NATIONAL EXTERNAL DIPLOMA PROGRAM®
(NEDP)

INFORMATION PACKET

2022

Table of Contents

NEDP Fact Sheet

What is the National External Diploma Program?

The National External Diploma Program® (NEDP) is a flexible, self-directed web-based program, overseen by approved agencies, where the reading, writing, math, digital literacy, and workforce-readiness skills of participants are assessed through a series of tasks to earn a high school diploma or equivalent. Tasks demonstrate high school level skills that parallel job and life situations, (e.g., writing a resume, calculating the interest on a loan, and identifying ways to participate in state and local civic life). Participants work independently on a computer and meet with an Advisor/Assessor every one to two weeks. NEDP is cross-walked the Career and College Readiness Standards.

Where are programs located?

A map of current NEDP programs can be accessed here: **https://www.casas.org/nedp/locations**.

What is the cost to implement NEDP?

Item	Cost	Description
First Year Agency Maintenance Fee	$2,000	First year only. $1,050 annual maintenance fee after first year.
Staff Training (2 staff minimum)	$400	Training fee for each trained staff. Optional: Travel costs for national trainer
Staff Materials	$100	Training materials, plus $10 shipping per trainee and tax, if applicable.
Portfolio Reviews	$600	Trainer review of one Portfolio for each trained staff.
WEUs (5-10 Web Enrollment Units)	$600 – $1,200	One WEU/client @ $120 each, plus a $15 handling fee per order.
WTUs (25 eTest Units)	$95	CASAS eTest units for reading and math.

NOTE: Some state agencies provide additional support for agency training and implementation. Costs may vary for states with certified NEDP state trainers.

How many clients does an active NEDP program serve on average in a one-year period?

The number of clients enrolled in programs varies. Some smaller programs serve a cohort of two or three students each year, while larger agencies may serve 60 or more.

Who is eligible for NEDP?

Adults and out-of-school youth without a high school diploma who:

- Are 17 years of age or older
- Have been pre-screened to indicate that their skills are at or near high school-level in reading, writing, and math
- Fulfill local or state requirements such as residency or citizenship

Do students take classes?

No. NEDP is not class-based, and there are no required courses. The program follows an individualized approach in which participants are assigned a one-on-one Advisor/Assessor with whom they meet every one to two weeks. Individuals who do not have required skills will be advised on how these can be improved, such as via tutoring or self-study.

How long does the NEDP program take to complete?

Because NEDP is a flexible, self-paced program, participants work independently, so completion times vary. Most NEDP clients finish within 6 -12 months, but the skills level and life circumstances differ for each participant, which influences the length of time a student will be in the program.

The Stages of NEDP (see following pages for flowcharts)

NEDP participants fulfill requirements by completing two program phases: **Diagnostics** and **Generalized Assessment**.

I. **Diagnostic Phase**
   - The participant's academic skill level is assessed through standardized tests in reading, writing, and math. The participant also decides upon a College and Career Competency and completes a technology-readiness checklist.

II. **Generalized Assessment Phase**
   - This phase begins immediately after the participant has met the requirements of the Diagnostic Phase. Participants' high school-level academic skills are assessed through a curriculum that integrates foundational skills within the context of life and work scenarios. Participants do not receive individualized instruction from their NEDP Assessor; instead, they demonstrate competency in reading, writing, mathematics, oral communication, problem-solving, technology, media literacy, and critical thinking skills through the performance of real-life tasks in a set of eight online competency areas.
   - Once in the program, clients demonstrate mastery of the competencies in two ways:
     - Completing a series of activities on their own with the help of resources and tutorials, and
     - Meeting with their Assessor once every one to two weeks for a proctored "In Office Check," in which participants are evaluated on their ability to successfully demonstrate competencies.
   - Participants have multiple opportunities to demonstrate 100% mastery of all NEDP competencies through Post-Task Assessment.
   - Participants are also required to complete a College and Career Competency through one of the following options:

     1) Occupational/Vocational Competencies (usually completed via verification of employment)

     2) A Specialized Skill (demonstration of mastery in a special skill or talent such as music, art, photography, etc.)

     3) Transition to Postsecondary Education portfolio

     4) Personal and Management Skills portfolio.
   - Post-Task Assessment (PTA) provides clients with the opportunity to correct any items that were assessed as being incorrect or incomplete. Clients can make corrections of missed items, questions, and/or exercises either simultaneously with newly assigned units or upon completion of the last unit's submission, until 100% mastery has been demonstrated.
   - As each competency area is found to fully demonstrate mastery by the Assessor, another NEDP staff, the Portfolio Reviewer, re-assesses every item in the area to confirm demonstration or require the client to reattempt the item to demonstrate mastery.

Where can one learn more about becoming an NEDP Provider?

CASAS recommends that interested agencies research NEDP via CASAS' NEDP website (www.nedp.org) and then reach out to nedp@casas.org to request an information session.

NEDP Diagnostic Phase

Information Session

GED, HiSET, TASC

Adult High School

Diagnostic Evaluation

In Office

1. Reading
2. Writing
3. Math

At Home:

1. NEDP Self-Assessment Checklist (SAC)
2. Technology Skills Self-Assessment Checklist
3. College & Career Competency Inventory (CCCI)
4. O*NET Interest Profiler

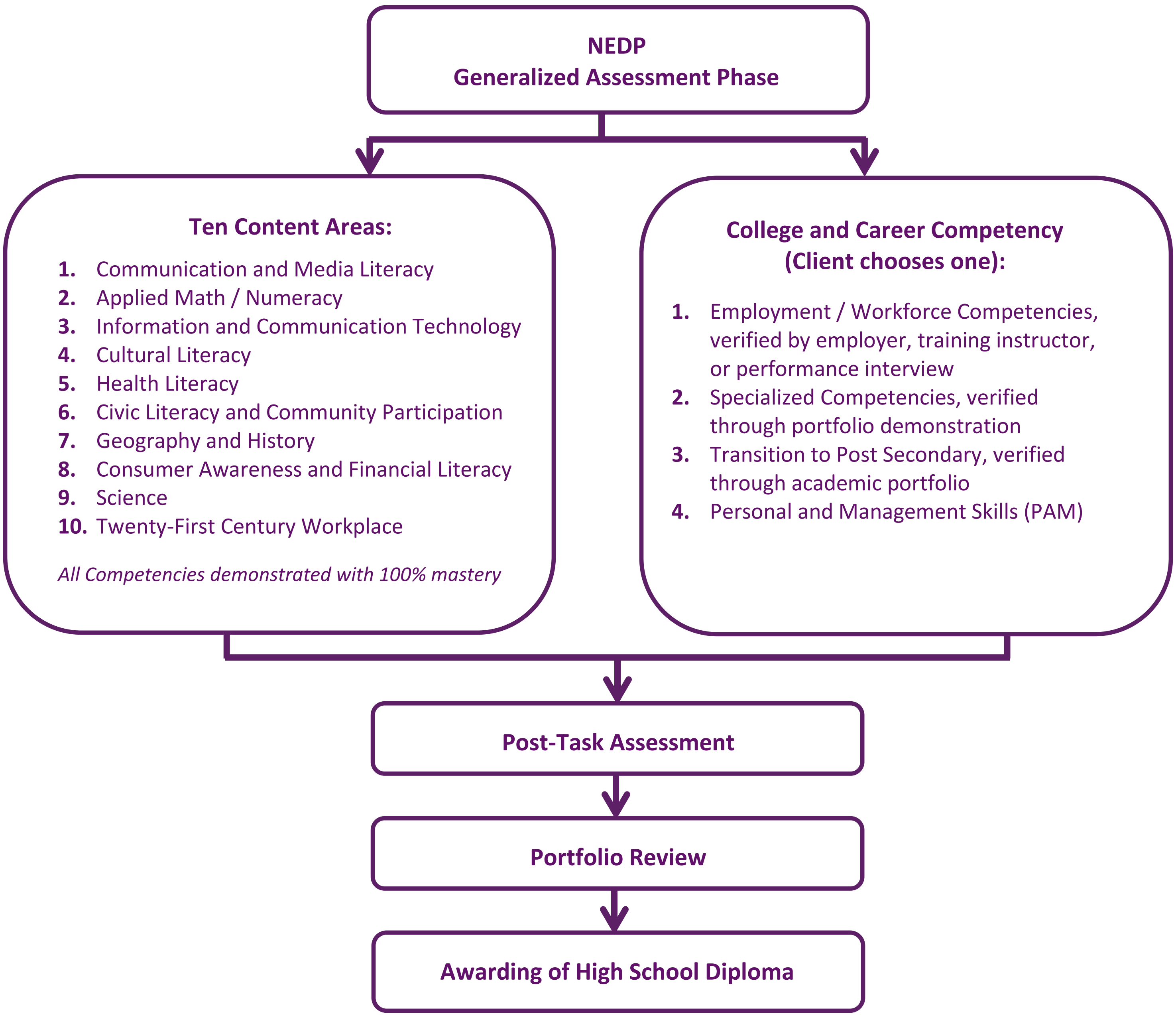
Learning Recommendations

Learning Period

Reevaluation of Needed Skills

NEDP Generalized Assessment Phase

NEDP Generalized Assessment Phase



NEDP Staff Roles and Qualifications

Advisor: Works with a client through the Diagnostic Phase	
•	Introduces NEDP to prospective clients through an NEDP Information Session
•	Administers all diagnostic instruments and interprets results
•	Assists clients in identifying a College and Career Competency
•	Develops and presents learning recommendations
•	Identifies potential community learning resources
•	Facilitates client’s entry into the Generalized Assessment Phase
Qualifications	
•	Completion of a baccalaureate degree, at a minimum
•	Complete NEDP Implementation Training
•	Work with one client each in the Diagnostic and Generalized Assessment Phases annually to remain certified
Assessor: Works with a client through the Generalized Assessment Phase	
•	Assigns take-home activities
•	Conducts In-Office Checks
•	Evaluates each competency, using evaluation criteria, NEDP resources, and the *NEDP Test Administration Manual*
•	Provides client feedback, based on assessment results
•	Monitors client progress through Post-Task Assessment
•	Assesses the College and Career Competency
•	Serves as a Portfolio Reviewer for other Assessors after the first portfolio is completed with State or National Trainer outside their agency
•	Participates in consensus moderation
•	May not instruct any client assigned to them in Generalized Assessment
Qualifications	
•	Completion of a baccalaureate degree, at a minimum
•	Complete NEDP Implementation Training
•	Work with one client each in Diagnostics and Generalized Assessment annually to remain certified

Portfolio Reviewer: Reviews client's completed portfolio after all work has been demonstrated at 100% mastery
• Identifies any undemonstrated competencies not determined by the Assessor
• Ensures each graduate has met stringent national standards
• Helps Assessors refine evaluation skills and develop inter-rater reliability by participating in consensus moderation
Qualifications
• Completion of a baccalaureate degree, at a minimum
• Complete NEDP Implementation Training
• Successfully work with one client through Generalized Assessment to graduation
• Become a certified Advisor/Assessor through recommendation of NEDP trainer after first client portfolio has been completed.
NEDP Agency Administrator: Oversees NEDP operations in accordance with NEDP policies
• Submits Yearly Statistical Report (YSR) annually
• Adds and removes staff in the NEDP online system
• Monitors Web Enrollment Units (WEUs) usage
• Runs agency level reports
Qualifications
• Knowledgeable about NEDP policies and procedures
• Participation in NEDP Implementation Training is preferred

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 the NEDP Training site to demonstrate the NEDP software to track and assess client work, and submit evaluation results of completed tasks and competencies
Module 1 – Overview
Length: 2 hours, webinar or face-to-face
Pre-meeting activities: • Review overview materials - binder, including glossary (*NEDP Test Administration Manual*, pp. 82-83)
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
Module 2 – Diagnostic Phase
Length: 6 hours face-to-face or 3 hour webinar with 3 hours of independent practice
Pre-meeting activities: • Review NEDP User Guide, available on Professionals Page • Completion of CASAS Implementation Training • Preview instruments in Open Diagnostics
Training Objectives: • Locate and use NEDP implementation materials used in Diagnostic Phase • Articulate the intent of the College and Career Competency to assist with client choice • Use NEDP software to document completion of diagnostic scores • Administer the Closed Diagnostics • Administer Open Diagnostics • Develop diagnostic recommendations

Modules 3 and 4 – Generalized Assessment and T Trainer
Length: 6 hours face-to-face (Modules 3 and 4 combined) or two three-hour webinars with homework between
Pre-session activity: • Read Overview of Generalized Assessment Phase in NEDP Test Administration Manual
Training Objectives: • Understand and practice Performance Assessment • Use NEDP software to administer Generalized Assessment • Use NEDP software to document College and Career Competency • Practice T Trainer Competency evaluation (can be T Trainer follow up webinar) • Prepare for In-Office appointment
Module 5 – Post-Task Assessment and Portfolio Review
Length: 2 hour webinar
Pre-Session Activity: • Review *College and Career Competency* and *NEDP Test Administration* Manuals • Identify any remaining NEDP questions
Training Objectives: • Continue to build skills in consensus moderation • Conduct Post-Task Assessment • Prepare for Portfolio Review • Review Advisor/Assessor roles • Discuss requirements for becoming a certified Advisor/Assessor • Review entire program and answer any lingering questions

Timeline for Program Implementation

Sample Agency Implementation

Time/Date	Activity/Decision	Responsible
August 1	• Agency Administrator evaluates potential client base, budget and facility requirements, staffing potential. • Agency notifies State/Authorizing Agency and CASAS that they wish to begin NEDP implementation. • Agency Administrator identifies/hires new staff, develops sustainability budget, identifies pilot clients, and identifies dedicated computers and facilities. • Agency Administrator submits required paperwork to CASAS, including signed agency license agreement.	Agency Administrator
September 5	Module 1: NEDP Overview staff	NEDP Trainer
September 10	Module 2: Diagnostic Phase Training	NEDP Trainer
September 11	Intake new NEDP clients, one per new Advisor	Local NEDP Staff
October 10	• First NEDP clients complete Diagnostic Phase, ready to enter Generalized Assessment. • Modules 3 and 4: Generalized Assessment and T Trainer Training presented	Local NEDP Staff NEDP Trainer
October 11	First NEDP clients transition to Generalized Assessment • Other clients enter Generalized Assessment when ready.	Local NEDP Staff
October 17	Module 5: Post-Task Assessment and Portfolio Review	NEDP Trainer
December 1	• First new NEDP client completes first competency and is ready for competency to be submitted to Portfolio Reviewer. • Other NEDP clients progressing through Generalized Assessment competencies with their Assessors	Local NEDP Staff
April 1	First NEDP client graduates	

It is important to note that this new agency implementation timeline is for illustrative purposes only. Each agency differs as to the number of clients who are ready to meet NEDP academic requirements, the length of time each client takes to successfully complete the Diagnostic Phase, and the number of times a client must reattempt a competency to finally attain 100% mastery.

Program Planning Worksheet/Self-Assessment

For Agencies Considering NEDP Implementation

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

<table>
<tr><th colspan="3">NEDP Implementation Considerations</th></tr>
<tr><td>1.</td><td colspan="2">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.</td></tr>
<tr><td rowspan="2"></td><td>Does State Education Code allow NEDP to qualify for a high school diploma or equivalency?</td><td></td></tr>
<tr><td>If not, what is the process for approving NEDP as a pathway?</td><td></td></tr>
<tr><td>2.</td><td colspan="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.</td></tr>
<tr><td rowspan="3"></td><td>Is your agency a diploma-granting institution?</td><td></td></tr>
<tr><td>If not, does your agency have an established agreement with a diploma granting institution?</td><td></td></tr>
<tr><td>What are the steps for establishing this agreement?</td><td></td></tr>
<tr><th colspan="3">NEDP Student Recruitment Considerations</th></tr>
<tr><td>3.</td><td colspan="2">Agencies should check state guidelines for the minimum age requirement before implementing NEDP.</td></tr>
<tr><td></td><td>What percentage of potential participants meet state minimum age requirements?</td><td></td></tr>
<tr><td>4.</td><td colspan="2">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. One to two clients per trainee should be identified before training begins.</td></tr>
</table>

	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 in CASAS 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 **230 on CASAS Life Skills Math or 226 on CASAS 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 this criterion 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?	

<table>
<tr><td></td><td>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?</td><td></td></tr>
<tr><td>8.</td><td colspan="2">The NEDP has computer hardware and software requirements.</td></tr>
<tr><td></td><td colspan="2">Your agency must have computers which meet the following minimum operating system hardware and software requirements
Operating System:
Windows 10, 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)</td></tr>
<tr><td>9.</td><td colspan="2">The NEDP is not an instructional program. It requires clients to be self-directed and seek out assistance and/or tutoring when needed.</td></tr>
<tr><td></td><td>Identify the resources (tutors, learning software) has available in your community which might support client remediation.</td><td></td></tr>
<tr><td colspan="3">NEDP Human Resource Considerations</td></tr>
<tr><td>10.</td><td colspan="2">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, five trainees are recommended to accommodate staff turnover. The responsibilities of the two roles are listed below.</td></tr>
<tr><td></td><td colspan="2">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.</td></tr>
<tr><td></td><td colspan="2">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.</td></tr>
<tr><td></td><td colspan="2">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</td></tr>
</table>

	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 Agency Administrator 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 staff turnover in the NEDP program?	
NEDP Fiscal Considerations		
11.	**The NEDP charges an initial Agency license fee of $2,000 and an annual fee thereafter of $1,050.**	
	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 per trainee costs outlined on page 3.**	
	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 pay the NEDP State or National Trainer up to $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.)	
	Office and Workspace Considerations	
15.	**The In-Office Check must be conducted in a quiet and secure testing environment.**	
	Do you have quiet, well-ventilated, dedicated space with computer access for client meetings?	
	Do the meeting spaces allow for client confidentiality?	
	Are the meeting spaces accessible to clients with disabilities?	

