

EDUCATION AND WORKFORCE DEVELOPMENT CABINET
Office of Adult Education (Kentucky Skills U)
(Amended at ARRS Committee)

13 KAR 3:040. GED® Incentives Program.

RELATES TO: KRS 151B.402, 151B.408

STATUTORY AUTHORITY: KRS 151B.402

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.402 requires the Office of Adult Education, in conjunction with the Education and Workforce Development Cabinet, to promulgate administrative regulations for an incentive program provided to full-time employees who complete a High School Equivalency Diploma within one (1) year, and their employers. This administrative regulation prescribes the policies, activities, and procedures required for participants in this incentive program.

Section 1. Definitions.

- (1) "GED® Diploma" means the High School Equivalency Diploma required by this administrative regulation.
- (2) "Kentucky Skills U" means the adult education program within the Office of Adult Education.

Section 2. Learning Contract Requirement. A learning contract between an eligible employee, the employer, and the adult education instructor shall be developed, in accordance with KRS 151B.402(2)(a). The local adult education program shall:

- (1) Ensure that a learning contract is fully completed and signed by the parties;
- (2) Retain the original learning contract for a period of three (3) years after the employee's completion of the program;
- (3) No later than ten (10) days after the final signature is obtained on the learning contract, submit a copy to:
 - (a) The employee;
 - (b) The employer; and
 - (c) Kentucky Skills U .

Section 3. Attendance Reports. A local Kentucky Skills U program official shall submit monthly attendance reports, to the Office of Adult Education and the employer, in compliance with KRS 151B.402(2)(b). The local Skills U program shall:

- (1) Use sign-in and sign-out sheets to verify the information reported on attendance reports;
- (2) Retain copies of sign-in and sign-out sheets for three (3) years following the employee's completion of this program; and
- (3) Provide copies of sign-in and sign-out sheets to Office of Adult Education staff upon request.

Section 4. Final Report.

- (1) The local Skills U program shall:
 - (a) Complete a final report, in compliance with KRS 151B.402(2)(c) ;
 - (b) Retain the original final report; and
 - (c) No later than ten (10) days after the final report is created, submit a copy of the final report to:
 1. The employee;
 2. The employer;
 3. The Kentucky Revenue Cabinet; and
 4. The Office of Adult Education .

(2) The employee shall provide the final report to a public postsecondary institution when applying for a tuition discount as provided in KRS 151B.402 .

(3) The employer shall provide the final report to the Kentucky Revenue Cabinet when applying for a tax credit as provided in KRS 151B.402 . [O] [()] .,

(27 Ky.R. 3471; Am. 28 Ky.R. 441; 628; eff. 9-5-2001; Recodified from 785 KAR 1:120; eff. 9-13-2013; 48 Ky.R. 846, 2016; eff. 4-5-2022.)

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