Date

Student Name  
Address  
City, State Zip

Dear insert student’s name: (Voucher #XXXX)

Congratulations for your hard work toward your high school equivalency certificate. To help you reach that goal, Ohio is awarding you up to $80 that can be applied to the FY17 (July 1, 2016 - June 30, 2017) Computer-Based GED® Test fees.

The FY17 Computer-Based GED® voucher **is valid until June 30, 2017**. This means that once you start the testing process, all four sections of the test must be taken prior to the June 30, 2017 expiration date. There will be no extensions or exceptions. The fee amount can be accessed all at once if you take all subject area tests at the same time. If you schedule the subject area tests separately, the reimbursement is $20 each. (See chart below.)



Here’s how it works:

* Decide when you plan to take the tests.
* Go to ged.com.
* Enter this voucher number (XXXX) when scheduling the test(s). This number is uniquely yours and different for each recipient.
* Make your payment.

**In addition to the June 30, 2017 expiration date, you should note that the reimbursement is only for the first time each test section is taken and is not applicable to test repeats.**

Our Career-Technical Planning District is pleased to offer the following resources for career and educational guidance:

Career-Technical Planning District Resources

* Website link (insert hyperlink)
* Mission and vision statement (insert hyperlink)
* General information (insert hyperlink)
* Financial aid (insert hyperlink)
* List of courses (insert hyperlink)
* Adult Education catalog (insert hyperlink)
* Office hours (insert hyperlink)

Other resources include:

* Job Search at [ohiomeansjobs.com/omj/](http://ohiomeansjobs.com/omj/)
* O\*Net Career Pathways online assessment at [mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip)
* Ohio Labor Market Information at [ohiolmi.com/jobs/careers.htm](http://ohiolmi.com/jobs/careers.htm)
* Ohio Department of Education at [education.ohio.gov/](http://education.ohio.gov/) or (614) 466-1577
* Ohio Board of Regents at [ohiohighered.org/](https://www.ohiohighered.org/)

If you would like to discuss the resources above in greater detail, please contact (insert contact information).

If your voucher number expires, please contact the State of Ohio GED® Office at 614-466-1577 or (Toll-free) 877-OHIOEDU / 877-644-6338.

Again, congratulations on receiving your voucher worth up to $80 toward the FY17 (July 1, 2016 – June 30, 2017) Computer Based GED® Test.

Thank you,

(Insert name)