

Planning for NEDP® Implementation

A Guide for Becoming a National External Diploma Program Provider

Janita McNemar, NEDP National Trainer
Christine O'Hara, NEDP Operations Manager



1. Assessing your agency's readiness to become an NEDP provider
2. Planning for Training
3. Conducting Training
4. Implementing the Program



Let's get started



Get Informed! Learn all about the NEDP...

1. Request an Information Packet
2. Go to www.nedp.org and check out the *Prospective Provider* tab, testimonial videos, and more
3. Request an Information Session with the NEDP Director and Trainer
4. Contact agencies already providing NEDP

Diploma-Issuing Entity

State-Issued High School Diploma or Equivalent	Locally-Issued High School Diploma or Equivalent
Is NEDP identified in state legislative code as a pathway to a high school diploma or equivalent?	Does NEDP have to be recognized by the state to be a high school credential pathway? If so, is it already in code?
If not, what is the process for approving NEDP as a pathway?	What is the process for a local division to add NEDP as a high school credential pathway? Superintendent approval? School board approval?



Is your agency ready to become an NEDP provider?

The questions on the self-assessment will help you prepare for implementation.

Agency Self-Assessment

Our agency has a pathway to issue a HS credential to NEDP completers

Agree	Unsure	Disagree
-------	--------	----------

I know the process for partnering with a diploma-issuing agency

Agree	Unsure	Disagree
-------	--------	----------

Our agency has identified staff ready to be trained

Agree	Unsure	Disagree
-------	--------	----------

We have identified appropriate NEDP candidates

Agree	Unsure	Disagree
-------	--------	----------

My agency's decision-makers have agreed to adopt NEDP

Agree	Unsure	Disagree
-------	--------	----------

Identify Your Trainees

Each agency must have two trained staff; more are recommended

Trainees must have 4-year degree

Consider non-instructional staff

Observers and administrators are encouraged to participate in the training at *no additional fee!*



NEDP Advisor/Assessors



- Demonstrate strong attention to detail
- Manage their time well
- Work well independently
- Can assess adult learners without providing content instruction
- Are critical thinkers who can apply evaluation criteria to client responses
- Can spend 3 hours on each client every two weeks

Identify Your First NEDP Candidates

Identify one or two perspective clients for each trainee

Inform and prescreen clients

Successful NEDP clients

- Are at or near the 9th grade level in Reading, Writing, and Math
- Have strong non-academic skills of self-motivation, time management, and persistence



Preliminary Paperwork

1. Submit *Information Required Prior to Training*
2. Review *Agency Agreement*, sign and send
3. Self-assess and discuss readiness to train and
4. Approve quote and submit payment for
 - a. Training packets for all trainees
 - b. First-year agency maintenance fee
 - c. Initial set of web-enrollment units (WEUs)
 - d. CASAS assessments, if needed

Preparing to Train

6 – 8 Weeks Before Training

- Identify 2 or more trainees
- Start identifying potential clients
 - motivated
 - self-directed
 - at or near 9th grade reading, writing, and math
- Coordinate with trainer(s) to set training dates
- Process preliminary billing and paperwork



Preparing to Train

4 – 6 Weeks Before Training

Trainees

- Create CASAS Account
- Register for CASAS Proctor Certification
- Register for NEDP Training
- Screen prospective clients

Administrators

- Be sure paperwork and billing has been processed

2 – 4 Weeks Before Training

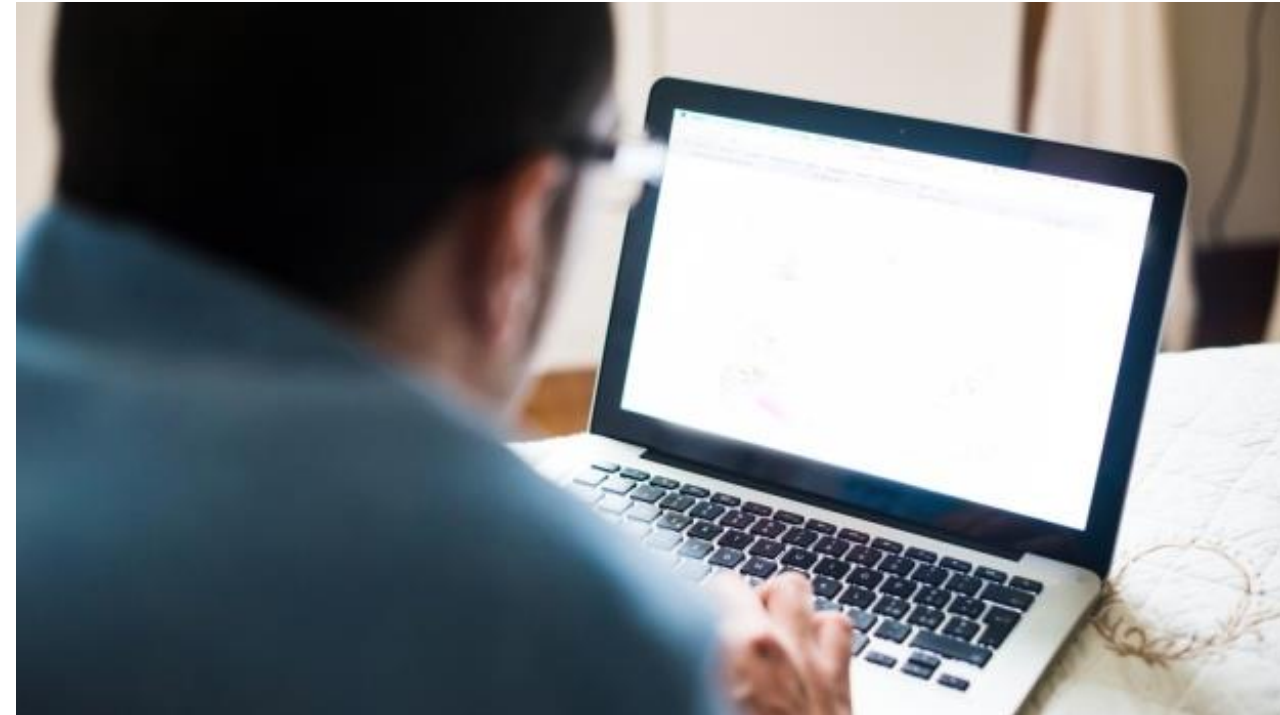


Trainees will access training portal, which provides

Training
Syllabus

Asynchronous
Pretraining
Session

Access to
Google
Classroom



Begin “Just in Time” Training

Session	Description	Modality
1	NEDP Overview	Remote
2	Intake and Closed Diagnostics	In Person
3	Open Diagnostics	In Person
4	Generalized Assessment	In Person
5	Assessing Client Work: Practice and Discussion	In Person

Training takes about 20 hours over the course of a few weeks.

Post-Training: *Emerging Agency Status*

- Usually 12 – 18 months following training
- At least one client / trainee
- First Portfolio Reviews by trainer
- Extensive tech assistance available
- Building program foundation and capacity with support from NEDP staff
- FREE continuing PD webinars every other month; library of recordings on NEDP Professionals Page
- Becoming an independent agency with certified staff



So, how much will this cost?

TRAINING COSTS	Cost	Frequency
CASAS/ NEDP training fee	\$500/Trainee *may vary by state	Once- require 2 trainees, upon registering for training
First Portfolio Review by State Trainer	\$600/portfolio	One/trainee, upon registering for training
Agency Staff Time (estimated)	20 hours	Over the course of 4 – 6 weeks, not paid to CASAS
Ongoing support and professional development	NO COST TO PROGRAMS	n/a

NEDP Start-Up Costs, Continued

Start-Up Costs	Cost	Description
Year 1 Agency Fee	\$2100	New agency fee for year 1
Web Enrollment Units (WEUs)	\$150 each + \$15 handling fee	10 full web seats for the first set of clients
If Currently a CASAS Provider		
No additional tests needed	\$0	No cost unless ordering additional tests
If NOT Currently a CASAS Provider		
GOALS Test Admin Manuals	\$100 + 10% shipping fee	One each for Reading (\$45) and Math (\$55)
AND (CASAS Paper Testing)		
Set of Paper Diagnostic Tests (5 Reading and 5 Math)	\$90 + 10% shipping fee	Reusable, for paper CASAS test administrations
TOPSpro Test Records (double-sided answer sheets)	\$75 + 10% shipping fee	Single use, for paper CASAS test administration
OR (CASAS eTesting)		
Set of 100 CASAS eTests	\$380 + \$15 handling fee	For in-person or remote CASAS eTesting

NEDP Implementation Totals

Status	Subtotal
Existing CASAS Agency	\$5,815
Non-CASAS Agency – Paper/Pencil Testing	\$6,107
Non-CASAS Agency – eTesting	\$6,320

For two trainees/agency; some costs will increase with additional trainees

Does not include trainees' time (about 20 hrs for full training)

Includes all fees paid to CASAS for online training with no travel. If travel is requested, agency, consortium, region, or state pays trainer travel expenses.

Ongoing Costs

- Agency Annual Maintenance Fee \$1,200/year
- Replacement WEUs and CASAS tests as needed
- Agency Staff Time



Activity: Another Look @ the Self-Assessment

Our agency has a pathway to issue a HS credential to NEDP completers

Agree	Unsure	Disagree
-------	--------	----------

I know the process for partnering with a diploma-issuing agency

Agree	Unsure	Disagree
-------	--------	----------

Our agency has identified staff ready to be trained

Agree	Unsure	Disagree
-------	--------	----------

We have identified appropriate NEDP candidates

Agree	Unsure	Disagree
-------	--------	----------

My agency’s decision-makers have agreed to adopt NEDP

Agree	Unsure	Disagree
-------	--------	----------

Thank You For Attending!

Janita McNemar
NEDP National Trainer
jmcnemar@casas.org

Christine O'Hara
NEDP Operations Manager
cohara@casas.org

Ann Ditto
NEDP Support Specialist
aditto@casas.org

NEDP Inbox
nedp@casas.org

Margaret Kirkpatrick
NEDP Director
mkirkpatrick@casas.org