



## NEDP Site Requirements

Prior to becoming an official NEDP site, all the following requirements must be met:

### Diploma Authorizing Authority

An NEDP site must be an accredited high school diploma granting agency, or in lieu thereof, it must have established a formal agreement with an accredited diploma granting agency that includes provisions for awarding diplomas to NEDP graduates according to the following:

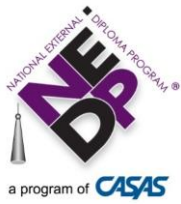
1. A local diploma-granting agency (usually a local school board) must commit to grant a traditional high school diploma to NEDP graduates who demonstrate all NEDP competencies with one hundred percent mastery. A Letter of Agreement from the authorized diploma-granting agency must be sent to CASAS prior to attending New Site Training.
2. Each state must endorse the NEDP adoption and authorize the agency to award a local diploma to any adult who fulfills the requirements of this competency-based program. Prior to attending New Site Training, CASAS must receive a letter from the State Education agency authorizing this NEDP adoption.
3. A traditional high school diploma must be awarded to graduates of the National External Diploma Program. The diploma may not be designated as an “External Diploma”, an “Equivalency Diploma”, or have any other special designation that would limit the diploma awarded.

### Site Agreement and Site Fees

NEDP site fees are established by CASAS annually. Each NEDP site must sign and return an official NEDP Site Agreement and the NEDP site fee. Contact CASAS (858-292-2900) for current fees.

Site fees provide for support from CASAS to ensure the quality of this national program through:

- Management of program, implementation and development
- Technical assistance and customer support
- Creation and maintenance of quality materials
- Training and certified trainer assistance
- NEDP participation in the CASAS National Consortium



## **NEDP Policy Memoranda**

After satisfying the above requirements, CASAS will send NEDP Policy Memoranda, operational policies, procedures, and guidelines, to newly approved sites. Sites are required to follow all policies outlined in these memoranda and to adjust program operations as required by CASAS.

NEDP sites must adhere to all procedures published in the NEDP program manuals and in the NEDP Policy Memoranda. Failure to adhere to all NEDP policies and procedures may result in termination the Site agreement.

## **Start Up Costs**

Budgets for new NEDP sites should include funding for the following:

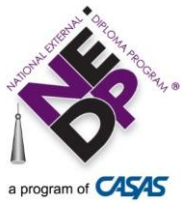
- Staffing
- Facility rental costs, including utilities, if appropriate
- New Site Package for training, materials, and first year site fees
- Additional materials costs for the first year
- Evaluation visit (after one year of operations) and workshop fees

## **Staffing**

Staff guidelines and requirements are as follows:

- A minimum of three advisor/assessors is required to be trained for each new site. Five advisors/assessors are recommended for each site so that possible staff turnover will not necessitate an additional training within the first year.
- One advisor/assessor will be designated as the NEDP coordinator and lead assessor. Often it is desirable, but not required, for this person be a full-time employee in order to meet the responsibilities and demands of the program. Other staff may be part-time employees, depending on the projected student enrollment. This best meets the flexibility needed to schedule appointments around the adult's time demands.
- All advisors/assessors must at a minimum be four-year college graduates and must be able to evaluate writing and critical thinking demonstrations.
- Because NEDP is an assessment program, advisors/assessors may not teach any candidate registered in the Generalized Assessment phase of the program.

Each new assessor/advisor must satisfy all the NEDP requirements to become a certified assessor/advisor. The requirements, roles and responsibilities of certified assessor/advisor are detailed in a separate document.



## Facilities

The NEDP program requires suitable facilities to ensure confidentiality and privacy during meetings with advisors and assessors and during the administration of various NEDP instruments.

Suitable facilities include, but are not limited to, the following features:

- An office space with private space for meetings and testing.
- Office entrances and meeting spaces should allow for client confidentiality.
- Office space should be structured so that assessors/advisors can meet with, and monitor the assessment of at least three clients at a time.
- Office space should be quiet and have good lighting and ventilation.
- Office must have secure storage space for NEDP materials, student portfolios, other files, equipment, and instruments.

This document provides an overview of requirements to start a new NEDP site and is not intended to be a comprehensive list. Additional operational requirements will be provided once the site has been established. These requirements are included in program manuals and policy memoranda available from CASAS.

For additional support and information, please contact Christine O'Hara at CASAS, 1-800-292-2900 x 135 or [cohara@casas.org](mailto:cohara@casas.org).