November 3, 2017

The following was sent to the KYAE listserv.

Two NEW Updates to KAERS

Two very important updates to KAERS are rolling out soon.

Barriers to Employment
We have removed the “Did Not Complete Form” option for all students except Corrections. In order for this option to be available, a student must be enrolled in the Service Type Corrections. Additionally, for compliance purposes, the student should be enrolled in a class with the site type of County Jail/Detention Center.

If you have non-corrections students who did not complete the Barriers form, then please make every effort to contact those students and have them complete the information. These measures will be used to determine our future performance goals as a state.

GED® Ready Vouchers
You will now be able to assign GED® Ready vouchers through KAERS. A document explaining this process is located on the next two pages of this document and will be uploaded to the KAERS Resources section.

This process will be incorporated into the next major revision of the KAERS Manual. A webinar demonstrating the Ready voucher process will occur on Thursday, November 9, at 3 p.m. Eastern (2 p.m. Central).

Natalie E. Cummins
502-892-3021
Associate, Administration and Accountability
Kentucky Adult Education Skills U
Kentucky Council on Postsecondary Education
Website | Facebook
GED Ready Voucher Assignment Process

Go to **Student**. Find the student to select. Click Pencil to edit.

Click the **Tests** tab.

Click the **GED Ready** tab.

In the **Add Voucher** field, select the appropriate test from the dropdown menu. Click the **Add** button. A popup window will appear at the top of the screen announcing the successful addition of the voucher. Once you select OK in this window, the voucher will be added to the list.

An email with the voucher code will be sent to the KAERS staff person making the assignment. This email may be resent by clicking the **Resend Email** icon to the far right of the voucher.
Ready scores will continue to automatically populate KAERS as before.