

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2019  
SERVICE SPECIFICATIONS  
GED TUTORING AND TESTING  
Service Code 185**

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**SERVICE DEFINITION:**

To provide instruction and support activities to prepare youth to pass the high school equivalency examination (GED)

**STANDARDS/LICENSURE REQUIREMENTS:**

Instructor(s) shall be at least twenty-one (21) years of age, a high school or GED graduate, and must be qualified by a combination of demonstrable training, education and experience to deliver this service.

**UNITS OF SERVICE:**

One unit equals 60 minutes of staff time (45 minutes for individual or group tutoring and 15 minutes for records documentation).

**UNITS REQUIRED:**

As determined by individual service plan.

**SERVICE GOALS:**

1. To provide for educational needs of the youth.
2. To provide an environment to encourage responsibility, build self-esteem and self-reliance.

**SERVICE TASKS:**

1. Assess by standardized means, the extent of the youth's knowledge and capacity for instruction.
2. Develop instructional materials/lesson plans.
3. Provide instruction and document service delivery through sign-in sheets, test results, client case notes for monthly progress.

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4. Prepare clients for the testing procedure.
5. Evaluate the preparedness of the youth for testing.
6. Arrange for official testing.
7. Pay for official testing.
8. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

