 CASAS National Summer Institute 2019

## 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



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### Getting Started

1. Request an Information Packet
2. Request an Information Session
3. Go to [www.nedp.org](http://www.nedp.org)
4. Contact agencies already providing NEDP



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**Diploma-Issuing Entity** SI2019

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

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**Program Self-Assessment** SI2019



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** SI2019

- 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\*



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**Advisor/ Assessor Qualities** SI2019

### 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



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**Identify Your Clients** SI2019

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 9<sup>th</sup> grade level in Reading, Writing, and Math
- Have strong non-academic skills of self-motivation, time management, and persistence

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**Preliminary Paperwork** SI2019

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

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**Planning for Training** SI2019

**6 – 8 Weeks Before Training**

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



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**Planning for Training** SI2019

**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



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**Planning for Training** SI2019

**2 – 4 Weeks Before Training**



Trainees will access NEDP Professionals, which provides

- Training Planner
- *NEDP Pre-Training Introductory Unit*
- Module 1 PDF

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**Begin “Just in Time” Training** SI2019

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**Post-Training** SI2019

**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

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**So how much does all of this cost?** SI2019

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

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**NEDP Costs, Continued** SI2019

Start-up Costs	Cost	Description
Agency License Fee	\$1,950	New agency fee for first year Annual fee \$950 after the first year
Web-Based Units (WEUs) for assessment	\$120 per WEU + \$15 admin fee/order	One per trainee + two extras. Seven WEUs in the first year.
<b>If agency already uses CASAS tests, start-up costs below would not be applicable</b>		
Set of Diagnostic Tests (5 Reading and 5 Math)	\$80 + 10% shipping	Reusable
GOALS Test Administration Manuals	\$40 each + 10% shipping	One for Reading and one for Math
TOPSpro Test Records (dbl-sided answer sheets)	\$63 + 10% shipping	Single use- have new to CASAS sub-category
<b>Start-Up Subtotals</b>		
Start-up subtotal for CASAS agencies	\$2,805	In subsequent years, the costs = \$950 agency license and replenishing supplies
Start-up subtotal for non-CASAS agencies	\$3,050.30	

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**Thank You for Attending!** SI2019

- CASAS website at [www.casas.org](http://www.casas.org)
- Follow us on Twitter [twitter.com/CASASsystem](https://twitter.com/CASASsystem) use hashtag #casasi2019 to tweet updates, photos, and stories.
- Keep in touch with Facebook [facebook.com/CASASsystem](https://facebook.com/CASASsystem) use hashtag #casasi2019 to share photos and stories.
- Visit the CASAS [YouTube Channel](#)

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