



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
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ADULT CAREER & CONTINUING EDUCATION SERVICES (ACCES)
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May 28, 2024

Dear NEDP Agency Contact(s):

I hope this letter finds you well.

As you recall, the New York State Education Department (NYSED), in partnership with the Comprehensive Adult Student Assessment System (CASAS), launched a statewide restructuring of the National External Diploma program (NEDP) last May, beginning with a self-assessment survey of all NEDP agencies and an in-person meeting at NYSED in September.

The goal of the restructuring effort is two-fold. Enhanced tracking of client and program data both supports improved client engagement and outcomes, i.e., number of graduates, and provides the NYSED HSE Office with the program performance measures needed to comply with contract reporting standards.

Revised program mandates will seek to address the dual functions of the restructuring effort. Specifically, NYSED and CASAS are implementing a modified accountability framework, beginning with the new contract on July 1, 2024, as follows:

1. Agency policies and procedures are consistent with the signed CASAS agreement and NEDP Policy and Procedures Manual.
2. Agency staff work collaboratively with the NEDP mentor assigned by CASAS.
3. Agency has sufficient staffing to serve client demand.
4. Agency staff and clients follow the expectations of the new NEDP *Client and Assessor Agreement*. All clients and assessors must sign the agreement.
5. Agency conducts ongoing assessment of regional interest in NEDP and provides opportunities for interested eligible candidates.
6. Agency has developed and implemented a plan for marketing and recruitment, with the goal of increasing the number of potential clients, assuming research demonstrates there are enough potentially interested clients in the region served by the agency.
7. Agency has implemented a plan for referrals from community sources. Ongoing communication with referring programs is regularly maintained.
8. The agency's NEDP onboarding process must be publicly available and include a customized NEDP application. Expectations will be clear and modeled throughout participation in NEDP.
9. Agency has prescreening protocols in place, i.e., academic assessment and case management for qualifying candidates, and follows established protocols.
10. Agency has candidate development or referral process in place for promoting program readiness for those who do not yet meet all the prescreening measures.

11. Agency staff promptly respond to and address actionable items brought to the agency's attention through an ongoing (monthly) review conducted by the assigned NEDP mentor.
12. Approved agency contacts are provisioned to submit NEDP Application N through the NYSED SharePoint Digital Upload. For access or to troubleshoot access, please connect with NYSNEDP@nysed.gov
13. Agency prioritizes NEDP staff development, including refresher training as needed, NEDP professional development sessions, and representation in NEDP Professional Learning Community (PLC) quarterly meetings.

NEDP mentors will work directly with agency staff on the continued development and implementation of these mandates, many of which were initially addressed in the self-assessment survey last spring. No written documentation needs to be submitted directly to NYSED.

The requirements delineated convey the increased level of client and program accountability that will be measured. Some agencies have already opted to discontinue NEDP due to very low enrollment and/or few or no graduates. Should your agency wish to discuss discontinuing NEDP and referring current and future clients to the NYSED NEDP Hub, please contact me directly at NYSNEDP@nysed.gov. Thank you.

Sincerely,



Ruth Singer, Director
High School Equivalency Office

Cc: Margaret Kirkpatrick, CASAS NEDP National Director
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