NEDP College and Career Competency FAQ

The NEDP College and Career Competency (CCC) Manual, which replaces the Individualized Assessment Manual was implemented beginning September 6, 2016.

Implementation of the CCC Manual and Requirements

When may we begin using the CCC with the NEDP clients?	Clients enrolling as of September 6, 2016 are required to choose one of the options listed in the DRAFT CCC Manual.
Do clients enrolled before September 6, 2016 need to change their CCC selection if they are graduating after September 6, 2016?	Any client who began working on an ICDI option before September 6, 2016 may continue working on that competency. However, clients are free to change their option to one listed in the CCC Manual if they so choose, and especially if one of the new options matches their personal life stage or goals.
If a client identified an individualized competency on 8/31 and has not yet begun working on it, may the client continue with that option?	Clients enrolled before September 6, 2016 who chose an option from the former manual may continue with that plan if the selection was recorded before September 5, 2016. However, clients may be encouraged to re-evaluate their selection, particularly if one of the new options matches more closely their personal life stage or goal. <u>No client enrolled on or after September 6, 2016 should begin working on one of the Checklists allowed in the former Manual</u>.
Who assesses a Portfolio (such as Personal and Management Skills) with the client?	The Assessor evaluates portfolio assessments. There is no need for a different Assessor, or Community Assessor, to work with the client on this competency. The Assessor assigned to the client evaluates the CCC as well as General Assessment items.
Where do we record the client's choice of competency?	Until the diagnostics page has been updated to reflect the CCCI options, Advisors should continue to record the CCC choice on the paper instrument, filed in the clients file. When the program is updated in early 2017 to reflect the new CCCI options, the CCCI selections should be documented on the diagnostics page in the program.
Some of the required documentation may contain personal, sensitive or confidential information* (e.g.: W2 forms, timecards, and pay stubs may contain social security numbers). *How can we ensure that this information does not remain in the client's file for others to access?	Redacting is the process of removing confidential, personally identifying information from documents prior to release to protect client confidentiality. It is the separation of disclosable and non-disclosable information by blocking out individual words and/or sentences prior to the release of the document. Redacting protocol includes: **1.** Make a copy of the original on which to redact and **return original copy to the client.** 2. With the copy, use cover-up tape, correction fluid or a black marker to block out sensitive information such as the client's Social Security Number and salary information. 3. Photocopy this redacted version to produce a version on which the confidential information cannot be seen. 4. File the redacted photocopy in the client's file and/or save as a .pdf document. 5. Destroy the first copy.

I have clients currently completing the Home Care and Management Checklist. May they continue working on that Checklist?	Those clients who began working on the Home Care and Management Checklist before September 6, 2016 may continue working with the checklist. No additional clients may utilize the checklist or other such checklists and must choose only from the current list of options found in the CCC Manual. The Personal and Management Skills Portfolio replaces the Home Care and Management Checklist and is expected to be released in early November.
Specialized Skills Portfolio	
The Specialized Skills Portfolio Requirements allow youth within 2 yrs. of leaving school to submit a HS transcript documenting 2 semesters of classes or 2 yrs. of participation demonstrating a specialized skill. Who decides if their skills are above average as required for CCC competency?	The 2 semesters of classes or 2 yrs. of participation is just one form of documentation required for the Specialized Skills Portfolio. The client must also submit other documentation that verifies the continued presentation of the skill at least 2 times annually in paid or unpaid demonstrations or presentations.
Are 2 years of courses in HS other than music/performing arts acceptable?	Yes, music/performing arts are examples and not meant to limit Specialized Skills choices to fine arts options. The larger issue is how the client is utilizing the special skills and talents learned in high school and how the demonstration of the skill is shared with others at least 2 times annually in paid or unpaid demonstrations or presentations.
Who assists the client with identifying the appropriate individualized competency?	The Advisor helps the client look at personal goals and the most appropriate CCC option that will help move them toward those goals. Exploration of O*NET and the use of the CCC Inventory (CCCI) allows the client to assess whether he/she is on the appropriate track toward a high demand job with self- or family-supporting wages. The Advisor is encouraged to make the client aware of the CCC options available and help the client to think through which will best serve the client.
Employment/Workskills Verification	
The CCC Manual does not state a requirement for employment related to the use of an occupational license or training certificate. Is this no longer required?	The current requirements for acceptance of the occupational license focus on the certificate being current and accepted by employers for employment. In addition, the training must be received from an accredited training program and leads to a career pathway in a high demand field, as identified by the local or state workforce board. Eliminating the requirement of work history using the license or training certificate allows for concurrent CTE training and is in alignment with WIOA goals.
How is the length of employment verified, since a pay stub will not show 6 month employment history?	The client may need to use a collection of documents to verify work employment history. The client must compile the number of pay stubs that verifies the 6 month employment or a compilation of timecards that shows the same.
Is military experience from another country acceptable?	No, military experience from countries other than the Unites States is not acceptable.

How much time is required to meet the requirements of the community volunteer experience?	Clients must document, with verification by the community agency supervisor, a minimum of 10 hours per week for 6 months.
Why must the essay required for the Community Volunteer Portfolio be written with no errors in grammar, punctuation, and spelling?	The 250 word essay submitted by the client will be attached to the Community Volunteer Verification Form sent to the volunteer organization's coordinator for validation of the job description and dates of volunteer work. We want to ensure that the client is seen in the best light by the agency coordinator with an essay that is well organized and written.
Transition to Postsecondary	
Does Postsecondary refer only to community college and 4-year college programs?	Postsecondary refers to any accredited short-term employment training, technical school, vocational training program, 2-year employment training program, or 4-year degree program. The training program may include non-credit or for-credit courses.
May the client edit the 250 word essay presented in the Diagnostic Phase and the 500 word essay presented in the Transition to Postsecondary Portfolio?	The Advisor uses the same criteria for evaluating the preliminary essay as will be used to evaluate the final essay. The client may rewrite both the 250 word and 500-word essay for re-evaluation. Assessors are encouraged to refer to the *NEDP Writing Style Guide*, found on the NEDP Professionals page, to assist in the evaluation of the essay. If the client's 250 word essay requires extensive rewriting because of many grammar, punctuation, or spelling errors, another method of completing the individualized assessment may be suggested.
***Where can we find the* NEDP Writing Style Guide?**	*The NEDP Writing Style Guide* is available on the NEDP Professionals page.
One of the three Transition Preparation Activity options is to submit a transcript from an accredited two-or-four year college or training program showing transferable credits. How many transferable credits must be submitted?	The intent of this option is to demonstrate previous success with postsecondary coursework. Therefore, any number of credits may be acceptable, as well as coursework for a Pass/Fail course, as long as the transcript clearly indicates a 'Pass'.
Can we accept a P/F college course on a transcript in the Transition to Preparation option?	Yes, a college course taken as Pass/Fail may be accepted as long as the transcript indicates that the course was 'Passed' and the credits are transferable.
Does the coursework submitted from a 2-4 year college or training program need to be for an academic class?	No, the credits or coursework submitted for this requirement do not need to represent academic coursework but need to be transferable credits, showing satisfactory completion of a semester non-credit or credit course that is transferable to the selected institution in the client's transition plan. If the courses previously taken are not relative to the client's current employment goals but are accepted by the selected institution as proof of the prerequisite skills necessary for enrollment, the transcript should be accepted by the NEDP Assessor as satisfactory documentation. The client must provide proof of acceptance by the selected institution.

May we approve coursework from postsecondary institutions outside of the United States?	It is difficult for NEDP agencies to verify coursework completed in postsecondary institutions located outside of the US. Only if the transcript and coursework is accepted by the selected institution as proof of the prerequisite skills necessary for enrollment should it be accepted by the NEDP Assessor as satisfactory documentation.
What is required to document the meeting with a postsecondary institution's admissions counselor?	The client may have the counselor sign and date the appointment verification note, the institution brochure, enrollment requirements or course of study for the area of study being explored.
Workforce Skills Certification System WSCS	
How can we receive more information about the WSCS option?	Interested Agencies may refer to the CASAS website https://www.casas.org/product-overviews/assessments/WSCS for more information. Three webinars were recently held to provide more information about WSCS. The informational webinars were designed to further describe the program and answer questions related to the implementation of WSCS to interested NEDP agencies. These sessions were recorded and can be reviewed on the NEDP Professionals page along with the PPT utilized for the sessions. Adriana Terry, the presenter of the webinars may be reached at aterry@casas.org.
May we accept other career and work readiness certificates in fulfillment of the CCC?	Yes, the Assessor may accept other career and work readiness certificates that document in-demand work readiness skills as verified, in writing, by the local workforce investment board.

How much of the WSCS system must a client complete to satisfy the CCC requirement?	The NEDP client needs to reach WSCS certification in order to meet the requirements of the CCC. That necessitates the following scores:
	• on WSCS Form 551
	  ○ 246 or above in Reading
	  ○ 240 or above in Math
	• on WSCS Critical Thinking – pass
	• on WSCS Problem solving – pass
	• on LRI Customer Care – 6 or above
	• on LRI Personal Qualities – 6 or above
	Note: If a client does not score high enough to earn a certificate, an updated WSCS Profile may be printed to document what the client knows and the skills that need to be developed. Additional opportunities to retest are allowed.

Must TOPSpro and CASAS eTests be at each of the NEDP sites within an agency?	Each agency must have TOPSpro Enterprise (TE) and eTests. Each site should have at least one TE computer so that staff can generate reports and designate students as WSCS. Students don't have to take Math and Reading on eTests, but their answer sheets will need to be scanned and imported into TE. Also, please note: the WSCS Certification tests (Critical thinking, etc.) can ONLY be taken on eTests Online.

If our agency implements WSCS with the NEDP clients may we also use it with other clients served by the agency?	Absolutely. Any clients or learners within your agency who have a goal to get a job or be more successful in keeping employment would benefit knowing which readiness skills they demonstrate and which need to be developed. The agency can use the feedback and diagnostic reports to identify areas of need in designing workshops and tutoring sessions in collaboration with WIOA partners, in basic skills classes, and Career Technical training programs and centers.
If the client scores lower than 236 in Diagnostics may the WSCS be an option for the CCC?	Yes. It is assumed that the NEDP client increases reading and math skills through the active learning and engagement with the Generalized Assessment resources and tasks. Agencies are encouraged to reassess the reading or math skills periodically in order for the client to measure progress.
Is it possible for a client to take all of the WSCS assessments and move directly to certification without the need for study?	Yes, it is possible although most clients need some development of math skills in order to meet the certification requirements.
What are the costs associated with implementation of WSCS?	• CASAS eTests Online • TOPSpro Enterprise Software *One-time license fee $1685;* *Annual Support fee $800* • Workforce Skills Certificate Packages (WSP): *Cost: $35 per WSP – for each unique student enrolled in WSCS. Each WSP includes all WSCS-related reports and certificates* • *Training Required: WSCS Implementation Training,* usually done via webinar as described below.
What does WSCS Implementation Training involve?	WSCS Implementation Training occurs in a webinar format. The training takes roughly 1 hour. An additional meeting with the agency's TOPSpro Enterprise (TE) person occurs to walk through the logistics of setting up the program in TE to accommodate WSCS.
Are NEDP agencies required to provide the WSCS option for the CCC?	No, NEDP agencies are not required to implement WSCS as a CCC option but are encouraged to evaluate the program in relation to the needs of the clients typically served. With the WIOA emphasis on helping clients to enter the workplace and improve job situations, WSCS can become an important tool in collaboration with the local American Job Center partners and within the agency and its other programs.