

NEDP Registration & Portfolio Review Procedure

FY2015 NEDP Program

Participation Criteria

- Must be at least 21 years of age
- Must have at least a score of 9 or better on the TABE D on Math AND Reading
- Must pass the CASAS diagnostic exam

Step 1: Application Process

- Carefully review the Participation Criteria above and have your documentation ready.
- Complete NEDP Application and attach all required documentation.

If not...

- If you don't have your TABE Test documentation, then re-take the test.

Step 2: Registration Process

- Attend required NEDP Orientation
- Submit your completed NEDP Application with required documentation.
- Complete and pass a computer literacy assessment/questionnaire at LIC ALC.
- Schedule your interview with Nikeisha Smothers, NEDP Lead Contact, at LIC ALC.
- Be selected for registration and have your NEDP Portfolio Online Account set up.

If not...

- If you missed the orientation, you cannot be registered.
- If you cannot pass a computer literacy assessment/questionnaire, then you have to take a computer literacy class and re-register in July 2015.
- If you did not complete an application, then you can complete one after orientation – although we still need you to submit your documentation.

Step 3: Portfolio Development

- Commit to completing 70 required tasks, about 144 hours of instructional time.
- Complete your portfolio from Jan. 1, 2015 to May 31, 2015, if not sooner.
- Report for 1 hour once a week for an in-person check in with NEDP staff.
- Complete tasks online (at Queens Library or at home), about 10-12 hours per week.
- Seek out one-on-one tutoring, if needed.

If not...

- If you don't pass Final Review, then Lead Assessor will continue to review certain delinquent tasks.
- If you don't pass Long Beach School/CASAS review, then you will be given time to correct/revise competencies.

Step 4: Final Portfolio Review

- Submit Pre-Final Review and pass your complete portfolio to your NEDP assessor by May 31, 2015, if not sooner.
- Your assessor will submit your complete/reviewed portfolio to lead NEDP assessor in June 2015.
- Lead NEDP will submit your complete/reviewed portfolio to Long Beach School/CASAS for final review before June 30, 2015.