

National External Diploma Program® (NEDP) Implementation Training Outline

|  |
| --- |
| Overall NEDP Implementation Training Goals |
| * Communicate the unique characteristics of NEDP * Demonstrate roles of NEDP Advisor, Assessor, and Portfolio Reviewer * Develop ability to administer the performance-based NEDP in strict compliance with NEDP criteria * Use T Trainer to demonstrate the NEDP software to track and assess client work, and submit evaluation results of completed tasks and competencies |

|  |
| --- |
| Module 1 – Overview and Client Intake |
| Length: 2 hour webinar or face-to-face |
| Pre-meeting activities:   * Read *Pre-Training Introductory Unit* |
| Training Objectives:   * Review the history and philosophy of NEDP * Appropriately use NEDP terminology * Become familiar with the NEDP program model * Distinguish roles of NEDP staff (Advisor, Assessor, Reviewer) and certification requirements * Log in to the NEDP online assessment system and set up sites and staff and enroll clients * Conduct client intake activities, including the NEDP Information Session |

**Best Practice recommends that Modules 2, 3, and 4 be delivered face-to-face.**

|  |
| --- |
| Module 2 – Diagnostic Phase |
| Length: 3 hour webinar  3-4 hours face-to-face |
| Pre-meeting activities:   * Review Test Administration Manual (TAM) Section 1 * Review NEDP User Guide, available on NEDP Professionals Page * Completion of CASAS Implementation Training (IT) * Preview instruments in Open Diagnostics |
| Training Objectives:   * Locate and use NEDP implementation materials used in diagnostic phase * Articulate the intent of the NEDP College and Career Competency framework to assist with client choice * Use NEDP software to document completion of diagnostic scores * Administer the Closed Diagnostics * Administer Open Diagnostics * Develop diagnostic recommendations |

|  |
| --- |
| Module 3 – Generalized Assessment |
| Length: 3 hour webinar  6 hours face-to-face (with Module 4) |
| Pre-session activity:   * Read Generalized Assessment Manual (GAM) Overview * Establish log-on for T Trainer |
| Training Objectives:   * Define Performance Assessment * Use NEDP software to administer Generalized Assessment * Document verification of College and Career Competency * Build skills in consensus moderation * Practice T Trainer Competency evaluation * Prepare for In-Office Check appointment |

|  |
| --- |
| Module 4 – T Trainer |
| Length: 3 hour webinar  6 hours face-to-face (with Module 3) |
| Pre-session activity:   * Complete T Trainer Competencies (if Modules 3 & 4 are webinars) |
| Training Objectives:   * Use NEDP software to administer Generalized Assessment * Continue practice of T Trainer Competency evaluation * Continue to build skills in consensus moderation |

|  |
| --- |
| Module 5 – Post-Task Assessment and Portfolio Review |
| Length: 2 hour webinar or face-to-face |
| Pre-Session Activity:   * Review College and Career Competency and Generalized Assessment Manuals * Identify any remaining NEDP questions |
| Training Objectives:   * Continue to build skills in consensus moderation * Conduct Post-Task Assessment (PTA) * Prepare for Portfolio Review * Complete Advisor/Assessor certification requirements |