



National External Diploma Program

Information Kit

www.nedp.org

Updated 2024

Welcome to the National External Diploma Program



NEDP offers a competency-based path for adult learners to earn their high school diploma or equivalency.



Your agency could be a National External Diploma Program provider.

Learn How



General questions nedp@casas.org



Visit www.nedp.org

NEDP is a program of CASAS, a nonprofit organization. Purchase of CASAS materials supports ongoing technical assistance, continued research and development, test validity and reliability analyses, and additional support services provided by CASAS staff and CASAS certified trainers.

Information Kit

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What NEDP graduates are saying:



“The NEDP changed my life. Since I started the program, I have learned new things – how to deal with and find the solution to a problem in a different way. I am proudly a single mother of 3 children, and I have acquired many skills, but the NEDP helped me to develop new skills that will help me in life and to continue my education. Now I am ready to go for my next step. Thank you for changing my life.”

~ NEDP Graduate

CASAS®

Comprehensive Adult Student Assessment Systems



CASAS eTests is a web-based testing system to assess and certify basic skills.



TOPSpro is the CASAS data accountability software to improve student outcomes and program performance.



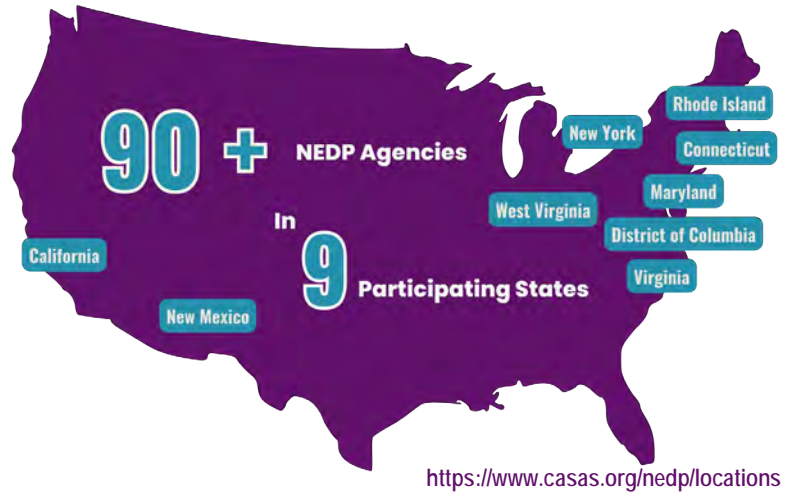
The National External Diploma Program® is a flexible, self-directed web-based program, designed to allow adults to earn a high school diploma or equivalent.

NEDP Fact Sheet

NEDP is a flexible, self-directed, web-based pathway to earn a local or state awarded high school diploma or equivalency.

Another pathway for those who struggle with test anxiety, time limits, or family and work obligations.

NEDP is cross-walked with the Career and College Readiness Standards.



Who could be a candidate for NEDP?

Adults and out-of-school youth who:

- Have skill-based assessments indicating a high-intermediate level in reading, writing, & math
- Have fulfilled local or state requirements such as residency or citizenship



What does NEDP look like?

- NEDP is not classroom based – it is a flexible, online/hybrid program
- An individualized approach with an assigned NEDP advisor/assessor
- Measures relevant real life and work skills



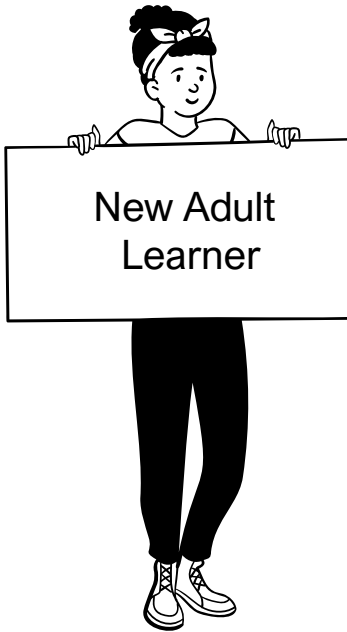
Why do adult learners prefer NEDP?

- Flexible, hybrid, online program
- Independent work model
- Integrated, remote, or in-person supports
- Progress at student's own pace

ITEM	COST	DESCRIPTION / NOTE
First Year Agency Maintenance Fee	\$2,000.00 (first year only)	\$1,200 annual maintenance fee, thereafter
Staff Training (minimum of 2)	\$500/trainee	Includes: Materials and ongoing support Optional: Travel costs for national trainers
Portfolio Reviews	\$600/trainee	First portfolio review by trainer
Web Enrollment Units (WEUs)	\$750-\$1,500	Minimum of 5 @ \$150 each WEU/client Plus \$15 handling fee per order

NOTE: Some state agencies provide additional support for agency training and implementation. Costs may vary for states with certified NEDP state trainers.

WHO Is the NEDP Client?



An adult learner who may have

- High-intermediate reading and math skills
- Issues with transportation or childcare
- Obligations which conflict with class times
- Internet access
- Access to a computer, laptop, or Chromebook
- Basic computer skills
- Struggles with time limits
- Struggles with math without a calculator
- Second Language Learner needs
- Difficulties with the traditional approach to learning



May have all the above and

- Difficulty with academic progress
- Is dedicated to their learning
- Is beginning to feel defeated
- May have attempted HSE assessments without success
- Needs flexibility in their transportation, schedule, childcare, or employment

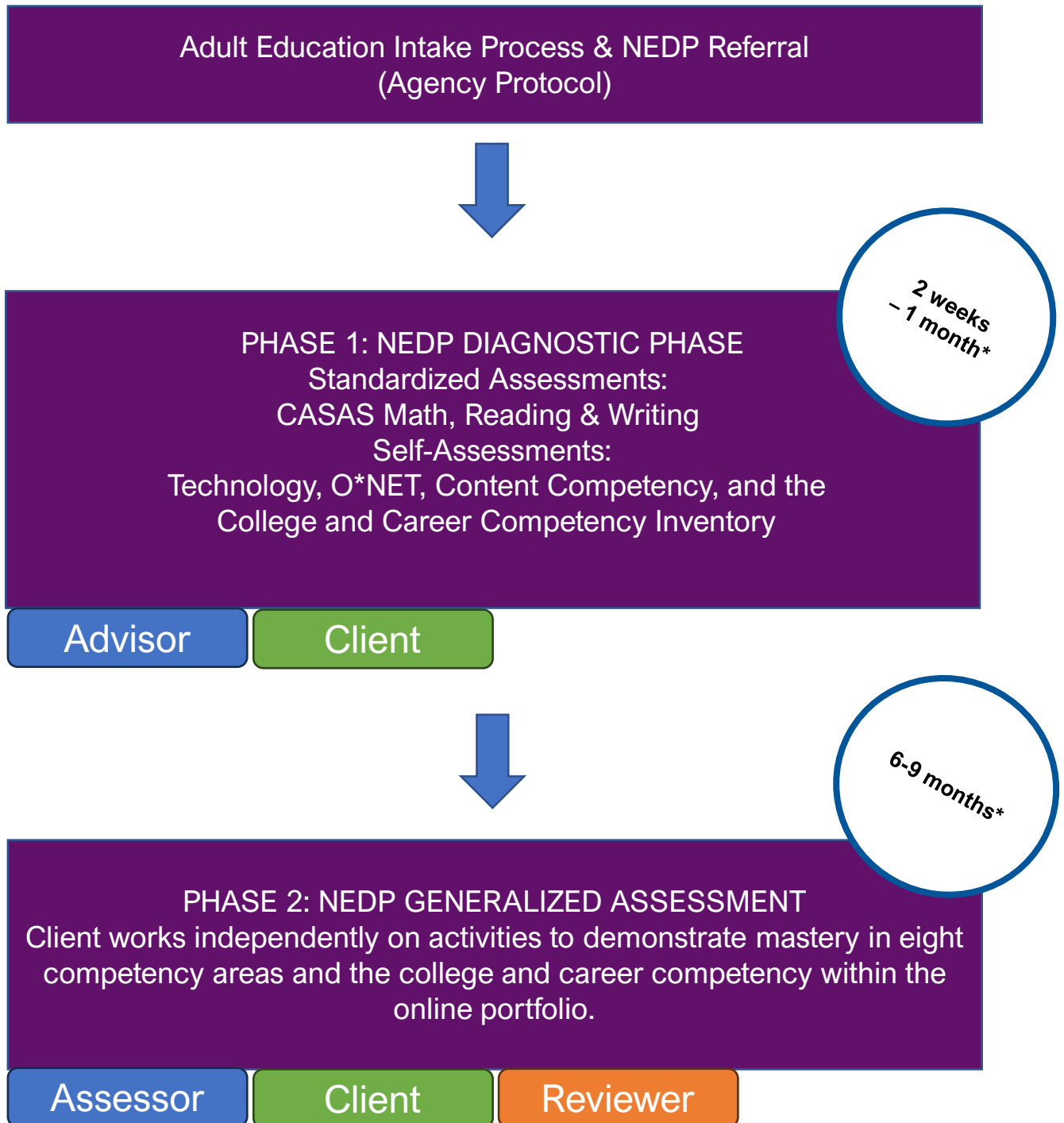
Active or Returning Adult Learner

NEDP Staff

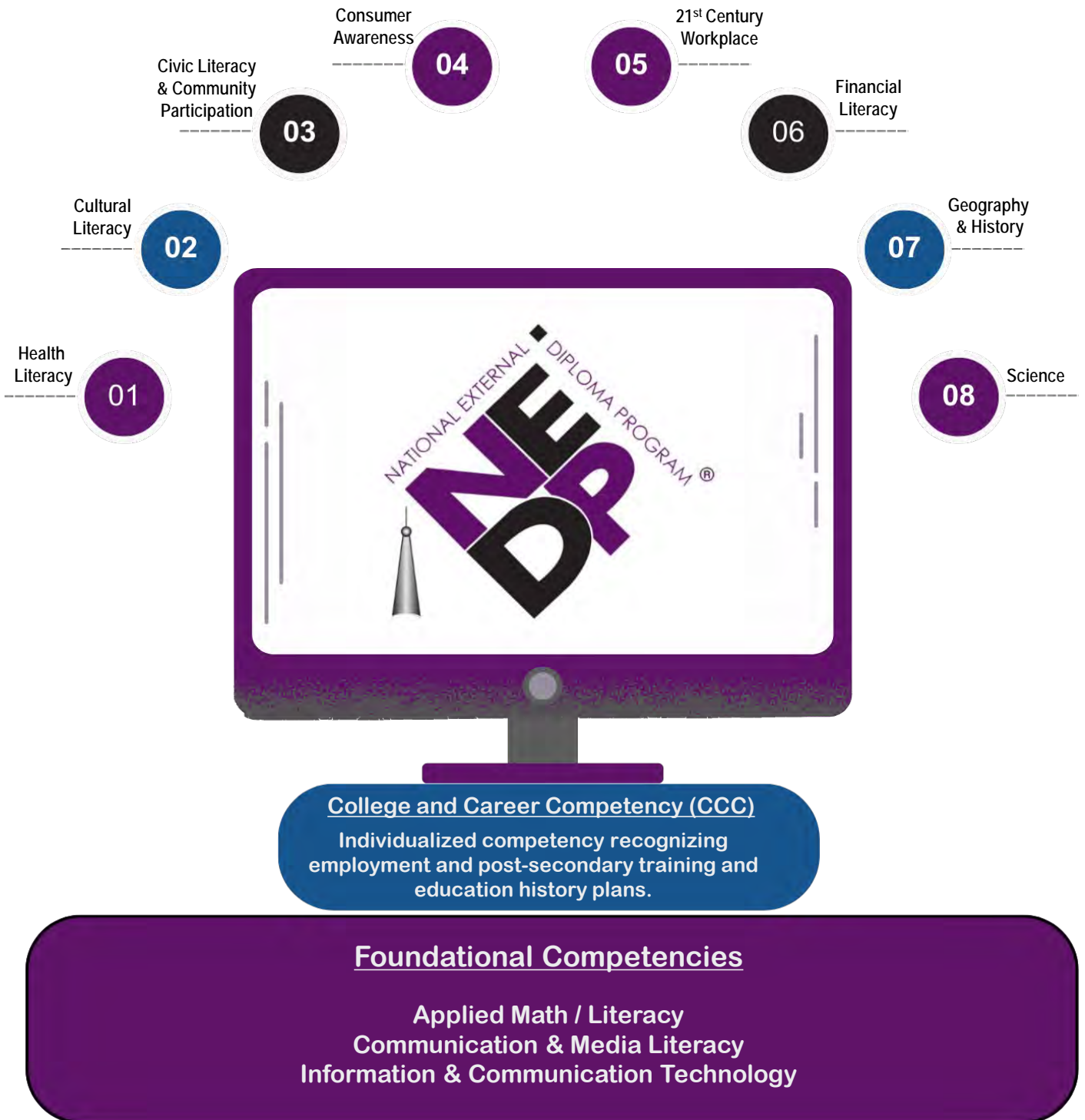


- NEDP staff members are required to have a minimum of a four-year college degree and any state-specific certification requirements.
- A minimum of two qualified staff members are needed to implement NEDP.
- Advisor/assessor and portfolio reviewer roles and requirements are outlined in the mandatory implementation training.
- Each role requires different duties and 2-3 hours every one to two weeks per client.

NEDP Process



NEDP Competencies



All clients must demonstrate 100% mastery as evaluated by both the assessor and reviewer.

Phase 1: Diagnostics

OCCURS AFTER PRE-SCREENING DETERMINES NEDP READINESS.

NEDP advisor creates NEDP client account

- ◆ **ACADEMIC SKILL LEVEL ASSESSMENT**
CASAS Assessments administered by NEDP advisor in the following:
 - Reading
 - Math
 - Writing

- ◆ **ACADEMIC ADVISEMENT**
Advisor interprets the results of the diagnostics and develops and presents learning recommendations for remediation, if needed.

If necessary: learning period & reevaluation of necessary skills until academic skill levels are met

- ◆ **NEDP SELF-ASSESSMENT CHECKLIST**
An opportunity for the client to preview the skills measured in the program while assessing their familiarity and ability with these skills.

- ◆ **TECHNOLOGY SKILLS SELF-ASSESSMENT**
A self-assessment checklist of the digital literacy skills each client will use in the NEDP online system.

- ◆ **O*NET**
Occupational interest inventory that bridges academic work with next steps to employment, training, and postsecondary education. Results will be visited in a General Assessment competency.

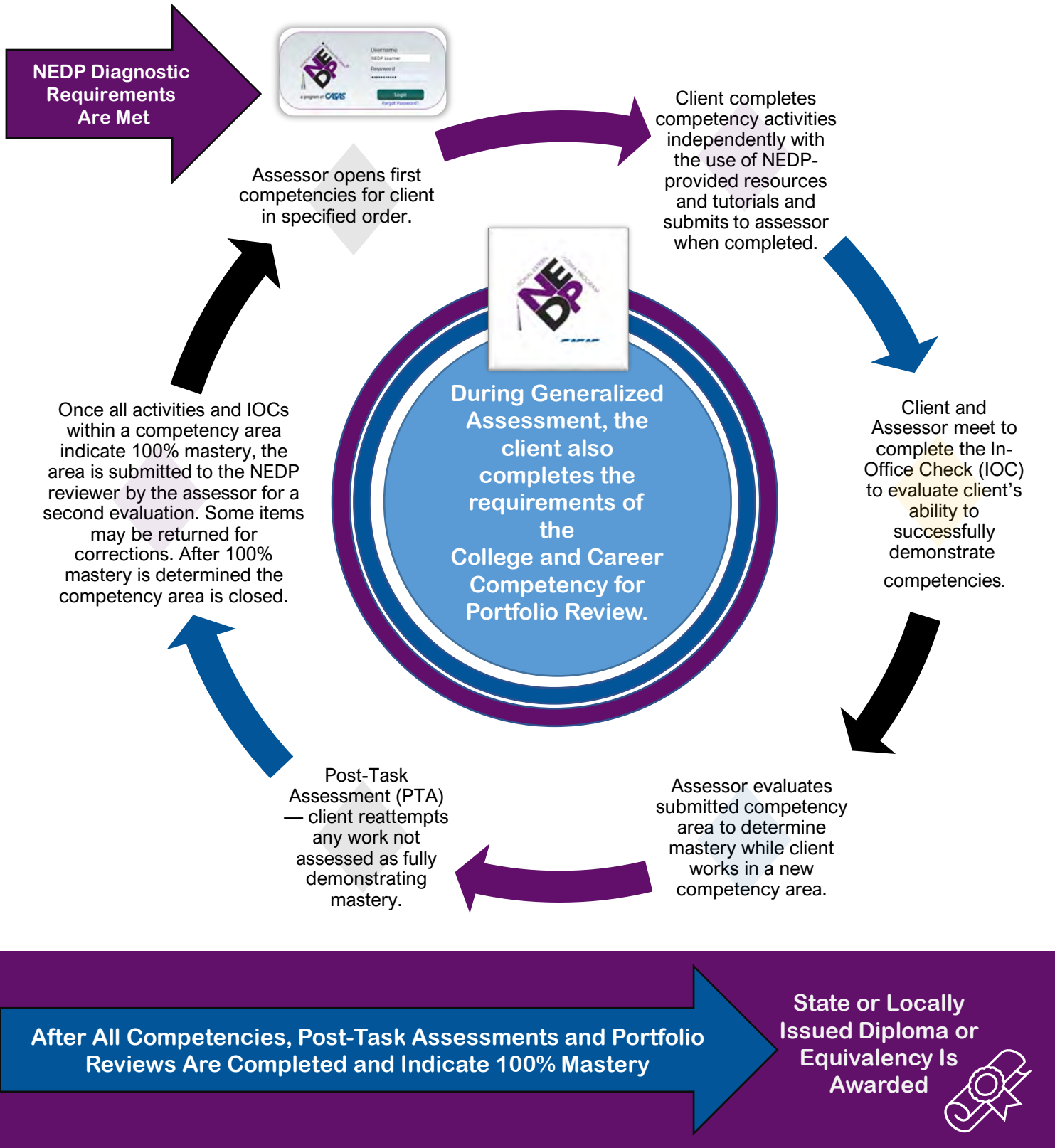
- ◆ **COLLEGE & CAREER COMPETENCY INVENTORY (CCCI)**
Individualized competency that gives clients credit for their life and work experience or prepares them for their next career or educational steps.



Upon meeting diagnostic requirements, client earns a Measurable Skill Gain and transfers into Generalized Assessment

Phase 2: Generalized Assessment

OCCURS AFTER CLIENT HAS COMPLETED PHASE 1: DIAGNOSTICS.



SAMPLE AGENCY IMPLEMENTATION

TIMELINE FOR PROGRAM IMPLEMENTATION

DATE	ACTIVITY/DECISION	RESPONSIBLE
April/May	<p>Agency reviews information kit, attends information session with NEDP leadership, reaches out to other NEDP providers, and reviews training cost quote.</p> <p>Agency self-assesses readiness to implement NEDP, considering client base, budget, facility requirements, and staffing.</p> <p>Some NEDP agencies may need to request state permission to adopt NEDP.</p> <p>Some NEDP agencies may need to begin process for board adoption of NEDP.</p>	<p>Local agency</p> <p>Local partners</p> <p>NEDP staff</p>
August 1	<p>Agency enters into agreement with diploma-issuing entity.</p> <p>Agency Administrator submits required paperwork to CASAS</p> <ul style="list-style-type: none"> • Diploma-Issuing Authorization • Information Required Prior to Training • Agency Agreement <p>Agency and NEDP staff schedule training dates</p> <p>NEDP staff opens training registration</p> <p>Trainer gives access to training portal upon registration; trainees begin pre-training work</p> <p>Agency begins identifying potential clients</p>	<p>Agency Administrator</p> <p>NEDP Staff & trainees</p>
September 1	<p>NEDP Session 1: Introduction to NEDP</p> <p>1-hour remote session</p>	<p>NEDP State or National Trainers</p>
September 8	<p>NEDP Sessions 2 and 3: Diagnostic Phase</p> <p>Full day in-person training</p>	<p>NEDP State or National Trainers</p>
September 9	<p>NEDP Sessions 4 and 5: Generalized Assessment</p> <p>Full day in-person training</p>	<p>NEDP State or National Trainers</p>
September 30	<p>All training activities complete and submitted to trainer</p> <p>Agency prescreening and enrolling first NEDP clients into Diagnostic Phase</p>	<p>NEDP Trainers & NEDP Trainees</p>
October 15	<p>Transition first NEDP clients to Generalized Assessment phase.</p>	<p>Local NEDP Staff</p>
December 1	<p>First new NEDP clients complete first competency areas and are ready for portfolio review by state or national trainer.</p>	<p>NEDP Local Staff</p> <p>NEDP State Trainer</p>
April 1	<p>First NEDP client graduates!</p>	<p>Local Staff</p>



a program of **CASAS**

NEDP AGENCY READINESS ASSESSMENT

Thank you for your interest in the National External Diploma Program.

Use the following self-assessment for your agency as a planning tool to determine your agency's capacity to implement the NEDP.

This self-assessment is for

- **Agencies considering NEDP implementation**
- **Administrators**
- **Program directors**
- **Education programs**
- **Libraries**
- **Adult education centers**
- **All states and territories**

NEDP IMPLEMENTATION CONSIDERATIONS

1. State Law, Education/Labor Code, or Policy Regulations must either be permissive for local agency diploma granting authority or list NEDP, or competency-based programs, as a pathway to a high school diploma or equivalency.	
a.	Does the State Education Code allow NEDP to qualify for a high school diploma or equivalency? Yes <input type="radio"/> No <input type="radio"/>
b.	If not, what is the process for approving NEDP as a pathway?
2. An NEDP agency must be an accredited high school diploma-granting agency or have an established formal agreement with an accredited diploma-granting agency.	
a.	Is your agency a diploma-granting institution? Yes <input type="radio"/> No <input type="radio"/>
b.	If not, does your agency have an established agreement with a diploma-granting institution? Yes <input type="radio"/> No <input type="radio"/>
c.	What are the steps for establishing this agreement?

NEDP STUDENT RECRUITMENT CONSIDERATIONS

3. Agencies should check state guidelines for the minimum age requirements before implementing NEDP.	
a.	What percentage of potential participants meet state minimum age requirements?
4. NEDP clients may be recruited from within the current student population or referred from adult education programs or partnering agencies. Recruitment efforts should focus on learners whose basic skills are at or near high school level in reading, writing, and math. One to two clients per trainee should be identified before training begins.	
a.	How will your agency pre-screen prospective clients to be sure that their basic skills are at or near high school level? (CASAS/NEDP recommends using the CASAS appraisal or progress tests for pre-screening.)
4a.	
b.	Will your agency have open enrollment or specific times during which new clients may enroll and begin? Yes <input type="radio"/> No <input type="radio"/>
5. An NEDP agency must be an accredited high school diploma-granting agency or have an established formal agreement with an accredited diploma-granting agency.	
a.	How many current adult learners are at or near a CASAS scale score of 236 in Reading ? How many met this criterion in the previous program year?
b.	How many current adult learners are at or near a CASAS scale score of 226 in Math ? How many met this criterion in the previous program year?
c.	How many current adult learners can write a cohesive multi-paragraph essay with a thesis, some support and relevant detail, and few word choice errors? How many participants at your agency met this criterion in the previous program year?

NEDP STUDENT RECRUITMENT CONSIDERATIONS

6.	Successful NEDP clients must possess strong time management, self-discipline, and organizational skills.	
a.	Has your agency recently served adult learners who have strong non-academic skills?	Yes <input type="radio"/> No <input type="radio"/>
b.	How will you pre-screen prospective clients for these self-management skills?	

RESOURCES TO SUPPORT NEDP CLIENT CONSIDERATIONS

7.	The NEDP is a web-based program. All client work is completed on the computer.	
a.	Does your agency have computers for clients to use? <ul style="list-style-type: none"> • How many? • What hours are the computers available? • How many of the participants at your agency have computer access at home? 	
8.	The NEDP has computer hardware and software requirements.	

Your agency must have computers which meet the following minimum operating system hardware and software requirements

<p>Operating System:</p> <ul style="list-style-type: none"> ○ Windows 10, or later version ○ Mac OS X ○ Chrome OS <p>Browsers:</p> <ul style="list-style-type: none"> ○ Google Chrome ○ Mozilla Firefox ○ Microsoft Edge ○ Apple Safari ○ Opera 	<ul style="list-style-type: none"> ➤ Internet access (100 kbps upload bandwidth) ➤ Adobe Acrobat Reader ➤ Screen (monitor) resolution of 1024 x 768 pixels or higher ➤ Microphone, either built-in or accessory (stand-alone desktop or headset) ➤ Video card ➤ Printer (recommended)
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9.	The NEDP is not an instructional program. It requires clients to be self-directed and seek out assistance and/or tutoring when needed.	
a.	Identify the resources (tutors, learning software) available in your community which might support client remediation.	
9a.		

NEDP HUMAN RESOURCE CONSIDERATIONS

10.	CASAS requires that agencies train a minimum of two staff per agency, all of whom are trained to perform the roles of advisor, assessor, and portfolio reviewer. However, five trainees are recommended to accommodate staff turnover. The responsibilities of the roles are listed below.
	<p>Advisor</p> <ul style="list-style-type: none"> Administer diagnostic instruments Provide learning recommendations to the client
	<p>Assessor</p> <ul style="list-style-type: none"> Administer the NEDP assessments Evaluate client's responses to each of the NEDP competencies Provide feedback to the client in a standardized manner
	<p>Portfolio Reviewer</p> <ul style="list-style-type: none"> Independently validate client's demonstration of NEDP competencies Ensure the entire portfolio is complete, including documentation of all diagnostic instruments and College and Career Competency
	<p>Do the staff members meet the following requirements?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required 4-year college degree and ability to evaluate writing and critical thinking <input type="checkbox"/> NEDP Agency Administrator is a full-time employee necessary to meet the needs of the program (recommended)
	<p>Has your agency made NEDP staff management decisions?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify staff to serve as advisors/assessors <input type="checkbox"/> Decide if current duties can be modified to accommodate NEDP responsibilities <input type="checkbox"/> Determine if there is a need to hire additional staff <input type="checkbox"/> Consider staff who will likely remain employed for an extended period to reduce high staff turnover in NEDP program

FISCAL CONSIDERATIONS

11.	The NEDP charges an initial agency license fee of \$2,000 and an annual fee thereafter of \$1,200.
a.	How will your agency make the necessary financial provisions to meet this requirement?
11a.	
12.	The NEDP Implementation Training required to become an NEDP advisor/assessor is a modularized training of approximately 20 hours, including web-based CASAS Implementation Training, and costs \$250-\$500 per trainee, plus the trainee's time.
a.	How will your agency make provisions so that selected staff members are able to participate in training (i.e., training time and/or substitutes for their classes)?
12a.	

NEDP FISCAL CONSIDERATIONS

13.	The NEDP requires the first client's portfolio for a newly trained assessor be reviewed by a State or National Trainer.
	Can your agency make the financial provisions necessary to pay the State or National Trainer up to \$600 per portfolio to review?
14.	After the initial training and start-up fees, NEDP costs are \$150 / client and staff time.
	<ul style="list-style-type: none">• Will your agency charge clients for participation in NEDP? How much? At what point(s) in the program?• What other funding is available to offset the costs of the program (state and federal grants, partnerships, foundations, etc.)?
14a.	

OFFICE AND WORKSPACE CONSIDERATIONS

15.	The NEDP requires quiet, dedicated space to conduct one-on-one meetings with the clients and to administer In-Office Checks.
	Do you have quiet, well-ventilated, dedicated space with computer access for clients?
	Do the meetings spaces allow for client confidentiality?
	Are the meeting spaces accessible to clients with disabilities?



NEDP FAQs

How is NEDP different from GED or HiSET?

Both GED and HiSET are tests. Test takers must achieve a minimum score, or they must retake the test. NEDP is not a test but a series of tasks evaluating academic skills in an adult context. No part of a task which is completed to mastery needs to be reattempted.

Is there a paper version of NEDP?

No, there is not a paper version of NEDP.

How many staff are required to be an NEDP provider?

An agency must have a minimum of two trained staff to work as advisor/assessor and Portfolio Reviewer. NEDP recommends that an agency train more than two staff to accommodate staff changes.

Do agencies have to purchase NEDP licenses for their clients?

Each client must have a WEU (Web Enrollment Unit). This WEU does not expire, no matter how long the client is in the program.

What materials must be purchased to offer NEDP?

NEDP agencies must purchase the following materials:

- WEUs for each client
- CASAS tests - CASAS eTests is recommended

How many computers will we need on site?

There must be computer availability for each advisor/assessor.

Are accommodations allowed in NEDP?

Yes, accommodations must be granted for an NEDP candidate or client who has a qualifying accommodations request.

Is NEDP available in any other language?

NEDP is only in English.

Is NEDP 100% remote?

Yes, NEDP can be an entirely remote program. There is also a face-to-face option available.

Can you complete this program on all devices? What about a phone?

NEDP can be completed on most devices, computer, tablets, but not on phones.



NEDP FAQs

Is this a program for English Language Learners? Students with Learning Disabilities?

NEDP is a program that works well for English Language Learners and students who learn differently. Many of the typically requested accommodations, such as taking additional time to complete tasks, working in a quiet space, or changing the size of type in materials, is built into the NEDP program. NEDP clients can work at their rate and in their own preferred space. The rigor of the program is not compromised, but the client can make the program fit their learning style.

If this is a non-teaching program, can clients have tutors?

NEDP advisors/assessors recommend to their client available resources, such as tutors, community resources, and online resources.

Can agencies other than adult education providers offer NEDP?

Yes. An NEDP program does not have to be an adult education agency. However, a diploma-issuing agency, like the state department or local school division, must agree to issue a diploma to clients who have completed all competencies and requirements of the NEDP.

What does NEDP look like?

Contact nedp@casas.org to request more information. Please indicate your agency role, location, state, and your request to learn more about NEDP.

**Thank you for your interest in the National
External Diploma Program.**



**For further information please contact
nedp@casas.org.**
