



NATIONAL EXTERNAL DIPLOMA PROGRAM®

Recognized as an Innovative Program by the US Department of Education

FEBRUARY 2025 Newsletter

REGISTRATION IS OPEN FOR CASAS NATIONAL SUMMER INSTITUTE!



Adult educators and workforce development professionals are invited to attend the 2025 CASAS National Summer Institute. CASAS offers more than 150 sessions, including training workshops, hands-on labs, panel discussions, and more. Visit [HERE](#) to learn more about this "can't miss" event!

June 9-12, 2025
Hyatt Regency
Orange County, California

**Register
Today**

2025 NEDP CHANGING LIVES SCHOLARSHIP

Scholarship window opening March 1, 2025!

CASAS/NEDP is excited to announce the 2025 Changing Lives Scholarship, which provides tuition assistance for two NEDP graduates pursuing postsecondary education. This scholarship is designed to help new graduates continue their academic journey and make a lasting impact! A flyer for the NEDP scholarship, available for both print and digital use, will be posted on the NEDP scholarship website page. The scholarship application window runs from March 1, 2025-July 15, 2025. If you need assistance with your marketing materials, please email Ann Ditto at aditto@casas.org.



We will award **two \$500 scholarships** to NEDP graduates!

CASAS TRAINING AND SUPPORT UPCOMING EVENTS

CASAS eWORKs

Join Paul Kratzer for the CASAS eWORKs implementation training on February 25, 2025 at 12 PM/ET, 9 AM/PT. Register [HERE](#).



#NEDP #NEDPAdultEdu #CASAS February 2025

NEDP PROFESSIONAL DEVELOPMENT WEBINARS



MARCH PROFESSIONAL DEVELOPMENT

Assessing Client Work

Join the NEDP national trainer and assessors from across the country as we practice assessing client responses to newly added questions.

Tuesday, March 18, 2025

4:00 p.m. ET/ 2:00 p.m. MT/ 1:00 p.m. PT

OR

Wednesday, March 19, 2025

1:00 p.m. ET/ 11:00 a.m. MT/ 10:00 a.m. PT

Register in advance at:

[Assessing Client Work](#)

REGISTER TODAY

CASAS NATIONAL NEWS AND UPDATES WEBINAR

CASAS recorded webinars can be found on the CASAS website. Find informative webinars worth watching! Take a moment and check them out - you might be surprised!

CASAS National News and Updates

Sign up for the upcoming webinar on April 16, 2025, 2 p.m. ET/
1 p.m. MT/ 11 a.m. PT.

[Reserve a seat.](#)



CASAS HOLIDAY SCHEDULE



CASAS / NEDP will be closed:

February 14, 2025 - Lincoln's Birthday

February 17, 2025 - President's Day

Limited technical support will be available during this time through

nedpsupport@casas.org

#NEDP #NEDPAdultEdu #CASAS February 2025

The Spring National Implementation Training is almost here! To accommodate your schedules, we're offering two sessions. Whether you're joining us for the first time or looking to enhance your expertise, this training will provide essential insights and help refine your skills.

Register now at the links below! Registrations must be accompanied by an order form.

EARLY SCHEDULE				
March 2025				
Date	Wednesday Sessions	ET	MT	PT
10	Session 1: Introduction to NEDP Training	1 p.m.-2 p.m.	11 a.m.-12 p.m.	10 a.m.-11a.m.
17	Session 2: Closed Diagnostics	1 p.m.-3 p.m.	11 a.m.-1 p.m.	10 a.m.-12 p.m.
24	Session 3: Open Diagnostics	1 p.m.-3 p.m.	11 a.m.-1 p.m.	10 a.m.-12 p.m.
31	Session 4: Generalized Assessment	1 p.m.-3 p.m.	11 a.m.-1 p.m.	10 a.m.-12 p.m.
April 2025				
Date	Wednesday Sessions	ET	MT	PT
7	Session 5: Practice Assessing Client Work	1 p.m.-3 p.m.	11 a.m.-1 p.m.	10 a.m.-12 p.m.

LATE SCHEDULE				
March 2025				
Date	Wednesday Sessions	ET	MT	PT
10	Session 1: Introduction to NEDP Training	6 p.m.-7 p.m.	4 p.m.-5 p.m.	3 p.m.-4 p.m.
17	Session 2: Closed Diagnostics	6 p.m.-8 p.m.	4 p.m.-6 p.m.	3 p.m.-5 p.m.
24	Session 3: Open Diagnostics	6 p.m.-8 p.m.	4 p.m.-6 p.m.	3 p.m.-5 p.m.
31	Session 4: Generalized Assessment	6 p.m.-8 p.m.	4 p.m.-6 p.m.	3 p.m.-5 p.m.
April 2025				
Date	Wednesday Sessions	ET	MT	PT
7	Session 5: Practice Assessing Client Work	6 p.m.-8 p.m.	4 p.m.-6 p.m.	3 p.m.-5 p.m.

Registration is open!

Early Session
Registration

Late Session
Registration

HOW TO CREATE A GOOGLE SHEETS PIE CHART

Step 1: Open Google Sheets

- Sign into Google using your Chrome browser
- Go to the Google Sheets website
- Create a New Spreadsheet:
 - Once logged in, click on the "+" (plus) sign that says Blank to create a new, empty spreadsheet.

Step 2: Enter Your Data & Name Your sheet

Now that your Google Sheet is open, enter your data into the spreadsheet beginning in cell A1. Label your column "Activity" and in B1 "Hours."

Click on the "Untitled Spreadsheet" - when it is blue rename your file "2.10.25 Life Work Balance" - use the date to help you organize your files.

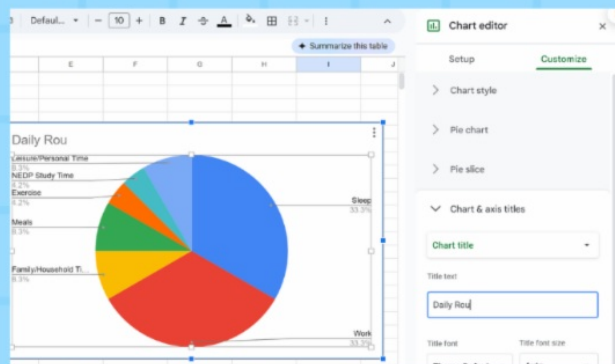
Step 3: Select Your Data

Click and drag your mouse over the data you just entered, including the headers (Activity and Hours).

- This will highlight the range of data that you want to use for your chart.

Step 4: Insert a Chart

- With your data selected, click on the Insert menu at the top of the page.
- From the dropdown menu, select Chart.
- Google Sheets will automatically generate a chart using the data you selected.
- On the right-hand side of the screen, the Chart Editor will appear. Make sure the Setup tab is selected.
- Under Chart Type, click on the dropdown menu and select Pie Chart.



Step 5: Customize the Chart

Add a Title:

1. In the Chart Editor, go to the Customize tab.
2. Under the Chart & axis titles section, type "Daily Routine" in the Chart Title box.

Add Data Labels:

1. In the Customize section, click on Pie Chart.
2. Under Slice Label choose "Value."

Move Legend

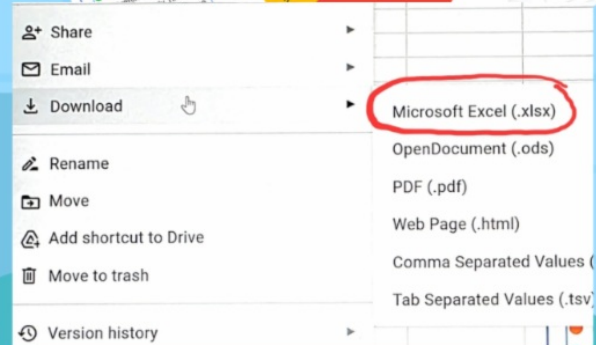
- In the Customize section, click on Legend.
- Under Position choose "bottom" or "left"

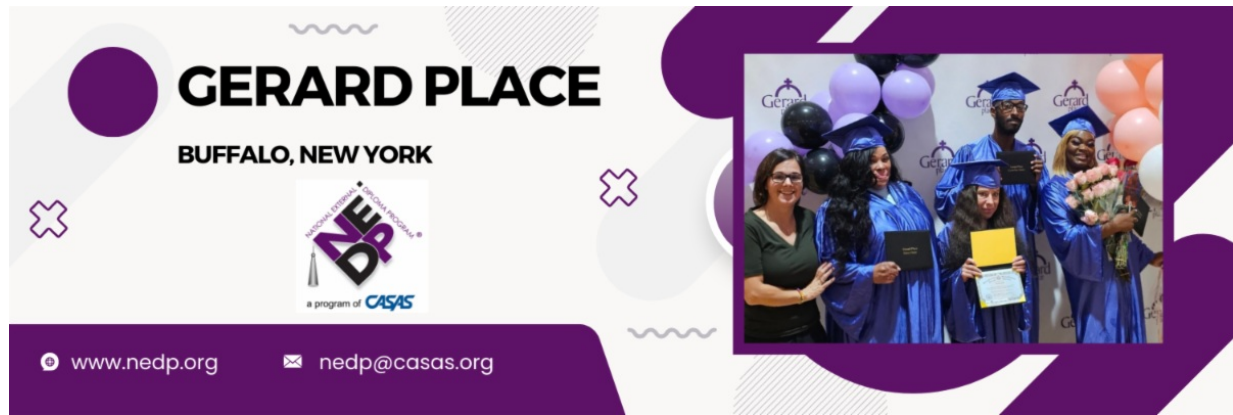


Step 6: Save or Share Your Chart

- Once you've customized the chart to your liking, you can download it by clicking on File > Download, and choose the format you want (PDF, .xlsx).
- You can also share your sheet with others by clicking the Share button in the top-right corner and adding their email addresses.
- If you are on a Chromebook and save your file as a Microsoft Excel file, you will not be able to open it unless you have Microsoft 365. You can access the file in your Google Drive in Sheets.

Note: If you have a "0" in any of the cells in the "Hours" column, Google Sheets will exclude that category from the pie chart, but it can be verified in the chart's data.





Located on the East Side of Buffalo, Gerard Place is a nonprofit organization dedicated to supporting people in a compassionate and welcoming environment. Amanda Hibbard, the Gerard Place NEDP agency administrator, exemplifies best practices in advising, marketing, and client retention, highlighting the organization's commitment to empowering individuals.

Community Engagement

Gerard Place promotes the National External Diploma Program (NEDP) through community partnerships and outreach initiatives. Collaborations with the Erie County Department of Social Services, Our Lady of Victory (OLV) Human Services, and Buffalo Promise Neighborhood help spread awareness of the program while addressing broader community needs. Wraparound services ensure community members receive comprehensive support.

Recruitment Strategies

Gerard Place uses diverse strategies to attract NEDP participants, including bus stop ads, billboards, and flyers. Other programs and community meal events on Mondays and Wednesdays serve as additional channels to reach potential students and share program benefits, emphasizing its flexibility and effectiveness.

~ Check out the Gerard Place website here - NEDP Spotlight~

Fostering Perseverance, Support & Addressing Individual Needs

Persistence is supported through personalized assistance, with each client paired with a caseworker who builds a welcoming environment. Tutors and literacy assistants work closely with clients, addressing challenges and offering tailored support to help individuals succeed. Regular meetings assess readiness, ensuring adult learners feel encouraged and motivated, with positive reinforcement and consistent support to foster success.

Best Practices

Gerard Place emphasizes the importance of knowing and caring for clients. Many NEDP participants face significant barriers, so creating a comfortable environment is critical. Offering snacks, coffee, and other essentials alongside academic support fosters a sense of belonging, contributing to high graduation rates.

Looking Ahead

Gerard Place plans to expand its NEDP program to meet growing demand. Social media campaigns have successfully increased awareness, and the organization aims to connect graduates to workforce development programs. With five trained NEDP professionals, Gerard Place is well-positioned to support the community and help more individuals achieve their goals.

NEDP appreciates all of your hard work--thank you for making a difference!

#NEDP #NEDPAdultEdu #CASAS February 2025

