**Thank you for your interest in the National External Diploma Program (NEDP).**

**Use the following self-assessment document as a planning tool to determine your agency’s capacity to implement the NEDP.**

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| **NEDP Implementation Considerations** |
| **1.** | **State Law, Education/Labor Code, or Policy Regulations must either be permissive for local agency diploma granting authority or list NEDP, or competency-based programs, as a pathway to a high school diploma or equivalency.** |
|  | Does State Education Code allow NEDP to qualify for a high school diploma or equivalency? | *Yes* |
| 1. If not, what is the process for approving NEDP as a pathway?
 | *N/A* |
| **2.**  | **An NEDP agency must be an accredited high school diploma-granting agency or have an established formal agreement with an accredited diploma-granting agency.** |
|  | 1. Is your agency a diploma-granting institution?
 |  |
| 1. If not, does your agency have an established agreement with a diploma granting institution?
 |  |
| 1. What are the steps for establishing this agreement?
 |  |
| **NEDP Student Recruitment Considerations** |
| **3.** | **Agencies should check state guidelines for the minimum age requirement before implementing NEDP.** |
|  | What percentage of potential participants meet state minimum age requirements? |  |
| **4.** | **NEDP clients may be recruited from within the current student population or referred from adult education programs or partnering agencies. Recruitment efforts should focus on learners whose basic skills are at or near high school level in reading, writing, and math.** |
|  | How will your agency pre-screen prospective clients to be sure that their basic skills are at or near high school level? (CASAS/NEDP recommends using the CASAS Appraisal for pre-screening.) |  |
|  | Will your agency have open enrollment or specific times during which new clients may enroll and begin? |  |
| **5.** | **NEDP candidates must meet minimum scores on CASAS assessments to progress in the program.**  |
|  | How many current adult learners are at or near a CASAS scale score of **236 on Reading GOALS**? How many met this criterion in the previous program year? |  |
| How many current adult learners are at or near a CASAS scale score of **226 on Math GOALS**? How many met this criterion in the previous program year? |  |
|  | How many current adult learners can write a cohesive multi-paragraph essay with a thesis, some support and relevant detail, and few word choice errors? How many participants at your agency met thiscriterion in the previous program year? |  |
| **6.** | **Successful NEDP clients must possess strong time management, self-discipline, and organizational skills.** |
|  | Has your agency recently served adult learners who have strong non-academic skills? |  |
| How will you pre-screen prospective clients for these self-management skills? |  |
| **Resources to Support NEDP Client Considerations** |
| **7.** | **The NEDP is a web-based program. All client work is completed on the computer.** |
|  | Does your agency have computers for clients to use? * How many?
* What hours are the computers available?
* How many of the participants at your agency have computer access at home, through family and/or friends, or through a library or other community resource?
 |  |
| **8.** | **The NEDP has computer hardware and software requirements.** |
|  | 1. Your agency must have computers which meet the following minimum operating system hardware and software requirements
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| * Operating System:
* Windows 7, or later version
* Mac OS X
* Chrome OS
* Browsers:
* Google Chrome
* Mozilla Firefox
* Microsoft Edge
* Apple Safari
* Opera
 | * Internet access (100 kbps upload bandwidth)
* Adobe Acrobat Reader
* Screen (monitor) resolution of 1024 x 768 pixels or higher
* Microphone, either built-in or accessory (stand-alone desktop or headset)
* Video card
* Printer (recommended)
 |
| **9.** | **The NEDP is not an instructional program. It requires clients to be self-directed and seek out assistance and/or tutoring when needed.** |
|  | Identify the resources (tutors, learning software) has available in your community which might support client remediation. |  |
| NEDP Human Resource Considerations |
| **10.** | **CASAS requires that agencies train a minimum of two staff per agency, all of whom are trained to perform the roles of Advisor, Assessor, and Portfolio Reviewer. However, four trainees are recommended to accommodate staff turnover. The responsibilities of the three roles are listed below.**  |
|  | The role of the **Advisor** is to administer the diagnostic instruments to determine the applicant’s readiness to enter Generalized Assessment and to provide learning recommendations to the client on skills the client may need to acquire or enhance to demonstrate each of the NEDP competencies.  |
| The role of the **Assessor** is to administer the NEDP assessments, evaluate the client’s responses to each of the NEDP competencies, and provide feedback to candidates in a standardized manner. |
| The role of the **Portfolio Reviewer** is to:* + independently validate that all of the client responses, to each of the NEDP competencies, are demonstrated
	+ ensure that the entire portfolio is complete, including documentation of all Diagnostic instruments and the College and Career Competency
 |
| Do the staff members meet the following requirements?* Must have a 4 year college degree and be able to evaluate writing and critical thinking
* NEDP coordinator or lead is a full-time employee to meet the needs of the program (recommended).
 |  |
| Has your agency made NEDP staff management decisions?* Identify staff to serve as Advisors/Assessors?
* Decide if current duties can be modified to accommodate NEDP responsibilities?
* Determine if there is a need to hire additional staff?
* Consider staff who will likely remain employed for an extended period of time to reduce high staff turnover in the NEDP program?
 |  |
| NEDP Fiscal Considerations |
| **11.** | **The NEDP charges an initial Agency license fee of $2000 and an annual fee thereafter of $1050.** |
|  | How will your agency make the necessary financial provisions to meet this requirement? |  |
| **12.** | **The NEDP Implementation Training required to become a NEDP Advisor/Assessor is a modularized training of approximately 20 hours, including web-based CASAS Implementation Training, and costs $500 per trainee, plus the trainees’ time.**  |
|  | How will your agency make provisions so that selected staff members are able to participate in training (i.e. training time and/or substitutes for their classes)? |  |
| **13.** | **The NEDP requires that the first client’s portfolio for a newly trained Assessor be reviewed by a State or National Trainer.**  |
|  | Can your agency make the financial provisions necessary to paythe State or National Trainer $600 per portfolio to review? |  |
| **14.**  | **After the initial training and start-up fees, NEDP costs are $120/ client and staff time.**  |
|  | Will your agency charge clients for participation in NEDP? How much? At what point(s) in the program?What other funding is available to offset the costs of the program (state and federal grants, partnerships, foundations, etc.) |  |