

The Transcript – Based Alternative Method of Credentialing

The specific purpose of high school equivalency is the measurement of the educational development of adults who have not completed their formal high school education. Adults may earn their Illinois High School Diploma High and thus qualify for admission to colleges or other educational institutions, meet educational requirements for employment or promotion, satisfy educational qualifications for induction into the armed services, fulfill requirements of local or state licensing boards, or gain personal satisfaction.

The Transcript-based Alternative Method of Credentialing provides an alternative route to the Illinois High School Diploma for candidates who have already completed a significant amount of high school or post-secondary credits. Candidates who meet the eligibility requirements for a transcript-based Alternative Method of Credentialing, complete the required coursework from an accredited programs, and have an ICCB approved assessment that ensures a reading score reflecting higher than a 9th grade reading level, and complete the U.S. and Illinois State Constitution shall be granted an Illinois High School Equivalency Diploma.

ELIGIBILITY TO PARTICIPATE

An individual is eligible to apply to complete their high school equivalency through this method given they meet **all** the following conditions:

- 18.5 years of age or older *and* their high school graduating class must be, at minimum, in the third quarter of their senior year*
- does not have a high school diploma or high school equivalency credential and is not currently enrolled in a secondary school
- is a resident of the State of Illinois for at least 30 days prior to the initial transcript evaluation** *and*
- has completed at *least* 75 percent (13.5 credits) of the minimum graduation requirements as outlined below.

***Age: Seventeen-year-olds** are not eligible to participate in this method of high school equivalency unless their high school graduating class has already graduated. If an individual is **17 years old** and has been enrolled in a public or private high school setting in the last 12 months – and their high school class has already graduated – they must present a **withdrawal letter** from the last school enrolled in upon their initial transcript review.

Withdrawal letters for this high school equivalency method must be on school letterhead and signed by a school official, must include the candidate's full name and date of birth, must include the formal withdrawal date/last date of attendance, and must indicate that the candidate's high school graduating class has already graduated. Transcripts will not be accepted as proof of withdrawal for this method.

Proof of withdrawal can be emailed to ICCB.hse@illinois.gov faxed to 312-814-8993.

****Residency:** Illinois high school equivalency legislation requires that candidates be an Illinois resident for at least 30 days prior to participation in a high school equivalency option. Candidates will be asked to provide a government-issued photo identification and proof of residency during their transcript review(s). If the candidate's government-issued photo ID does not include an Illinois address, the



candidate must provide one of the approved proof of residency documents. Please refer to **this document** for examples of acceptable proof of residency documentation.

CREDIT REQUIREMENTS

Candidates must provide documentation demonstrating completion of at least 18 credits (equivalent to a year-long high school course) at a state-recognized and accredited public or private high school, a state-recognized and accredited postsecondary institution or adult education program, or a foreign institution of higher education, including:

- at least four (4) years of language arts;
- at least three (3) years of mathematics, which must include one (1) year of algebra and one year of geometry;
- at least three (3) years of social studies, which must include at least one (1) year on the history of the United States;
- at least two (2) years of science;
- at least one (1) year of elective coursework, chosen from art, music, foreign language, or vocational education;
- at least one (1) semester of health; and
- at least one course on consumer education.

All other credits required to meet the 18 credit minimum may be filled with elective coursework in any subject area.

ELIGIBLE SCHOOLS

Transcripts utilized for an Alternative Method of Credentialing must come from a **state-recognized and accredited** institution.

Home schooled programs are not eligible for a transcript-based Alternative Method of Credentialing. Home schooled students who need to complete an Illinois high school equivalency exam are eligible to complete one of the approved high school equivalency exams (GED® or HiSET®).

Online or correspondence high schools authorized for use in a transcript-based Alternative Method of Credentialing include i-Pathways, the American School (Lansing, IL), and the Illinois Virtual School.

There are currently no adult high school diploma programs recognized for use in a transcript-based Alternative Method of Credentialing.

Adult education coursework used for an Alternative Method of Credentialing must be completed through an Illinois Community College Board-funded adult education provider either in classroom or using i-Pathways curricula. The course title and description must be specific to the credit gap the candidate needs to fill. Candidates may find their nearest adult education provider using the locator at <https://yourpathyourfuture.org/>



TRANSCRIPT EVALUATION

An eligible candidate who is interested in participating in a transcript-based Alternative Method of Credentialing must have their high school and/or post-secondary transcripts evaluated at the Regional Office of Education for their county of residence.

To find the contact information for your Regional Office of Education, please use our ROE Locator Tool.

Candidates must provide official sealed transcripts for evaluation. Candidates providing transcripts from a foreign institution which are not in English must provide a certified translation in addition to a sealed copy of the records. Candidates are responsible for purchasing the certified translation of transcripts. Regional Office of Education staff will ensure the candidate meets all eligibility requirements, including age and residency. In addition, Regional Office of Education staff will ensure the candidate meets the minimum of 13.5 required courses completed prior to participation in the program. If the candidate does not meet the eligibility requirements, they will be directed to consider another high school equivalency option.

Regional Office of Education staff will evaluate the transcripts of eligible candidates to determine what requirements remain. Candidates with remaining requirements may complete their credit gaps using one or more of the methods outlined below.

FILLING CREDIT GAPS

Candidates who are lacking one or more of the 18 total credits, listed above, may fill their credit gaps in one of three ways:

1. ICCB-funded Adult Education:

Candidates may complete coursework through an Illinois Community College Board-funded adult education provider. Coursework may be completed in class or using i-Pathways curricula. Candidates may find their nearest adult education provider using our locator tool:

<https://yourpathyourfuture.org/>

The course title and description must be specific to the credit gap the candidate needs to fill.

Each i-Pathways module in the domains of Science, Social Studies, Language Arts, Math, Consumer Education, and Health Literacy are worth 1 credit hour. When completing this program through an adult education provider in Illinois, the adult education program will provide the ROE with the tracking forms and letter to document the student met the required coursework. Documents to submit to ROEs are included in the Resource section of the i-Pathways.org system.

Science

- Life Science Module
- Physical Science Module

Language Arts

- Language Arts I
- Language Arts II



Math

- Algebra I
- Algebra II
- Geometry

Social Studies

- U.S. History
- Civics and Government

Consumer Education

Health Education

Constitution

2. *Post-Secondary Credit:*

Candidates may complete coursework through a recognized and accredited two- or four-year college or university.

The course title and description must be specific to the credit gap the candidate needs to fill.

A post-secondary course which grants three semester credits shall be considered equivalent to one year of high school credit in a relevant subject area.

3. *High School Equivalency Exam Section:*

Candidates may complete **no more than two** subject areas of the GED® or HiSET® exam.

A passing score on one subject area of a high school equivalency exam shall be considered equivalent to one year of high school credit in a relevant subject area.

Candidates will be required to return to the Regional Office of Education for their county of residence with transcripts from any adult education or post-secondary courses taken to fill credit gaps. Transcripts must meet all qualifications listed above.

COST TO PARTICIPATE

The cost of the initial transcript review for an Alternative Method of Credentialing is **\$20**. This fee must be paid to the Regional Office of Education at the time of the initial transcript review.

Additional fees apply for copies of the Illinois High School Equivalency Diploma and official high school equivalency transcripts upon completion of this program. For more information on these fees, please view the following page: [High School Equivalency Records](#)

ADDITIONAL REQUIREMENTS

In addition to completion of the 18 required credits listed above, candidates completing a transcript-based Alternative Method of Credentialing must complete the Illinois State Constitution Requirement and completion of any NRS approved reading assessment at 9th grade level. (TABE – 576 or higher, CASAS – 239 or higher).



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

U.S. and Illinois State Constitution and Flag Requirement

The U.S. and Illinois State Constitution and Flag Requirement can be found here:

<https://ilconstitution.org/login>

Final Reading Assessment

Candidates completing a transcript-based Alternative Method of Credentialing for high school equivalency must complete an ICCB approved reading assessment to ensure the candidate meets the exit criteria of reading at a 9th grade level. This exam is free to take and must be taken through an Illinois Community College Board-funded adult education provider. You can find the closest adult education provider to you using our provider locator: <https://yourpathyourfuture.org/>

The adult education provider will present you with a copy of your scaled score upon completion. This document must be provided by you (the high school equivalency candidate) to the Regional Office of Education in your county.