MyGED™ student account.

## Retest Policy

Retesting is necessary when examinees fail to meet required state standards for granting a high school equivalency credential or when the scores are not acceptable for admission to a chosen college or university.

DANTES will not fund retests for Service members with passing scores on file that meet minimum state requirements unless a legitimate Service requirement exists. Contact the DANTES TCO for assistance or email [exams@navy.mil](mailto:exams@navy.mil).

## 2.0 Exams Reimbursed by DANTEs

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DANTEs reimburses test fees for sponsored exams not available as paper-based tests at DANTEs test sites and for those that do not include a military registration process.

### 2.1 Graduate Admission

When applying to graduate or business school, you may be required to take a standard examination.

Few students understand the benefits of standardized testing, but they help admissions officials determine who is capable of withstanding the rigors of graduate school. Different schools have different admission requirements, so you'll need to see which test is right for you.

#### Graduate Admissions Exams

Whether you choose GRE or GMAT, both programs use comparison tools to put students' scores into perspective. Prior to testing, verify with your academic advisor which program is required or recommended.

#### Who can take a Graduate Admissions Exam?

The GRE revised General; GRE Subject and GMAT general exams are available at participating National Test Centers.

Service members should refer to *DANTEs-funding Examinee Eligibility Requirements* in this guide to learn if they are eligible for reimbursement of the test fees by DANTEs.

#### Study Guides and Support Materials

Visit the individual GRE and GMAT program websites for exam information and test prep materials.

The free *POWERPREP® II Software: Preparation for the computer-delivered GRE revised General Test* is available at [www.ets.org/gre/prepare](http://www.ets.org/gre/prepare) and includes two full-length practice tests that simulate the test-taking experience. The free *Practice Book for the Paper-based GRE® revised General Test; Second Edition* can also be downloaded at [www.ets.org/gre/prepare](http://www.ets.org/gre/prepare).

The free *Subject Test Practice Book* for each subject area, including full-length test, can be downloaded at [www.ets.org/gre/subject/prepare](http://www.ets.org/gre/subject/prepare).

Upon registration for the GMAT or at any time afterward, examinees may choose to download the *GMATPrep®* software located at [www.mba.com](http://www.mba.com).



## 2.1.1 GMAT

The GMAT computer-based test is available throughout the year.

Obtain information regarding GMAT testing policies, test fees, registration procedures and identifying the nearest GMAT Test Center by visiting [www.mba.com](http://www.mba.com).

DANTES reimburses the test fee for eligible military personnel, once per lifetime. Carefully review the rescheduling and cancellation sections in the *GMAT Handbook* because Service members are responsible for paying all fees charged for these services.

### Funding Policy

DANTES funds one administration of a GMAT per lifetime for eligible military personnel.

### Reimbursement Eligibility

Service members must, at the time of testing, possess a current Geneva Conventions Uniformed Services Common Access Card (CAC) and meet the following requirements:

- Have never been funded or reimbursed by DANTES for the GMAT.
- Be applying to or enrolled in a graduate school requiring the GMAT or fulfilling a legitimate Service requirement.
- Agree to apply for reimbursement within 90 days of the scheduled test date.

### Service member Reimbursement Responsibilities

Visit [www.dantes.doded.mil](http://www.dantes.doded.mil) to download the *Exams Reimbursement Request Form*.

- Electronically complete the reimbursement request form and digitally sign it using your CAC ID.
  - The DANTES Form 1560/50 is the only form acceptable; obsolete forms will not be processed.
  - The Exams Reimbursement Request Form must be typed; handwritten forms will not be accepted.

Mail all required documents to the address in Section IV. (Emailed reimbursements will **NOT** be accepted).

## Reimbursement Method

- Service members receive reimbursement through their military pay bank account.
  - The disbursement is not reflected on your LES.
  - Contact your respective bank representative to verify DFAS funds disbursement.
- Coast Guard members receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section 1.
- Allow up to 6 weeks for payment to reflect in military pay bank account.

Email DANTES for assistance at [exams@navy.mil](mailto:exams@navy.mil).

## Retest Policy

DANTES does not fund or reimburse fees for retests of the GMAT.



## 2.1.2 GRE General

### GRE revised General Test

The GRE revised General Test is offered on computer throughout the year in most regions of the world. Paper-based administrations are offered in areas where computer-based testing is not available.

Obtain information regarding GRE testing policies, fees, registration procedures and the nearest GRE Test Center by visiting [www.ets.org/mygre](http://www.ets.org/mygre).

DANTES reimburses the test fee only for eligible military personnel once per lifetime. Carefully review the rescheduling and cancellation sections in the *GRE Information and Registration Bulletin* because Service members are responsible for paying all fees charged for these services.

### Funding Policy

DANTES funds one administration of a GRE revised General Test per lifetime for eligible military personnel.

### Reimbursement Eligibility

Service members must, at the time of testing, possess a current Geneva Conventions Uniformed Services Common Access Card (CAC) and meet the following requirements:

- Have never been funded or reimbursed by DANTES for the GRE revised General Test.
- Be applying to or enrolled in a graduate school requiring the GRE revised General Test or fulfilling a legitimate Service requirement.
- Agree to apply for reimbursement within 90 days of the scheduled test date.

### Service member Reimbursement Responsibilities

Visit [www.dantes.doded.mil](http://www.dantes.doded.mil) to download the *Exams Reimbursement Request Form*.

- Electronically complete the reimbursement request form and digitally sign it using your CAC ID.

- The DANTEs Form 1560/50 is the only form acceptable; obsolete forms will not be processed.
- The Exams Reimbursement Request Form must be typed; handwritten forms will not be accepted.
- Mail all required documents to the address in Section IV. (Emailed reimbursements will **NOT** be accepted).

## Reimbursement Method

- Service members receive reimbursement through their military pay bank account.
  - The disbursement is not reflected on your LES.
  - Contact your bank representative to verify DFAS funds disbursement.
- Coast Guard members receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section 1.
- Allow up to 6 weeks after testing for payment to reflect in military pay bank account.

Email DANTEs for assistance at [exams@navy.mil](mailto:exams@navy.mil).

## Retest Policy

DANTEs does not fund or reimburse retests of the GRE revised General.



## 2.1.3 GRE Subject

### GRE Subject Test

The GRE Subject exams are given at paper-based National Test Centers worldwide three times a year in September, October and April. Paper-based GRE Subject exams are no longer available through DANTES test sites.

Obtain information regarding GRE testing policies, fees, registration procedures and the nearest GRE Test Center by visiting [www.ets.org/mygre](http://www.ets.org/mygre).

DANTES reimburses the test fee only for eligible military personnel once per lifetime. Carefully review the rescheduling and cancellation sections in the *GRE Information and Registration Bulletin* as Service members are responsible for paying all fees charged for these services.

### Funding Policy

DANTES funds one administration of a GRE Subject test per lifetime for eligible military personnel.

### Reimbursement Eligibility

Service members must, at the time of testing, possess a current Geneva Conventions Uniformed Services Common Access Card (CAC) and meet the following requirements:

- Have never been funded or reimbursed by DANTES for the GRE Subject Test.
- Be applying to or enrolled in a graduate school requiring the GRE Subject Test or fulfilling a legitimate Service requirement.
- Agree to apply for reimbursement within 90 days of the scheduled test date.

### Service Member Reimbursement Responsibilities

Visit [www.dantes.doded.mil](http://www.dantes.doded.mil) to download the *Exams Reimbursement Request Form*.

- Electronically complete the reimbursement request form and digitally sign it using your CAC ID.
  - The DANTES Form 1560/50 is the only form acceptable; obsolete forms will not be processed.
  - The Exams Reimbursement Request Form must be typed; handwritten forms will not be accepted.

- Mail all required documents to the address in Section IV. (Emailed reimbursements will **NOT** be accepted)

## Reimbursement Method

- Service members receive reimbursement through their military pay bank account.
  - The disbursement is not reflected on your LES.
  - Contact your bank representative to verify DFAS funds disbursement.
- Coast Guard members receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section 1.
- Allow up to 6 weeks after testing for payment to reflect in military pay bank account.

Email DANTES for assistance at [exams@navy.mil](mailto:exams@navy.mil).

## Retest Policy

DANTES does not fund or reimburse fees for retests of the GRE Subject.



## 2.2 Teacher Certification

Perhaps you're wondering what type of career to pursue that will be both meaningful and progressive. Teaching offers an opportunity to affect the world by informing, enlightening and guiding young minds. Teaching is also a career filled with growth potential. If you enjoy helping students grow in knowledge and understanding, then teaching may be right for you. Different states and agencies have State Testing Requirements, so you'll need to find out which tests are required for teacher licensure in your state, territory or organization.

### Licensing and Certification Requirements

Teaching certification requirements vary but generally applicants must complete a state-specific certification exam and/or one or more of the Praxis® Series exams.

### Who can take a Teacher Certification Exam?

Praxis® Series exams are available at an international network of test centers that include Prometric® test centers, some universities and other locations.

Service members should refer to *DANTES Funding Examinee Eligibility Requirements* in this guide to learn if they are eligible for reimbursement of the test fees by DANTES.

### Study Guides and Support Materials

Visit ETS/Praxis at [www.ets.org/praxis](http://www.ets.org/praxis) for exam information and test prep materials.

### Troops to Teachers

Service members interested in the Troops to Teachers Program should visit [www.proudtoserveagain.com](http://www.proudtoserveagain.com).



## 2.2.1 PRAXIS®

Praxis Series® exams are delivered by computer at international network of test centers that include Prometric® test centers, some universities and other locations.

Obtain information regarding testing policies, fees, registration procedures and the nearest Praxis® Test Center by visiting [www.ets.org/praxis](http://www.ets.org/praxis).

DANTES reimburses the test fee only for eligible military personnel, once per lifetime. Carefully review the rescheduling and cancellation sections in the *The Praxis® Series 2014–15 Information Bulletin* because Service members are responsible for paying all fees charged for these services.

### Funding Policy

DANTES funds one administration per lifetime of the following exams:

- Praxis I: Core (complete or partial battery)
- Praxis II: Subject Assessments or PLT

### Reimbursement Eligibility

Service members must, at the time of testing, possess a current Geneva Conventions Uniformed Services Common Access Card (CAC) and meet the following requirements:

- Have never been funded or reimbursed by DANTES for the Praxis® exams listed under *Funding Policy*.
- Agree to apply for reimbursement within 90 days of the scheduled test date.

### Service Member Reimbursement Responsibilities

Visit [www.dantes.doded.mil](http://www.dantes.doded.mil) to download the *Exams Reimbursement Request Form*.

- Electronically complete the reimbursement request form and digitally sign it using your CAC ID.
  - The DANTES Form 1560/50 is the only form acceptable; obsolete forms will not be processed.
  - The Exams Reimbursement Request Form must be typed; handwritten forms will not be accepted.



- Mail all required documents to the address in Section IV.
  - Emailed reimbursements will **NOT** be accepted.
  - Payment receipt **must** be included

## Reimbursement Method

- Service members receive reimbursement through their military pay bank account.
  - The disbursement is not reflected on your LES.
  - Contact your respective bank representative to verify DFAS funds disbursement.
- Coast Guard members receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section 1.
- Allow up to 6 weeks after testing for payment to reflect in military pay bank account.

Email DANTES for assistance at [exams@navy.mil](mailto:exams@navy.mil).

## Retest Policy

DANTES does not fund or reimburse retests of the Praxis® Series exams.

## 3.0 Exams not funded by DANTEs

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Although DANTEs does not fund or reimburse test fees for certain exams, there may be an agreement with a national testing agency allowing support by DANTEs test sites.

Visit individual programs in this guide for additional information.

### 3.1 Law School Admission

There is no single path that will prepare you for a legal education. However, there are core skills and values that will provide you with a solid foundation. The LSAT is an integral part of the law school admission process. It provides a standard measure of acquired reading and verbal reasoning skills that law schools can use as one of several factors in assessing applicants.

#### Admission to the Bar in the United States

Each state has its own rules which are the ultimate authority concerning admission to its bar.

#### Who can take a Law School Admission Exam?

The Law School Admission Test (LSAT) is a half-day, standardized test administered four times each year at designated testing centers throughout the world.

The LSAT is not funded or reimbursed by DANTEs.

#### Study Guides and Support Materials

Visit Law School Admission Council at: [www.lsac.org](http://www.lsac.org) for exam information and test prep materials.



### 3.1.1 LSAT

#### LSAT

The LSAT exam is not funded or reimbursed by DANTES but may be taken at Published National Test Centers and DANTES Non-published Test Centers.

For exam, registration, test preparation information and test center locations, visit [LSAC.org](http://LSAC.org).

#### Published National Test Centers

Candidates may take the LSAT on an unfunded (self-pay) basis at Published National Test Centers.

#### DANTES Non-published Test Centers

Service members may request designation of a DANTES test site as a Non-published Test Center when there are no Published National Test Centers within 100 miles of their location and take the LSAT on a self-pay basis.

Overseas family members of U.S. military personnel, U.S. civilians employed by the U.S. government and their family members and retired U.S. military personnel and their family members may request designation of an overseas DANTES test site as a Non-published Test Center if there are no Published National Test Centers in their region.

- Provide justification to LSAC via a signed letter when requesting consideration to designate a DANTES test site as a Non-published Test Center.
- Must be registered for the LSAT with all appropriate fees paid, including the Non-published Test Center fee. Visit [LSAC.org](http://LSAC.org) for associated fees.
- All international Non-published Test Centers will be undisclosed administrations.

The LSAT is not administered onboard U.S. military ships.

#### Registration for the LSAT

- *Published National Test Center:* All candidates must register for the LSAT in time to meet the registration receipt deadlines. For additional registration information, visit [LSAC.org](http://LSAC.org)

and follow the steps under *Registration for the LSAT* (on-line registration for Published Test Center administrations only).

DANTES Non-published Test Center: Test dates and registration deadlines vary from Published National Test Centers. Visit [LSAC.org](http://LSAC.org) for additional information.

## Retest Policy

Candidates may not take the LSAT at a Published National Test Center and retest at a DANTES Non-published Test Center during the same test administration cycle and may not test more than three times in a 2-year period.

Fees for the LSAT must be paid each time a candidate registers to test.



## 3.2 Excelsior College (ECE)

### Excelsior College Exams (ECE)

The ECEs are not funded or reimbursed by DANTES.

Visit [www.excelsior.edu](http://www.excelsior.edu) for information and assistance.

# 4.0 Transcripts

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A transcript is an official score report for DANES funded exams. Service members should request copies of score reports at the time of testing. Always designate an institution to receive a free official score report. Most scores can be reviewed online at the testing agency's website within 2-4 weeks after test administration. Requesting scores and transcripts may be different for each of the DANES-funded exams. For more information go to the Examination Program Transcript Information on this website.

## 4.1 Examination Program Transcript Information

### Transcripts

When requesting a transcript, be very specific regarding where it is to be sent. If possible, include an office symbol, code or particular department or person at the institution designated to receive the transcript (i.e., admissions, evaluations, graduation, etc.).

### Before 1 July 1974 - United States Armed Forces Institute (USAFI)

Between 1942 and 1974, the United States Armed Forces Institute (USAFI) provided education opportunities which included GED, general examinations at the college level and USAFI Courses to Service members in the U.S., Alaska, Caribbean, Europe, Hawaii and Japan.

Order a USAFI/GED Transcript by visiting <https://jst.doded.mil/usafi/>.

### After 1 July 1974 - Transcripts and Grade Reports for Exams Sponsored by DANES

Service members seeking transcripts for DANES-funded or self-funded exams taken after 1 July 1974 may download a transcript order form by visiting the respective testing agency.

- CLEP and DSST [www.getcollegecredit.com](http://www.getcollegecredit.com) - Test Takers – Military
  - Request scores for self-funded CLEP retests at [clep.collegeboard.org](http://clep.collegeboard.org).
- ACT [www.actstudent.org](http://www.actstudent.org)
- SAT [www.sat.collegeboard.org](http://www.sat.collegeboard.org)
- GMAT [www.mba.com](http://www.mba.com)
- GRE [www.ets.org/gre](http://www.ets.org/gre)
- Praxis [www.ets.org/praxis](http://www.ets.org/praxis)
- ECE (exams *not funded by DANES effective 1 Oct 11*) [www.excelsior.edu](http://www.excelsior.edu)
- LSAT (exam *not funded or reimbursed by DANES*) [www.lsac.org](http://www.lsac.org)



## GED Taken by Service Members and Affiliated Civilians at U.S. and Overseas Military Installations

- Visit [gedtestingservice.com/testers/gedrequest-a-transcript](http://gedtestingservice.com/testers/gedrequest-a-transcript).
  - Select DANTES - tested after 1974
  - Click *Create Account* for access to the online order system
  - Use the account to request transcripts online and track status of orders

For exceptions visit [gedtestingservice.com/testers/dantes](http://gedtestingservice.com/testers/dantes).

Direct questions about transcripts to GED Testing Service via email to [communication@gedtestingservice.com](mailto:communication@gedtestingservice.com) or call 1-877-EXAM-GED (877-392-6433).

## Department of Defense Dependent Schools (DoDDS)

Visit [www.dodea.edu/students/transcripts.cfm](http://www.dodea.edu/students/transcripts.cfm)

Direct questions about transcripts for DoDEA Americas, DoDEA Europe, DoDEA Pacific and Panama Canal Zone to the appropriate records center.