

News and Initiatives

Application procedures for test publishers to submit tests to the Secretary for review to determine a test's suitability for use in the National Reporting System for adult education:

The Secretary published final regulations on January 14, 2008, for 34 CFR part 462 in the Federal Register (73 FR2305). The regulations established procedures for determining the suitability of tests for use in the National Reporting System for Adult Education (NRS).

The Department of Education (Department) is providing the first opportunity for test publishers to submit tests to the Secretary for review.

Submission Requirements:

a. A test publisher must comply with the requirements in 34 CFR 462.11 when submitting an application. A test publisher is not required to submit any form or information except as required in §462.11.

b. The deadline for transmittal of applications is April 14, 2008.

c. If you submit your application by mail (through the U.S. Postal Service or a commercial carrier) or you hand deliver (or use a courier service) your application, you must mail or deliver three copies of your application, on or before the deadline date, to the following address:

NRS Assessment Review
c/o American Institutes for Research
1000 Thomas Jefferson Street, NW
Washington, DC 2007

d. If you submit your application by mail or carrier, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

e. If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

f. If you submit your application by hand delivery, you (or a courier service) must deliver three copies of the application by hand, on or before 4:30 p.m., Washington, DC, time on the application deadline date.

FOR FURTHER INFORMATION CONTACT: Mike Dean, U.S. Department of Education, 400 Maryland Avenue, SW, room 11152, Potomac Center Plaza, Washington, DC 20202-7240. Telephone: (202) 245-7828 or via Internet: Mike.Dean@ed.gov