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# **CONTRACT FOR PARTICIPATION IN THE NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP): For enrolled clients only (not applicants)**

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Revised, 8/5/2024

## **Client and Assessor Agreement**

Good communication is essential to fostering progress in NEDP. An effective client-assessor partnership is one of professional communication and mutual respect. Clients and assessors will regularly engage in the critical review of the client's assignment submissions, time management, and dedication to completing the NEDP. Both client and assessor agree to the following:

1. Assigned work will be thoroughly completed, submitted, and reviewed within a scheduled time frame.
2. Responses to emails, texts, and phone calls should be well crafted, considerate and adhere to a 48-hour response time.
3. An In Office Check (IOC) IOC must be conducted at a minimum of 1 hour every two weeks. For each 1 hour of IOC the client will be expected to engage in 8 to 10 hours of Time on Task (ToT).
4. If a scheduled appointment cannot be attended the client/assessor must provide notice within 24 hours. This notification should offer several available times when the appointment can be re-scheduled.
5. If the client ceases to contact or respond to the assessor, the client risks dismissal from the program.
6. Constructive feedback will guide clients in the completion of the 8 competencies. Assignments can be re-attempted, and the outcome can be reviewed to ensure understanding of the prompt(s).

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. Clients must learn from their previous attempts and thoughtfully enlist the constructive criticism offered.

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. If needed, a pause in activity may be scheduled between the client and assessor.

NEDP is funded through NYSED as a pathway to a High School Equivalency diploma at no cost to the client. Assessor support is paid for by the agency delivering NEDP.

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## **Client Agreement**

Progress in the NEDP and success in the program is dependent on a client's sustained commitment to regularly complete assignments and effectively communicate with the assessor. The client agrees to:

- Engage in 8 to 10 hours of self-paced Time on Task (ToT) activities every week.
- Submit original responses to prompts provided within assessments.
- Review and respond to feedback provided by the assessor in reference to assigned activities.
- Communicate effectively with the assessor to coordinate schedules.
- Prepare for and participate in a In-Office Check (IOC) at a minimum of one hour every 2 weeks, scheduled with the assessor either in person or online.
- Seek additional resources and tutorials for support.

## **Assessor Agreement**

The NEDP assessor fosters client progression by ensuring a sustained commitment to program participation. Support will be provided throughout the program and will rely on structured communication between the client and assessor. Assessors will support sustained client engagement, focus on ensuring clients complete assignments and conduct an In Office Check (IOC) with the client for a minimum of 1 hour, every 2 weeks. The assessor agrees to:

- Model effective and appropriate communication throughout a client's participation in NEDP.
- Regularly review completion of assigned Time on Task (ToT) activities.
- Provide feedback on assignments within 1 week of submission.
- Enable client access to additional competency areas as indicated by client progress.
- Provide procedural notes on previously attempted items where client has not yet demonstrated mastery.
- Submit fully demonstrated competencies to the portfolio reviewer within 2 weeks of completion.
- Schedule In Office Checks (IOC) with client for a minimum of 1 hour every 2 weeks.
- Contact and re-engage with clients who do not complete ToT activities and/or do not attend IOCs.
- Communicate with the client regarding their ability to commit to program requirements or discuss dismissal from the program.

NEDP Agency: \_\_\_\_\_

Client's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_