Date

Dear Agency Administrator,

Date marks one year since your staff completed NEDP Implementation Training. This letter provides details about your trainee’s (trainees’) policy compliance and progress towards Advisor/ Assessor certification.

**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, your trainee(s) have/has served

|  |  |  |
| --- | --- | --- |
| **Trainee Name** | **Diagnostic Clients Served** | **Generalized Assessment Clients Served** |
|  |  |  |
|  |  |  |

[*If not in compliance:]* 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. serving a client in both phases within one year of training,)
* Your current status toward meeting the policy (e.g. trainee has observed a client in diagnostics, but has not served anyone so far)
* 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.

**Portfolio Review Notes:** [leave notes here detailing trainees’ PR experience, e.g. “Trainee A has had a client’s first four competency areas reviewed by a state trainer.” Or “Trainee B is working with a Generalized Assessment client who does not have a Portfolio Reviewer assigned. Please assign a state trainer as Reviewer or contact Christine O’Hara to coordinate with the trainer.”]

**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:

|  |  |
| --- | --- |
| Requirement | Progress |
| 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