

National External Diploma Program® (NEDP) Assurances

1. GENERAL PROGRAM REQUIREMENTS

The following requirements must be followed:

- Ensure that all potential clients are properly screened using Maryland Department of Labor (LABOR) approved assessment instruments.
- If a client does not meet minimum requirements to enter the NEDP program, they are provided with information about learning options within their education agency or referred to another appropriate adult education agency.
- Limit NEDP services to clients who are eighteen (18) years of age or older.
- Potential clients, who are eligible for K-12 services, must be officially withdrawn from school in order to participate in the NEDP.
- No part of the NEDP may be used with in-school youth or students.
- Provide reasonable accommodations when administering NEDP assessments as documented in the CASAS NEDP Assessment Accommodations Policy.
- Implement the exact model defined by the LABOR and the NEDP for all phases of the NEDP.
- Conduct a planned, targeted promotional effort at a level to generate a sufficient number of inquiries and qualified candidates to reach the graduation goal.
- The NEDP is designed as an integral system and, in order to guarantee the validity of the assessment, the grantee must ensure the program is used in its entirety.
- If the grantee delivery entity changes, the grantee must ensure that all records, equipment, materials, and all items purchased with NEDP grant funds are moved to the new service delivery entity.
- No partnership agreements shall be entered into nor shall any agreement for services beyond the scope approved in the initial application be enacted unless approved by LABOR.
- Recommend all clients who successfully complete the NEDP requirements to LABOR for credentialing.
- All applicants' and clients' records are kept secure and confidential.
- Ensure that updated NEDP Policy and Procedures Manual, procedures for requesting diplomas, transcripts, and verifying client records are accessible on site.

2. MARYLAND RESIDENCY REQUIREMENTS

- NEDP clients must verify their identity and establish Maryland residency prior to enrollment in the Diagnostic Phase of the program by presenting **ONE** of the following government issued photo IDs:
 - A current (not expired) Maryland driver's license issued by the Maryland Motor Vehicle Administration.
 - A current (not expired) Maryland learner's permit issued by the Maryland Motor Vehicle Administration.
 - A current (not expired) Maryland identification card issued by the Maryland Motor Vehicle Administration.
 - A current *active duty* dependent's military ID card.
- If none of the forms of identification and residency identified above are attainable, the applicant must present **at least two (2) documents** from the following list (*one of the two documents presented must be a government issued photo identification card*). *If one of the documents being submitted is a CASA ID card, the other document **MUST** be a Passport:
 - 1.* Passport (must contain photo, name, DOB and signature)
 - 2.* CASA ID (must contain photo, name, DOB, address and signature)
 3. Payroll check stub issued by an employer within the last 2 months
 4. U.S. Internal Revenue Service tax reporting W-2 form or 1099 form (not more than 18 months old)
 5. U.S. or Maryland income tax return from the previous year
 6. Monthly bank statement not more than 2 months old issued by a bank
 7. Annual Social Security statement for the current or preceding calendar year
 8. Utility bill, not more than 2 months old, issued to the applicant (examples include gas, electric, sewer, water, cable or phone bill) – cellular phone and pager bills are not accepted
 9. Receipt for personal property taxes or real estate taxes paid within the last year
 10. Current automobile or life insurance bill (cards or policies are not accepted)
 11. Voter registration card (current with address)
 12. Current homeowner's insurance policy or bill
 13. Cancelled check (not more than 2 months old) with both name and address imprinted.
- A copy of the NEDP client's photo ID must be kept with the client's record; a copy of the photo ID must be submitted to LABOR along with other documents for the award of diplomas/initial transcripts.
- High School Diplomas and Transcripts issued by LABOR will reflect the NEDP client's name as it appears on the photo identification.

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- All documentation submitted by the NEDP program to LABOR for the issuance of transcripts and the award of diplomas must match client's name as it appears on the photo ID, including LACES screenshot, CASAS Client Status, Diploma Request Form, a copy of client's photo ID, and the Transcript.
- If the client has a legal name change during the duration of the program, clients must be advised to provide legal documentation reflecting the name change.

3. FACILITIES

The grantee must provide acceptable facilities to administer the National External Diploma Program®.

The NEDP site is required:

- To provide suitable facilities to ensure confidentiality and privacy during meeting with advisors and assessors and the administration of NEDP instruments.
- To have suitable facilities for persons with disabilities.
- To have adequate office space so that advisors/assessors can monitor the assessment of clients.
- **Remote** options may be used with clients who are unable to physically meet face-to-face with Advisor/Assessors for inter-Office-Checks (IOCs), e-Testing for Diagnostics, and CASAS Written Prompt, as approved by CASAS and LABOR.
- To have secure storage space for NEDP materials, client documents, other files, equipment and assessment instruments.
- To have access to adequate, onsite technology for client use including internet access.
- To be located in a facility that has year-round activity with day and evening hours centrally located in a population area large enough to produce the projected number of graduates.
- To be located with convenient parking that is well lit and secure.
- To have space for information sessions large enough to seat 15-20 individuals.
- To have adequate heating/air conditioning with convenient access to restroom facilities.

Preferably, the site should have other adult education and related support services on site or nearby, and provide private space to seat people for individual oral assessment and client work.

4. HARDWARE/SOFTWARE REQUIREMENTS

The grantee must provide necessary hardware and software equipment, materials, and supplies to operate the NEDP site.

The web-based NEDP must meet the minimum operating system and hardware requirements:

- Windows 10, or later versions, MAC OS X, Chrome OS, Mozilla Firefox, Google Chrome, Microsoft Edge, Apple safari, Opera (*Note: Safari used with MAC OS will not support the In-Office Check recordings. Google Chrome on a MacBook will support the In-Office Check Recordings*)
- Internet access (100 kbps upload bandwidth)
- Adobe Acrobat Reader
- Monitor screen resolution of 1024 x 768 pixels or higher
- Microphone, built in or accessory (stand-alone desktop or headset)
- Video card
- Printers
- Dedicated NEDP equipment: computers, printer, scanner, telephone, copier, headphones, furniture, audio/visual equipment
- Materials and supplies: printing, office supplies, postage, advertising/public relations, client materials

5. STAFF REQUIREMENTS

The following staff requirements must be followed:

1. A minimum of two (2) advisors/assessors are required to be trained and certified for each site; however, three or more are recommended depending on program size/number of clients being served.
2. The advisor/assessor assigned to a client should not serve as portfolio reviewer for the same client.
3. One advisor/assessor is designated as the NEDP Coordinator and Lead Assessor. It is preferable that this position is full-time.
4. All advisors/assessors must hold, at minimum, a four-year college degree from an accredited post-secondary institution and be able to evaluate writing and critical thinking demonstrations.
5. Advisor/assessors may not teach any client assigned to them in the Generalized Assessment phase of the program.

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6. All advisor/assessors must satisfactorily complete the NEDP Implementation Training provided by CASAS and become certified prior to serving clients. Staff must maintain certification based on the CASAS training policies.
7. NEDP staff must attend all required local, regional and LABOR professional development training.
8. Advisors/assessors must serve at least one (1) client in Diagnostics and one (1) client in General Assessment phases each fiscal year. Staff not meeting this requirement will complete refresher training in Diagnostic/Generalized assessment training or both. The local program will be responsible for training costs.

6. STAFF PROFESSIONAL DEVELOPMENT

All NEDP Advisors/Assessors are required to complete a minimum of ten (10) professional development hours per program year. NEDP State Trainers provide training and technical assistance to NEDP Advisor/Assessors and staff on behalf of LABOR. In addition, state trainers:

- Providing representation at all NEDP administrative and trainer meetings as required by LABOR.
- Ensure that annual portfolio reviews within assigned local programs are conducted.
- Provide training for new staff and/or refresher training for active staff as needed, to ensure program content and processes are implemented and followed.

a. REPORTING REQUIREMENTS

The following reporting requirements must be followed:

- Submit Yearly Statistical Report (YSR) directly to CASAS at the close of the fiscal year.
- Submit all required narrative and financial reports to LABOR as scheduled.

b. PROGRAM FEES

The program may collect registration fees from clients to participate in the program. The program must ensure that:

- Fees do not exceed \$225 per client, per active enrollment period.
- Registration fees collected from clients for participating in the NEDP be set aside and reinvested in the Program. These fees can be used in any means deemed necessary to directly support the program; .e.g. materials, supplies, Advisor/Assessor salaries, etc.
- Fees are not funneled into the grantee's general funds.
- There are no additional charges to the client for items considered being an integral part of the program (e.g. assessments,) or that would create a barrier to participation.
- Clients reentering the program after a period of inactivity may be required to pay NEDP program fees.

c. MONITORING AND EVALUATION

In order to ensure the integrity of the NEDP, grantees are required to participate in the review and monitoring process.

Each grantee must:

- Participate in regularly scheduled evaluation and monitoring visits.
- As an adopting agency, appoint a NEDP site representative who will be the official contact person to monitor programmatic issues. This representative must have completed the NEDP training and must provide direct service to clients as an Advisor/Assessor.

Failure to comply with the above assurances, in addition to the NEDP policies and procedures set forth by CASAS and LABOR, may result in withholding grant funds or termination of grant.

I have read the above assurances in entirety and agree to execute the assurances and the NEDP program as established by both LABOR and CASAS.

Signature of Head of Grantee Agency

Date

Signature of Program Administrator

Date