

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION**

Student Assistance General Provisions – Subpart J – Approval of Independently Administered Tests

- 1. Explain the circumstances that make the collection of information necessary. What is the purpose for this information collection? Identify any legal or administrative requirements that necessitate the collection. Include a citation that authorizes the collection of information. Specify the review type of the collection (new, revision, extension, reinstatement with change, reinstatement without change). If revised, briefly specify the changes. If a rulemaking is involved, list the sections with a brief description of the information collection requirement, and/or changes to sections, if applicable.**

This request is for an extension without change of the reporting and recordkeeping requirements that are contained in the information collection 1845-0049 for Student Assistance General Provision in the regulations in Subpart J- Approval of Independently Administered Tests; Specification of Passing Score; Approval of State Process.

There are no forms or formats established by the Department for the reporting or recordkeeping requirements. These regulations govern the application for and approval of assessments by the Secretary by a private test publisher or State that are used to measure a student's skills and abilities. The administration of approved ATB tests may be used to determine a student's eligibility for assistance for the Title IV student financial assistance programs authorized under the Higher Education Act of 1965, as amended (HEA) when, among other conditions, the student does not have a high school diploma or its recognized equivalent.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The Department of Education's Office of Federal Student Aid is responsible for evaluating the quality of the State plans and private ATB test publisher tests submitted under the provisions articulated by the Secretary. Department staff reviews the submitted tests and uses psychometrician services to evaluate the ATB tests submitted by test publishers using the Secretary's guidelines in these established regulations to determine if the tests meet the conditions for approval by the Secretary. Postsecondary institutions will evaluate the test scores obtained by the student applicants for Title IV, HEA program assistance based on their requirements within the parameters set by the Department. The State processes is also submitted and reviewed by the Office of Postsecondary Education to determine if the process meets the conditions for approval by the Secretary.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision of adopting this means of collection. Please identify systems or websites used to electronically collect this information. Also describe any consideration given to using technology to reduce burden. If there is an increase or decrease in burden related to using technology (e.g. using an electronic form, system or website from paper), please explain in number 12.**

There are no legal or technical obstacles to the use of technology in this information collection activity, the process for applicants to submit their tests for approval is moving from “paper and pencil” tests to computer-based testing and we expect this trend to continue. As testing expands into computer-based formats, the reporting of the test results by test publishers to the institutions the student plans to attend should be more automated, until then States and test publishers may continue to provide students with a paper output report or electronic output document, and institutions with an electronic output document.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

The information supplied for State process plans, for ATB test publisher applications for test approval, and in the students' test score results is not duplicated on any other system.

- 5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction, which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.**

No small businesses are affected by this information collection.

- 6. Describe the consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If this collection is not conducted it is possible that a student without aid eligibility could receive federal student aid in conflict with the law and in violation of the Department's fiduciary responsibilities to protect the government and taxpayer against loss through

fraud and mismanagement. Alternately, without this collection, an otherwise eligible student may be denied a federal benefit for which they are eligible.

7. **Explain any special circumstances that would cause an information collection to be conducted in a manner:**
- **requiring respondents to report information to the agency more often than quarterly;**
 - **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
 - **requiring respondents to submit more than an original and two copies of any document;**
 - **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
 - **in connection with a statistical survey, that is not designed to produce valid and reliable results than can be generalized to the universe of study;**
 - **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
 - **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or that unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
 - **requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

This application is consistent with the guidelines in 5 CFR 1320.5(d) (2). Previously, the Department requested multiple copies of each test from the test publishers. The tests being copyrighted were not duplicated by the Department for review purposes. Multiple copies of the tests were required because the tests are reviewed and analyzed by multiple Department staff and testing experts before any test approval is granted by the Secretary.

With the onset of the COVID-19 pandemic and the difficulty of staff providing physical copies of the tests to the reviewers, the Department began requesting electronic versions of the test under review from test publishers. This electronic processing allowed the examinations to be provided to the reviewers under the mandatory work from home situations and now under the expanded work from home options. We are no longer requesting exemption from 5 CFR 1320.5(d)(2). States have always provided the Department with a single copy of their process.

8. **As applicable, state that the Department has published the 60 and 30 Federal Register notices as required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

Include a citation for the 60 day comment period (e.g. Vol. 84 FR ##### and the date of publication). Summarize public comments received in response to the 60 day notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. If only non-substantive comments are provided, please provide a statement to that effect and that it did not relate or warrant any changes to this information collection request. In your comments, please also indicate the number of public comments received.

For the 30 day notice, indicate that a notice will be published. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years – even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On February 23, 2026 the Department published a Federal Register Notice (91 FR 8469) inviting public comment on this collection. No comments were received. There have been no change to the regulations or the estimated burden. This is now the request for the 30-day notice be published in the Federal Register.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees with meaningful justification.

There are no payments or gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If personally identifiable information (PII) is being collected, a Privacy Act statement should be included on the instrument. Please provide a citation for the Systems of Record Notice and the date a Privacy Impact Assessment was completed as indicated on the IC Data Form. A confidentiality statement with a legal citation that authorizes the pledge of confidentiality should be provided.¹ If the collection is subject to the Privacy Act, the Privacy Act statement is deemed sufficient with respect to confidentiality. If there is no expectation of confidentiality, simply state that the Department makes no

¹ Requests for this information are in accordance with the following ED and OMB policies: Privacy Act of 1974, OMB Circular A-108 – Privacy Act Implementation – Guidelines and Responsibilities, OMB Circular A-130 Appendix I – Federal Agency Responsibilities for Maintaining Records About Individuals, OMB M-03-22 – OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, OMB M-06-15 – Safeguarding Personally Identifiable Information, OM:6-104 – Privacy Act of 1974 (Collection, Use and Protection of Personally Identifiable Information)

pledge about the confidentiality of the data. If no PII will be collected, state that no assurance of confidentiality is provided to respondents. If the Paperwork Burden Statement is not included physically on a form, you may include it here. Please ensure that your response per respondent matches the estimate provided in number 12.

There is no assurance of confidentiality provided to the respondents concerning the application for State process plans or test approval and assurance of confidentiality for the submission of test scores.

- 11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. The justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature in this information collection.

- 12. Provide estimates of the hour burden for this current information collection request. The statement should:**

- **Provide an explanation of how the burden was estimated, including identification of burden type: recordkeeping, reporting or third party disclosure. Address changes in burden due to the use of technology (if applicable). Generally, estimates should not include burden hours for customary and usual business practices.**
- **Please do not include increases in burden and respondents numerically in this table. Explain these changes in number 15.**
- **Indicate the number of respondents by affected public type (federal government, individuals or households, private sector – businesses or other for-profit, private sector – not-for-profit institutions, farms, state, local or tribal governments), frequency of response, annual hour burden. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burden in the table below.**
- **Provide estimates of annualized cost to respondents of the hour burdens for collections of information, identifying and using appropriate wage rate categories. [Use this site](#) to research the appropriate wage rate. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14. If**

there is no cost to respondents, indicate by entering 0 in the chart below and/or provide a statement.

The request for ATB test approval from independent test publishers or the request for approval of a State process will continue to be received by the Department as often as the test developers or States determine it is in their interest to apply for the Secretary's approval or as the agreement reaches its expiration consistent with the regulations in Subpart J.

To date, there have been seven State examinations which meet the current regulatory requirements and have been approved. Two of the seven State processes have expired and neither State requested renewal from the Department. There are currently three test publishers with five comprehensive examinations which meet the current regulatory requirements and have been approved.

Section 668.144 - Application for test approval.

Section 668.144(c) (16) & (d) (7) requires each test publisher or State to have a process for determining the level of training, knowledge, and skills of a test administrator, a process to determine the integrity of the test administrator and to report their process to the Secretary in its submission for test approval.

We estimate that a test publisher or State will on average take 3 hours to review its current process to establish that a test administrator has the necessary training, knowledge, skills and integrity to test students.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours:
Burden for For-Profit Entities			
3	3	X 3 hours	9
Burden for State Entities			
6	6	X 3 hours	18
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Subtotal			
9	9		27

Section 668.144(c)(17) & (d)(8) requires that a test publisher or a State to explain to the Secretary its test anomaly analysis, how it will identify potential test irregularities and how it will determine that test irregularities have occurred. Additionally, an explanation of the process and procedures for corrective action, including de-certification of a certified test administrator and to report information on when and how it will notify a test administrator, the Secretary, the institutions where the test irregularities occurred, that the test administrator has been decertified is required.

We estimate that a test publisher or State will on average take 75 hours to develop and review its test anomaly process and to establish its test anomaly analysis and explain it to the Secretary. That explanation must include its test irregularity detection process, its corrective action process, including its decertification of test administrator process, as well as its reporting processes.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours:
Burden for For-Profit Entities			
*	3	X 75 hours	225
Burden for State Entities			
*	6	X 75 hours	450
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Subtotal			
*	9		675

Section 668.144(c)(18) & (d)(9) requires that a test publisher or a State will describe to the Secretary the types of accommodations available to individuals with disabilities, including an explanation of any accessible technologies and a description of the process for a test administrator to identify and report when accommodations for individuals with disabilities were provided.

We estimate that a test publisher or State will on average take 1 hour to develop/review/update and describe to the Secretary the types of accommodations available to individuals with disabilities, the process the test administrator will use to support the identification of the disability and the process to report when accommodations were used.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours:
Burden for For-Profit Entities			
*	3	X 1 hour	3
Burden for State Entities			
*	6	X 1 hour	6
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Subtotal			
*	9		9

*=Avoids duplication of the universe of respondents at the time of filing.

Sub-total for 34 CFR 668.144:

# of Respondents:	# of Responses:	# of Burden Hours:
9	27	711

Section 668.150 - Agreement between the Secretary and a test publisher or a State.

Section 668.150(b) (2) requires that each test publisher or State to obtain a certification statement from each prospective test administrator indicating that he or she is not currently de-certified and that if the test administrator becomes de-certified by another test publisher or State that the test administrator will immediately notify all other test publishers or States for whom the test administrator administers ATB tests.

We estimate that a test publisher or State will on average take .5 hours (30 minutes) to review its process to obtain a certification statement from each prospective test administrator. We estimate that it will take each prospective test administrator .17 hours (10 minutes) to access, read, certify and submit the written certification to the test publisher or State, as applicable. We estimate that each test publisher or State, as applicable, will take .08 hours (5 minutes) to review each certification.

AFFECTED ENTITIES and BURDEN:

Burden for Individuals (2,000 test administrators)

# of Respondents:	# of Responses		# of Burden Hours
2,000	2,000	X .17 hours	340

Burden for process development

# of Respondents:	# of Responses		# of Burden Hours
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Burden for For-Profit Entities

*	3	X .5 hours	2
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Burden for State Entities

*	6	X .5 hours	3
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Subtotal

*	9		5
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Burden for review of submitted certifications

# of Respondents:	# of Responses		# of Burden Hours
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Burden for For-Profit Entities

*	660	X .08 hours	53
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Burden for State Entities

*	1,340	X .08 hours	107
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Subtotal

*	2,000		160
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* Avoids duplication of the universe of respondents at the time of filing.

Section 668.150(b) (6) requires that the test publisher or State immediately notify the test administrator, the Secretary, and the institutions where the test administrator previously administered the ATB tests when it de-certifies a test administrator.

We estimate that 1 percent of the universe of test administrators or 20 test administrators will become de-certified (2,000 test administrators X .01 = 20). We estimate that it will take test publishers and States 1 hour per de-certification to notify the test administrators, the Secretary, and the affected institutions for a total of 10 hours of burden.

AFFECTED ENTITIES and BURDEN:

Burden for decertification process

# of Respondents:	# of Responses		# of Burden Hours
Burden for For-Profit Entities			
*	7	X 1 hour	7
Burden for State Entities			
*	13	X 1 hour	13
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Subtotal			
*	20		20

* Avoids duplication of the universe of respondents at the time of filing.

Section 668.150(b)(7) requires that, when the test publisher or State determines that ATB tests have been improperly administered, the affected students and prospective students must be notified by the respective test publisher or State. In addition, the regulations require that the respective test publisher or State are required to provide a report to the Secretary on the results of their review and determination of improper ATB test administration, the notifications to the institutions, students and prospective students.

The Department continues to estimate that it will take each test publisher or State, as applicable, 3 hours to review their process to determine when ATB tests have been improperly administered. We estimate that 23,046 ATB tests will be provided per year and estimate that 2 %, or 481, of those tests could be improperly administered and affected students or prospective students would require notification from the test publisher or State. We estimate that the notification process and any follow-up contact to average .33 hours (20 minutes) per contact and .25 hours (15 minutes) per student.

AFFECTED ENTITIES and BURDEN:

ATB test publishers or States to review process to determine when an ATB test has been improperly administered:

# of Respondents:	# of Responses		# of Burden Hours
Burden for For-Profit Entities			
*	3	X 3 hours	9
Burden for State Entities			
*	6	X 3 hours	18
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Subtotal			
*	9		27

ATB test publisher or States immediate notification to affected students and prospective students of improper testing:

# of Respondents:	# of Responses		# of Burden Hours
Burden for For-Profit Entities			
*	159	X .25 hours	40
Burden for State Entities			
*	322	X .25 hours	80
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Subtotal			
*	481		120

ATB test publishers or States reporting to the Department the results of review and notification to institutions and students who have been improperly tested:

# of Respondents:	# of Responses		# of Burden Hours
Burden for For-Profit Entities			
*	159	X .33 hours	53
Burden for State Entities			
*	322	X .33 hours	106
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Subtotal			
*	481		159

* Avoids duplication of the universe of respondents at the time of filing.

Section 668.150(b)(13) requires that test publishers or a State analyze the test scores for all ATB test takers every 18 months to determine if there are any irregular patterns that raises an inference of improper test administration.

We estimate that a test publisher or State will on average take 75 hours to conduct its test anomaly process to establish its test anomaly analysis and report the results to the Secretary at the end of each 18-month period. That explanation must include its test irregularity detection process results, its corrective action process results, including its de-certification of test administrator process results, as well as its reporting processes.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours
Burden for For-Profit Entities			
*	3	X 75 hours	225
Burden for State Entities			
*	6	X 75 hours	450
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Subtotal			
*	9		675

Section 668.150(b)(15) requires that the test publisher or State immediately report to the Secretary if it finds any credible information indicating that the approved ATB test has been compromised.

We estimate 23,046 ATB tests will be taken each year, of that number we estimate that in .001 % of the tests or 23 cases will be compromised and therefore required to be reported to the Secretary. We estimate the collection of credible information and its reporting to the Secretary to take 1 hour per incidence.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours
Burden for For-Profit Entities			
*	8	X 1 hour	8
Burden for State Entities			
*	15	X 1 hour	15
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Subtotal			
*	23		23

* Avoids duplication of the universe of respondents at the time of filing.

Section 668.150(b)(16) requires that the test publisher or State immediately report to the Office of the Inspector General of the Department of Education any credible information indicating that a test administrator or institution may have engaged in fraud or other criminal misconduct.

We continue to estimate 23,046 ATB tests will be taken each year, of that number we estimate that in .001 % of the tests or 23 cases that there will be credible information indicating that a test administrator or institution may have engaged in fraud or other criminal conduct. We estimate the collection of credible information and its reporting to the Office of the Inspector General to take 1 hour per incidence.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours
Burden for For-Profit Entities			
*	8	X 1 hour	8
Burden for State Entities			
*	15	X 1 hour	15
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Subtotal			
*	23		23

*=Avoids duplication of the universe of respondents at the time of filing.

Section 668.150(b)(17) requires that all certified test administrators are required to report to the test publisher or State, respectively, the nature of the disability and any accommodations provided when approved ATB tests are given to individuals with disabilities.

We estimate that the average amount of time that a test publisher or State, as applicable, will take to review its process for having test administrators report the nature of the test taker’s disability and any accommodation provided to the individual with the disability to be 1 hours per test.

AFFECTED ENTITIES and BURDEN:

# of Respondents:	# of Responses:		# of Burden Hours:
Burden for For-Profit Entities			
*	3	X 1 hour	3
Burden for State Entities			
*	6	X 1 hour	6
<hr/>			
Subtotal			
*	9		9

* Avoids duplication of the universe of respondents at the time of filing.

We estimate that 12 % of the U.S. population is severely disabled, and that 2,766 of the ATB test takers will be individuals with disabilities. We estimate that on average it will take .08 hours (5 minutes) per case to report the nature of the disability and any accommodation that the test administrator made for the test taker.

AFFECTED ENTITIES and BURDEN:

Burden for Individuals (2,000 test administrators):

# of Respondents:	# of Responses:		# of Burden Hours:
*	2,766	X .08 hour =	221 hours

Sub-total for 34 CFR 668.150:

# of Respondents:	# of Responses:	# of Burden Hours:
2,000	7,830	1,782

* Avoids duplication of the universe of respondents at the time of filing.

Section 668.151 - Administration of tests.

Section 668.151(g)(4) requires that institutions where approved ATB test are given by certified test administrators either at assessment centers or by an independent test administrators, maintain the name and address of the test administrator who administered the test.

Section 668.151(g)(5) requires that if the individual who took the test has a disability and as a result was unable to be evaluated by the use of a conventional test or required test accommodations, that documentation of the individual's disability and of the testing arrangements must be maintained by the institution.

We estimate that on average it will take an institution .08 hours (5 minutes) per 23,046 ATB test to collect and maintain the identifier information on each test administrator for each ATB test provided, therefore we estimate a total burden of 1,844 hours (23,046 x .08). In addition, for the estimated 2,766 ATB test takers who are individuals with disabilities that it will take an additional .08 hours (5 minutes) per test taker to collect and maintain documentation on the individual's disability and the testing accommodations that were made by the test administrator for the ATB test-taker for 221 hours (2,766 x .08) as noted above.

AFFECTED ENTITIES and BURDEN:

Section 668.151(g)(4) -requirement that institutions maintain the identifier information for all certified ATB test administrators.

Continuing Burden for For-Profit Institutions

23,046 ATB test takers X 19% (412 For-Profit institutions as a percentage of 2,170 participating institutions) = 4,379 X .08 hours = 350 hours

Continuing Burden for Private Institutions

23,046 ATB test takers X 38% (825 Private institutions as a percentage of 2,170 participating institutions) = 8,757 X .08 hours = 701 hours

Continuing Burden for Public Institutions

23,046 ATB test takers X .43% (933 Public institutions as a percentage of 2,170 participating institutions) = 9,910 X .08 hours = 793 hours

# of Respondents:	# of Responses:	# of Burden Hours:
2,170	23,046	1,844

Section 668.151(g)(5) -requirement that institutions collect and maintain documentation of the individual ATB test-takers disability and of any accommodating provided by the certified test administrator to the ATB test-taker (668.151(g)(5)).

AFFECTED ENTITIES and BURDEN:

Continuing Burden For-Profit Institutions

2,766 cases of individuals with disabilities taking an ATB test X 19% (For-Profit institutions as a percentage of all participating institutions) 526 X .08 hours per case reported = 42 hours

Continuing Burden for Private Institutions

2,766 cases of individuals with disabilities taking an ATB test X 38% (Private institutions as a percentage of all participating institutions) 1,051 X .08 hours per case reported = 84 hours

Continuing Burden for Public Institutions

2,766 cases of individuals with disabilities taking an ATB test X 43% (Public institutions as a percentage of all participating institutions) 1,189 X .08 hours per case reported = 95 hours

# of Respondents:	# of Responses:	# of Burden Hours:
Subtotal		
*	2,766	221

* Avoids duplication of the universe of respondents at the time of filing.

Sub-total for 34 CFR 668.151:

# of Respondents:	# of Responses:	# of Burden Hours:
2,170	25,812	2,065

Section 668.152 – Administration of tests by assessment centers.

The regulations require that if the test assessment center scores the approved ATB test that it must provide a copy of the completed test to the test publisher or State, as applicable, on a weekly basis to include either; the name, address, and any other identifier provided by the test publisher or State of the test administrator who administered the test; or a report of all test-takers’ scores and institutions to which the scores were sent and the name, address, and any other identifier provided by the test publisher or State of the test administrator who administered the test.

We estimate that of the 2,000 test administrators, approximately one-third or 660 are at test assessment centers.

AFFECTED ENTITIES and BURDEN:

Continuing Burden for Private Institutions

We estimate that 15% of the test assessment centers giving ATB tests are at private non-profit institutions.

$$\begin{array}{rcl}
 660 \text{ assessment centers} & \times .15 & = & 99 \\
 & & & \underline{\times .17 \text{ hours (10 minutes)}} \\
 & & & \underline{\times 52 \text{ weeks}} \\
 & & & \text{equals 875 hours of additional burden.}
 \end{array}$$

# of Respondents:	# of Responses:	# of Burden Hours:
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Subtotal		
99	5,148	875

Continuing Burden for Public Institutions

We estimate that 85% of the test assessment centers giving ATB tests are at public institutions.

660 assessment centers	X .85	=	561
	X		<u>.17 hours (10 minutes)</u>
	X		<u>52 weeks</u>

equals 4,959 hours of additional burden.

# of Respondents:	# of Responses:	# of Burden Hours:
Subtotal		
561	29,172	4,959

Sub-total for 34 CFR 668.152:

# of Respondents:	# of Responses:	# of Burden Hours:
660	34,320	5,834

Section 668.153 - Administration of tests for individuals whose native language is not English or for individuals with disabilities.

The regulations require that the test administrator must ensure that there is documentation to support the determination that the individual has a disability and requires accommodations, however, the burden associated with this final requirement is in the maintenance of the documentation by the institution in §668.151(g)(5) - see above.

Total Respondents, Responses and Burden Hours:

	# of Respondents	# of Responses	# Hrs Burden
Section 668.144 - Application for test approval.	9	27	711
Section 668.150 - Agreement between the Secretary and a test publisher or a State.	2,000	7,830	1,782
Section 668.151 - Administration of tests.	2,170	25,812	2,065
Section 668.152 - Administration of tests by assessment centers.	660	34,320	5,834

Inventory Total:

# of Respondents	# of Responses	Burden Hours
4,839	68,259	10,392

Estimated Annual Burden and Respondent Costs Table

Information Activity or IC (with type of respondent)	Number of Respondents	Number of Responses	Average Burden Hours per Response	Total Annual Burden Hours	Estimated Respondent Average Hourly Wage	Total Annual Costs (hourly wage x total burden hours)
Individual	2,000	4,766	0.1177087	561	\$23.80	\$13,351.80
For-Profit Institutions	415	5,927	0.1747933	1,036	\$49.98	\$51,779.28
Private Institutions	924	14,956	0.1109922	1,660	\$49.98	\$82,966.80
Public Institutions	1,500	42,340	0.1685167	7,135	\$49.98	\$356,607.30
Annualized Totals	4,839	67,989		10,392		\$504,705.18

For individuals we have used the median hourly wage for all occupations, \$23.80 per hour according to the Bureau of Labor Statistics.

https://www.bls.gov/oes/current/oes_nat.htm#00-0000.

For institutions, lenders, and guaranty agencies we have used the median hourly wage for Education Administrators, Postsecondary, \$49.98 per hour according to BLS.

<https://www.bls.gov/oes/current/oes119033.htm>.

Please ensure the annual total burden, respondents and response match those entered in IC Data Parts 1 and 2, and the response per respondent matches the Paperwork Burden Statement that must be included on all forms.

13. **Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14.)**
 - **The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and acquiring and maintaining record storage facilities.**

- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices. Also, these estimates should not include the hourly costs (i.e., the monetization of the hours) captured above in Item 12.**

Total Annualized Capital/Startup Cost : _____
Total Annual Costs (O&M) : _____
Total Annualized Costs Requested : _____

There are no startup costs.

- 14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.**

There are no additional costs to the Federal government as a result of the final regulations.

- 15. Explain the reasons for any program changes or adjustments. Generally, adjustments in burden result from re-estimating burden and/or from economic phenomenon outside of an agency’s control (e.g., correcting a burden estimate or an organic increase in the size of the reporting universe). Program changes result from a deliberate action that materially changes a collection of information and generally are result of new statute or an agency action (e.g., changing a form, revising regulations, redefining the respondent universe, etc.). Burden changes should be disaggregated by type of change (i.e., adjustment, program change due to new statute, and/or program change due to agency discretion), type of collection (new, revision, extension, reinstatement with change, reinstatement without change) and include totals for changes in burden hours, responses and costs (if applicable).**

Provide a descriptive narrative for the reasons of any change in addition to completing the table with the burden hour change(s) here.

	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate
Total Burden			
Total Responses			
Total Costs (if applicable)			

The Department continues to estimate 4,839 respondents 67,989 responses, and 10,392 burden hours.

- 16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The results of this information collection will not be published.

- 17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The Department is not seeking this approval.

- 18. Explain each exception to the certification statement identified in the Certification of Paperwork Reduction Act.**

The Department is not requesting any exceptions to the "Certification for Paperwork Reduction Act Submissions".