
CONTRACT FOR PARTICIPATION IN THE NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

Progress in the NEDP depends upon a sustained commitment to program activities. NEDP clients demonstrate their commitment by progressing through the NEDP assessment cycle every 1 – 2 weeks:

- complete a set of items – either a new Competency Area or a set of PTA reattempts,
- complete assignments independently, without use of generative AI,
- be prepared for the In-Office Check, using the information given in the activities and overviews,
- attend and give best effort in an In-Office Check every 1 – 2 weeks.

The NEDP assessor demonstrates their commitment by

- ensuring that clients always have something to work on until the final competency area remains,
- assessing activities and IOCs within 2 weeks of submission,
- releasing assessed activities to the client so that items not yet demonstrating mastery can be reattempted,
- providing procedural notes when needed to guide the client in making necessary reattempts, and
- submitting fully demonstrated areas to the portfolio reviewer within 2 weeks of submission.

Communication is another key to NEDP progress. An effective client-assessor partnership is one of open communication and mutual respect. Both client and assessor agree to the following:

1. Both partners will complete work/ assessment within the time frame described above,
2. Both partners will respond to emails/texts/phone calls in a timely fashion,
3. Life happens! In the event that either partner must cancel an appointment, they will make every attempt to notify the other at least 12 hours in advance, and
4. Assessor/ client partners will meet every 1 – 2 weeks, fully prepared for the In-Office Check.

To complete the NEDP program, clients must demonstrate mastery of every item assessed in the portfolio. Clients should understand that assessors and portfolio reviewers will find items not demonstrating mastery in nearly every competency area. Reattempts are an expected part of the NEDP, regardless of the client's skill level, and do not impede progress as long as the client learns from their mistakes and thoughtfully reattempts the work.

NEDP progress and success depends on commitment and communication from both client and assessor. If a client is unable to fulfill the required commitment, they should communicate this to their assessor. Failure to do so may result in the client being temporarily or permanently removed from the program.

Client's Signature _____ Date _____

Assessor's Signature _____ Date _____