



DANTES-FUNDED EXAM REIMBURSEMENT

GED / GRE / GMAT / PRAXIS

The Defense Activity for Non-Traditional Education Support (DANTES) will fund one administration each of the GED, GRE General Test, GRE Subject Test, GMAT, PRAXIS Core, and a PRAXIS II Subject Assessment which includes the Principles of Learning and Teaching (PLT) exam. These exams are not administered at the Fort Carson Education Center; rather they are administered at off-post civilian testing sites. Funding is only available to Service Members who possess a valid “Geneva Conventions Uniformed Services Identification Card” (i.e., a CAC for Active Duty) at the time of testing. Civilians (to include Family Members) are not eligible for DANTES funding.

In general examinees are responsible for:

- Scheduling the respective test.
- Paying all fees associated with registration, rescheduling, and cancellation
- If eligible, completing the reimbursement process (electronic form) and applying for reimbursement no later than 90 days after the scheduled test date.
- Complying with the respective exam requirements listed below.

Specific Exam Requirements:

GED: Beginning 1 October 2016, the GED became available to military personnel at Pearson Vue Test Centers on an after-the-fact reimbursement basis. In addition to having a valid Geneva Conventions / CAC card at the time of testing, to be eligible to take the GED Soldiers must meet the following criteria:

- Be a minimum of 17 years of age and meet all other state minimum requirements.
- Have never been funded or reimbursed by DANTES for the GED Test.
- Must be applying to or enrolled in a college or university requiring the GED or, is fulfilling a legitimate Service requirement (reenlistment, etc).
- Agree to apply for reimbursement no later than 90 days after the scheduled test date.
- Meet with an Army Education Counselor (Bldg 1012, Rm 138) who may suggest or require additional preparation prior to taking the exam. The “GED Ready” is the official practice test to provide potential test-takers the best information about their readiness for taking GED. Visit www.ged.com to access the practice test. In addition, free practice material can be found at the following websites:

www.gedtestingservice.com/testers/sample-questions

www.gedtestingservice.com/educators/freepracticetest.

IMPORTANT: Be sure to print and electronically retain a copy of your payment receipt at the time of payment – you will need it when you file for reimbursement. Once you complete the exam, please follow the steps outlined in the “Obtaining Reimbursement” section, below.

GRE: DANTES provides one authorized reimbursement for the GRE revised General Test fee and one GRE Subject Test fee per lifetime. To be eligible for DANTES reimbursement you must never have taken a DANTES-funded GRE General or the GRE Subject Test (*as appropriate; only one of each allowed!*). In addition, you must be applying to or be enrolled in a graduate or business school requiring the GRE revised General Test or GRE Subject Test, or be fulfilling a legitimate Service requirement (i.e., applying to attend an Army-sponsored school program that requires the exam). Visit www.ets.org/gre to establish an account, schedule an exam, and be sure to download and review the “GRE Information and Registration Bulletin.” **IMPORTANT: Be sure to print and electronically retain a copy of your payment receipt at the time of payment – you will need it when you file for reimbursement!**

☞ The nearest test center in Colorado Springs is at the Prometric Testing Center, 2790 N. Academy Blvd., Suite 317. Free *POWERPREP II*® software and a free practice book are also available at www.ets.org/gre/prepare. Once you complete the exam, please follow the steps outlined in the “Obtaining Reimbursement” section, below.

GMAT: To be eligible for DANTEs funding you must never have taken a DANTEs-funded GMAT paper-based or GMAT Computer Adaptive Test (CAT). In addition, you must be applying to or be enrolled in a graduate school requiring the GMAT or be fulfilling a legitimate Service requirement (i.e., applying to attend an Army-sponsored school program that requires the exam). Visit www.mba.com to establish an account, schedule an exam, and be sure to download and review the “GMAT Handbook.”

IMPORTANT: Be sure to print and retain a copy of your receipt at the time of payment – you will need it when you file for reimbursement! Free GMATPrep software and a free practice book are also available at the site. Once you have completed the exam, please follow the steps outlined in the “Obtaining Reimbursement” section, below.

PRAXIS CORE AND PRAXIS SUBJECT ASSESSMENT: DANTEs funds the test fee for one administration of the PRAXIS CORE (complete or partial) and one administration of the PRAXIS Subject Assessment which includes the PLT, per lifetime for eligible military personnel. Pay particular attention to the policies in the “PRAXIS Series Information Bulletin.” Be sure you know and understand your state’s (the state you are seeking licensure in) testing requirement(s) for licensure. Create a PRAXIS account (<https://www.ets.org/praxis>) to register for the test(s), pay fees and view scores. **IMPORTANT: Be sure to print and retain a copy of your receipt at the time of payment – you will need it when you file for reimbursement!**

☞ The nearest test center in Colorado Springs is at the Prometric Testing Center, 2790 N. Academy Blvd., Suite 317. Once you complete the exam(s), please follow the steps outlined in the “Obtaining Reimbursement” section, below.

OBTAINING REIMBURSEMENT (GED / GRE / GMAT / PRAXIS Core and PRAXIS SUBJECT ASSESSMENT)

- Once you complete the exam, after receiving notification, download and print the Official Score Report from your online account (GED / GRE / GMAT / PRAXIS as appropriate) and retain an electronic copy for your records.
- Go to www.dantes.doded.mil and select the EXAMINATIONS link at the top of the page, then select the GED, GRE, GMAT or PRAXIS link as appropriate. Scroll down and select the ELECTRONIC REIMBURSEMENT FORM link, follow the directions; you must use your CAC to sign the form. Be sure to upload the copy of your Official Score Report **and** Payment Receipt as indicated.
- **GRE and PRAXIS Note:** You must submit separate Electronic Reimbursement Forms for each of the qualifying GRE exams or PRAXIS Series programs.
- **IMPORTANT:** It is **your responsibility** to complete the online form and upload a copy of the required documents **no later than 90 days after the scheduled test date**.
- We strongly suggest you retain a copy of all the completed forms and documents submitted. All reimbursements will be made to your DFAS military pay bank account regardless of how you paid. If after **3 weeks** you have not seen reimbursement, contact the office indicated on the reimbursement form.

NOTE: The information contained on this sheet is provided by the Fort Carson Education Center and is subject to change without notice. Service members should check www.dantes.doded.mil for the most current information.