# **NEDP Implementation Training Email Templates**

**Register for Training-** send when training registration is open

Hello Training Cohort,

Please register for the NEDP training:

Go to [www.nedp.org](http://www.nedp.org)

Click “register for training”

Find “Cohort Name” and “click here to enroll”

When you have enrolled, you’ll be given access to the NEDP Professionals Page and I’ll send out the pre-training reading assignment.

Looking forward to seeing you in the training,

Trainer Name

**Welcome Email-** Send after trainee registers, attach cohort NEDP Implementation Training Syllabus

Hello Trainee Name,

NEDP state trainer NAME and I look forward to working with you through the NEDP Implementation Training series!

The attached document, *NEDP Implementation Training Syllabus*, will walk you through instructions for pre-training, modules, work between modules, and post-training. You’ll find on this document that all of our training materials will be loaded on the Training folder of the NEDP Professionals Page.

Please pay particular attention to the **pre-reading assignment** and the **Module 1 PDF**, both of which are loaded on the COHORT NAME training folder on NEDP Professionals.

To join the webinar on date, go to zoom link

If you have any trouble accessing NEDP Professionals, finding any of the materials, or with anything else as we prepare to begin training on date, let us know.

We are looking forward to “seeing” you in the Module 1 webinar on date, time and Module 2 on date!

Best,

Trainer

**Module 1 Homework-** attach T Trainer Diagnostic Instructions

Hello TRAINEE NAME,

Thank you for attending NEDP Implementation Training Module 1. Please be sure to complete the assigned homework before we meet for Module 2 from #:00 - #:00 EST on day, date. Your T Trainer diagnostic credentials and instructions are attached.

Don’t hesitate to let me know if you have any questions.

 

Best,

Trainer

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**Before Module 2**: send CCCIs for each 3 – 4 person breakout group and a reminder to have the CCC Manual at hand for the Module 2 training.

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**Module 2 Homework** email- attach Diagnostic Phase Quick Guide and CCCI Instructions

Dear NAME,

Thank you for a productive session today! We appreciate your attention, questions, and feedback.

The Diagnostic Phase Quick Guide document is attached to assist you as you work though the seven instruments in this phase with a client.

We’ve got two weeks until Module 3: Generalized Assessment is presented on October 9th. During that time, please complete the following activities:

1. Go to NEDP Professionals-> Training ->NEDP Implementation Training Homework and Materials, and find the CCCI Homework Instructions (attached) and the CCCIs for (one current CCCI on NEDP Pro). Please submit your CCC recommendations to me by M/D/Y.

Before reviewing, please view this [quick training video.](https://zoom.us/recording/play/vWN_1c71a2rKT5coxVsqJTbu73CHCrGlO5wECSh5KDM_uI84pGKGyGTV3KKZonSP?continueMode=true)

1. Review the NEDP Professionals page. Go to [www.nedp.org](https://url.serverdata.net/?a5NlIIoNu6x4W82Y6AmlWmdzO5TO-lpW3ikuE8AnmChdGLgdwZ5ynSdQW2hwfM6It52H7sCceIVIKNFebd8pqHV-WJU3Y6btObW4GqTUrH5rMnemDwiGriHixpQPdOWxl), and click on “NEDP Professionals” on the left side. You’ll have to log in with your CASAS username and password. If you have trouble getting in, please contact Christine O’Hara at cohara@casas.org for assistance. The purpose of this activity is to become familiar with the layout of the NEDP Professionals Page so that you will know where to look when you need materials or resources. Make sure that you can locate the frequently accessed documents on the NEDP Professionals Tour worksheet (in the NEDP Professionals Training and Implementation Folder).
2. Practice administering the Remote Written Prompt. With your assigned partner, partner name and email:
3. Decide which of you will set up and host the Zoom meeting
4. The Zoom host will send their training partner a link to join the meeting
5. Read the *Guidelines for Remote WP- Advisor* and *Guidelines for Remote WP- Client* **before** the scheduled meeting. These documents are found on NEDP Professionals > Program Support Materials > Remote Access
6. At the designated meeting time, follow the steps in the *Guidelines for Remote WP- Advisor* and *Guidelines for Remote WP- Client* to conduct a series of remote written prompts using your T Trainer staff and client accounts (not the production site at mynedp.org)
	1. One of you will be Advisor while the other is a client
	2. Attempt one prompt that closes the correct way (client clicks “finish”) and one that has to be resumed (client logs out instead of clicking finish)
	3. Now switch roles and practice again with one correctly administered WP and one that has to be resumed
	4. NOTE: You may want to have the last page of the guidelines,  the “at-a-glance” document, open or printed for your reference
7. When you’ve finished practicing these four written prompt administrations, submit a one-page reflection that addresses the following questions:
	1. How difficult/easy was it to administer the remote written prompt on a scale from 1 – 5, one being very difficult and five being very easy
	2. Using the same scale, how difficult/easy was the remote delivery for you as a client?
	3. Discuss what elements made it difficult or easy from both points of view.
	4. Compare your feelings and expectations about the Remote WP before you attempted this practice session with your feelings after practicing. Are you more comfortable? More confident? Do you still have questions?
	5. If you have any questions about administering the remote WP or would like additional support or practice, tell us here.

4.       OPTIONAL: For more information about the NEDP Professionals Page and the College and Career Competency, view the training webinars on the NEDP Professionals Page -> Resources -> Training Videos/Links. You may earn a certificate of attendance for viewing any of these three videos and submitting a reflection using the template found with the video registration link.

5.    Module 1 Homework Follow-Up as needed

* Please complete your CASAS certification
* Don’t forget to add a new client and submit the three open diagnostic instruments
* I look forward to reading your Module 1 reflection!
1. Enroll your first client! By now, you’ve identified at least one prospective NEDP client. It’s time to get them enrolled and begin the NEDP Diagnostic Phase!

7.      Agency- and state-specific questions to ask your agency administrator (for new staff from existing agencies, not new staff from new agencies):

* Who assigns clients to Advisors and Assessors?
* Do I add my own clients, or do you add them and then give them to me?
* Do we use SSNs or another ID # in the client’s update tab?
* What is our policy on serving undocumented adult learners in this program?
* Are clients assessed in Reading and Math before they enter Diagnostic, or once they’ve entered Diagnostics?
* How do we pre-screen clients for NEDP?
* Do we give clients feedback on their diagnostic instruments as soon as they finish each, or do we do a “big reveal” learning recommendation session after all seven instruments are complete?
* I’m now ready to begin implementing the Diagnostic phase and should put it into practice as soon as possible. Will I
	+ Be assigned my own client, or
	+ Shadow an experienced Advisor as they work with their client?

Let me know if you have any questions. We look forward to seeing you for Module 3 on October 9th from 1:00 – 4:00 EST, 10:00 – 1:00 PST.

**Module 3 Homework Email-** attach T Trainer Generalized Assessment Instructions

Dear Trainee,

Attached is your T Trainer instruction document for Generalized Assessment, along with Quick Guides for the first In-Office Check and first Generalized Assessment meeting that we referenced in today’s training. Please be sure to evaluate all six T Trainer competencies before we meet for Module 4 on date.

Include info on incomplete assignments if needed.

Best,

Trainer

**Module 4 Homework Email-** attach Quick Guides for First IOC and First GA Meeting

Dear Trainee,

Thank you for attending NEDP Module 4: T Trainer. Your final homework assignment in the NEDP training series is to practice the Remote In-Office Check (RIOC) with a partner on the T Trainer website.

The practice Remote IOC process is very much like the real Remote IOC you’ll do with your clients. The only difference is that in practice, the client work won’t be submitted.

First, connect with your Remote IOC partner, Name at email@email.com . Decide which of you will set up the virtual meeting on Zoom or another platform; that trainee will send the link to the other trainee.

At the meeting time, both trainees will have an opportunity to practice as Assessor and client. When in the “client” role, the trainee will need to join the meeting with their computer and phone.

When in the role of the Assessor, you will log in as RIOC Training Assessor. The credentials are

UN:

PW:

When you are in the role of client, you will log in as Remote IOC Client. The credentials are

UN:

PW:

The Assessor will launch the Remote IOC for the Remote IOC client above. Decide which trainee will be the client and which will be the Assessor first. After one RIOC attempt, the trainees will switch roles. Follow the instructions below for conducting the Remote In-Office Check

1. Assessor logs in to T Trainer at training.nedp.org, selects CLIENTS, and finds client name
2. Open meeting platform (usually Zoom, but your agency may use a different platform)
3. Once client joins, there are three participants in Zoom meeting: Assessor, client computer, client phone (muted or audio off to prevent echoing and feedback)
4. Client shows Assessor the entire room via camera and sets up phone camera to see client working
5. Client shares screen
6. Client logs into T Trainer as client
7. Assessor launches Remote IOC by clicking the “Remote IOC” tab on client’s name



1. Assessor proctors as Remote IOC is conducted. It is not necessary to prepare for the content of these IOCs. The practice is intended to give both trainees a sense of the process of In-Office Checks, remote IOCs in particular.

For the sake of practice, go into one written and one oral IOC

* 1. Disaster Preparedness (oral IOC)- select a question in the IOC. Record the Assessor asking the question and the client answering it. Play back the IOC to be sure that the recording was captured. DO NOT SUBMIT.
	2. Emotional Health (written IOC)- the training serving as “client” should write their write their last name in one of the emotional health fields as in the example below. Do not erase other names; simply add your name to the list.



1. Save, but do not submit the work. If someone before you has submitted, you won’t be able to type into the box until you “unsubmit” at the bottom of the IOC.
2. Assessor clicks “Remote IOC” again to end the session. The client will be logged out of T Trainer, and the RIOC button on the Assessors screen will turn from red to black font.
3. Now trade roles and practice again.

When you’ve completed the practice RIOCs, please submit a reflection to your trainer addressing the following questions:

1.       How easy or difficult was it to conduct the RIOC from the Assessor’s side? Why?

2.       How easy or difficult was it to conduct the RIOC from the client’s side? Why?

When you’re ready to conduct the Remote IOC with a real client, go to NEDP Professionals -> Program Support Materials -> Remote Access, and print or save the *Guidelines for Remote IOC Assessor* and *Client*. Read these documents carefully, and send the *Guidelines for Remote IOC for Client* to your real-life client so they know what to expect. It is not necessary to sign the Assessor agreement.

**Module 5 Homework Email**

Trainees who attended all sessions and completed all requirements:

Dear Trainee,

Congratulations! You’ve completed all five NEDP Implementation Modules. Attached is documentation of 20 hours of professional development. Remember, this is NOT your NEDP Advisor/Assessor certification. Please review the slide in Module 5 to review certification requirements.

Best of luck to you as you work with your first NEDP clients!

Trainer

Trainees who are missing one or more training elements:

Dear Trainee,

Thank you for attending NEDP Implementation Training. To fulfill all of the training requirements, please be sure to complete the following activities:

(include training recording/reflection for missed modules or outline missing training homework activities here).

Please reach out if you have any questions about any of the missing training elements.

Best,

Trainer