Date

Dear Agency Administrator,

I’m writing to follow up on your staff’s progress following the NEDP Implementation Training that concluded on DATE.

**Timeframe for Implementation after Training Completion**

Given the breadth and depth of the NEDP Implementation Training concepts, it is critical that training participants complete all training requirements and apply the knowledge and skills acquired during training immediately after the conclusion of the training. Therefore, trainees must implement the NEDP with at least one (1) client within three (3) months of having completed the NEDP Implementation Training.

While it is recommended that the trainee serve a client in both Diagnostics and Generalized Assessment as soon after training as possible, policy states that within one (1) year after the completion of training, the NEDP Advisor/Assessor trainee must have worked with at least two (2) clients — one client in Diagnostics and one client in Generalized Assessment.

As of DATE, trainee(s) have/has been added to the system as staff and has/ have each served number (#) clients in the Diagnostic phase and number (#) clients in the Generalized Assessment phase. [*If at least one client has been served*:] Thank you for complying with NEDP implementation policy by ensuring that your trainees have been given the opportunity to put their training into practice.

If any of your trainees have not served a client in either phase of the program by 90 days after training (M/D/Y), a training implementation extension should be requested. The request should be made on the Policy Exemption Form found on NEDP Professionals -> Staff Forms. The request should include

* The implementation policy for which you are requesting an exemption (e.g. implementation within 90 day of training,)
* Your current status toward meeting the policy (e.g. trainee has been added as staff to the site’s NEDP account, or trainee has observed an experienced Advisor conducting two diagnostic appointments with a client )
* Your action plan to meet the policy within the next year (e.g. the trainee will be assigned the next client who enters the diagnostic phase).

Please send the extension request to me and I’ll note it on your record and pass it along to NEDP Director Margaret Kirkpatrick for approval.

**First Portfolio Review:**

As an extension of NEDP Implementation Training, the first Portfolio Review by a State or National Trainer provides an opportunity to closely examine the trainee’s attempts at evaluating client work and to assist the trainee with building strong evaluation habits and use of NEDP tools. Therefore, a State or National NEDP Trainer conducts the first portfolio review for an NEDP trainee. The agency administrator should contact Christine O’Hara to coordinate with the state trainer when the first competency area is ready for review. NOTE: It is important that the review be conducted one competency area at a time, because the feedback provided by the State Trainer will inform subsequent evaluations by the trainee.

**Advisor/Assessor Certification:**

The Advisor/Assessor trainee is eligible for certification when the following criteria have been met and verified by the State or National Trainer:

* All NEDP Implementation Training modules and T Trainer requirements are complete,
* The trainee is certified to administer CASAS tests through CASAS Implementation Training,
* The trainee has served at least one client through the Diagnostic Phase,
* The trainee has served one client through the Generalized Assessment Phase,
* The Portfolio Review for trainee’s first Generalized Assessment client is conducted by a State or National Trainer, and
* The State or National Trainer verifies that the first portfolio is satisfactory and recommends that the trainee be certified as an NEDP Advisor/Assessor.

Let me know if you have any questions regarding your staff’s progress in NEDP, the requirements of the remainder of the training period, and the steps toward Advisor/Assessor certification.

Sincerely,

Name

Title