Planning for NEDP® Implementation
A Guide for Becoming a National External Diploma Program Provider

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Just the Facts: Session Objectives

1. Assessing your agency’s readiness to become an NEDP provider
2. Planning for Training
3. Conducting Training
4. Implementing the Program

Getting Started

1. Request an Information Packet
2. Request an Information Session
3. Go to www.nedp.org
4. Contact agencies already providing NEDP
**Diploma-Issuing Entity**

<table>
<thead>
<tr>
<th>State-Issued High School Diploma or Equivalent</th>
<th>Locally-Issued High School Diploma or Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is NEDP identified in state legislative code as a pathway to a high school diploma or equivalent?</td>
<td>Does NEDP have to be recognized by the state to be a high school credential pathway? If so, is it already in code?</td>
</tr>
<tr>
<td>If not, what is the process for approving NEDP as a pathway?</td>
<td>What is the process for a local division to add NEDP as a high school credential pathway? Superintendent approval? School board approval?</td>
</tr>
</tbody>
</table>

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**Program Self-Assessment**

Is your agency ready to become an NEDP provider? The questions on the self-assessment will help you prepare for implementation.

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**Identify Your Trainees**

- Each agency must have two trained staff; five are recommended
- Must have 4 year degree
- Consider non-instructional staff
- Observers and administrators trained at no additional fee *recommended*
**Advisor/ Assessor Qualities**

**NEDP Advisor/Assessors**
- Demonstrate strong attention to detail
- Manage their time well
- Work well independently
- Can assess adult learners without providing content instruction
- Are critical thinkers who can apply evaluation criteria to client responses to determine whether the client has demonstrated mastery

**Identify Your Clients**

Identify one-two pilot clients for each trainee.

Contact them and let them know about the chance to be a part of this program.

Successful NEDP clients
- Are at or near the 9th grade level in Reading, Writing, and Math
- Have strong non-academic skills of self-motivation, time management, and persistence

**Preliminary Paperwork**

1. Submit *Information Required Prior to Training*
2. Review *Agency Agreement*, sign and send
3. Submit payment for
   a. Training packets for all trainees
   b. First-year agency license fee
   c. Initial set of web-enrollment units (WEUs)
   d. CASAS assessments, if needed
4. In addition, agencies may pre-pay for
   a. First portfolio review by trainer
   b. Travel costs for Trainers
6 – 8 Weeks Before Training

- Identify 2 – 5 trainees
- Start identifying potential clients
  - Motivated
  - Self-directed
  - @ or near 9th grade reading, writing, and math
- Coordinate with trainer to set dates for first two modules
- Process preliminary billing and paperwork

4 – 6 Weeks Before Training

- Trainees
  - Create CASAS Account
  - Register for CASAS IT
  - Register for NEDP IT
- Administrators
  - Be sure paperwork and billing has been processed

2 – 4 Weeks Before Training

Trainees will access NEDP Professionals, which provides
- Training Planner
- NEDP Pre-Training Introductory Unit
- Module 1 PDF
Begin “Just in Time” Training

Emerging Agency Status:
- Usually 12 – 18 months
- One client / trainee
- First Portfolio Reviews by trainer
- Extensive technical assistance from trainers and office staff
- Building program operation foundation and capacity with support from NEDP staff
- Continuing PD webinars every other month; library of recordings on NEDP Professionals
- Becoming an independent agency with certified staff

Post-Training

So how much does all of this cost?

<table>
<thead>
<tr>
<th>TRAINING COSTS</th>
<th>Cost</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASAS/NEDP training fee</td>
<td>$500/trainee</td>
<td>Once - require 2, recommend 5 trainees</td>
</tr>
<tr>
<td>First Portfolio Review by State Trainer</td>
<td>$500/portfolio</td>
<td>One/trainee, upon registering for training</td>
</tr>
<tr>
<td>Staff Time (estimated)</td>
<td>20 hours</td>
<td>Over the course of a few months</td>
</tr>
<tr>
<td>National Trainers’ Travel Expenses</td>
<td>State rate for hotel, travel, meals</td>
<td>Two face-to-face trainings on non-consecutive days</td>
</tr>
<tr>
<td>Ongoing support and professional development</td>
<td>NO COST TO PROGRAMS</td>
<td>n/a</td>
</tr>
<tr>
<td>Total training cost per person</td>
<td>$1000/ trainee + trainers’ travel + trainees’ time</td>
<td></td>
</tr>
</tbody>
</table>
### NEDP Costs, Continued

<table>
<thead>
<tr>
<th>Start-up Costs</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency License Fee</td>
<td>$1,950</td>
<td>New agency fee for first year. Annual fee $950 after the first year.</td>
</tr>
<tr>
<td>Web-Based Units (WEUs) for assessment</td>
<td>$120 per WEU</td>
<td>One per trainee + two extras. Seven WEUs in the first year.</td>
</tr>
<tr>
<td>Web-based units</td>
<td>+ $15 admin fee/order</td>
<td>One for Reading and one for Math</td>
</tr>
<tr>
<td>Set of Diagnostic Tests (5 Reading and 5 Math)</td>
<td>$80</td>
<td>Reusable</td>
</tr>
<tr>
<td>10% shipping</td>
<td>+ 10% shipping</td>
<td>One for Reading and one for Math</td>
</tr>
<tr>
<td>GOALS Test Administration Manuals</td>
<td>$40 each</td>
<td>One for Reading and one for Math</td>
</tr>
<tr>
<td>TOPSpro Test Records (double-sided answer sheets)</td>
<td>$63</td>
<td>Single use- have new to CASAS sub-category</td>
</tr>
<tr>
<td>Start-up subtotal for CASAS agencies</td>
<td>$2,805</td>
<td>In subsequent years, the costs = $950 agency license and replenishing supplies</td>
</tr>
<tr>
<td>Start-up subtotal for non-CASAS agencies</td>
<td>$3,050.30</td>
<td></td>
</tr>
</tbody>
</table>

### Contacts

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### Thank You for Attending!

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