

**AEOA ADULT BASIC EDUCATION ~ GED TESTING CENTER  
MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** by and between the Duluth GED Testing Center, 215 N 1<sup>st</sup> Ave E, Duluth MN 55802 and the Arrowhead Economic Opportunity Agency, 702 Third Avenue South, Virginia, MN 55792 (hereinafter referred to as "AEOA") is entered into this 2nd day of September for the period of July 1, 2014 to June 30, 2015.

**WHEREAS**, the GED Testing Center wishes to enter into an agreement whereby the Testing Center shall provide GED testing services, facilities and materials for the mutual benefit of the Testing Center, AEOA, and our students,

**WHEREAS**, AEOA desires to compensate the GED Testing Center for the educational testing services, facilities, and materials provided,

**NOW, THEREFORE**, the parties agree as follows:

The GED Testing Center agrees to:

1. Provide GED testing services to ABE students from the member districts of the AEOA Adult Education Consortium who qualify under the State of Minnesota guidelines to take all or any of the GED tests
2. Process all GED tests in accordance with its standard test administrative procedures. The Testing Center shall report all student test scores and testing hours to AEOA for inclusion in AEOA's financial reports to the State of Minnesota
3. Send an invoice to AEOA requesting reimbursement for 90% of the total revenue it generates from contact hours earned during GED testing of AEOA's students

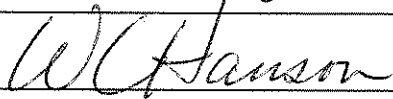
AEOA agrees to:

1. Have ABE teachers:
  - a. Process all age waivers
  - b. Provide students with a consent form to sign and hand to the Testing Center, authorizing them to release information pertaining to GED test attendance and score results
2. Notify the Testing Center requesting an invoice for the number of testing hours, FTE rate, and calculation of 90% for the amount owed
3. Pay the Testing Center once the invoice is received

This Agreement represents a collaborative effort that will benefit the Testing Center, AEOA, and especially the students.

**IN WITNESS WHEREOF** the Duluth GED Testing Center and AEOA ABE have executed this Agreement this 2nd day of September 2014.

GED Testing Center



Testing Center Representative

Arrowhead Economic Opportunity Agency



Harlan Tardy, Executive Director