



National External Diploma Program Order Form

Telephone orders will not be accepted.

FAX 858-292-2910

Fax or mail orders to:

CASAS/NEDP • 5151 Murphy Canyon Road, Suite 220 • San Diego, CA 92123-4339
For ordering questions contact Mary Fox at 1-800-255-1036, ext. 136

Today's Date: _____

Method of Payment:

☐ Purchase Order No.
(Do NOT use Requisition No.)

☐ Check No.
(must be mailed with order)

☐ AmEx ☐ VISA ☐ MC ☐ Discover
(Call to give credit card number
1-800-255-1036, ext. 136)

Billing Information:

Full Agency Name

Billing Contact Name

Street Address

City

State

ZIP

Telephone

FAX

Shipping Information:

Full Agency Name

Contact Name

Street Address (No P.O. Box #)

City

State

ZIP

Telephone

FAX

Superscript numbers 1-8: See page 3 of the order form for a complete description of items.

(Prices subject to change)

Program Materials

	Code	Price	Quantity	Subtotal
¹ Diagnostic Instrument Set - Option1 Original (5 sets)	DPDS-S05	\$100.00		
² Diagnostic Instrument Set - Option2 Use with CASAS Tests (5 sets)	DPDI-S05	\$65.00		
³ CASAS Diagnostic Tests Use with Diagnostic Inst. Set-Option2 (5 sets) 1 TAM per order is included	DPDT-S05	\$70.00		
CASAS Test Administration Manual (TAM) for NEDP Diagnostics	TAMS-NED	\$30.00		
⁴ Assessment Instrument Set (5 sets)	DPAS-S05	\$250.00		
Task A (Task, Spot Check, CPR) (5 sets)	DPTA-S05	\$50.00		
Task B (Task, Spot Check, CPR) (5 sets)	DPTB-S05	\$50.00		
Task C (Task, Spot Check, CPR) (5 sets)	DPTC-S05	\$50.00		
Task D (Task, Spot Check, CPR) (5 sets)	DPTD-S05	\$50.00		
Task E (Task, Spot Check, CPR) (5 sets)	DPTE-S05	\$50.00		
Task C Listening Tape	NEDP-RLT	\$8.00		
Appendix	DPAS-APX	\$8.00		
Forms Manual (spiral bound)	DPFO-MAN	\$125.00		
Forms Manual (unbound)	DPFU-MAN	\$125.00		
Program Manual: Diagnostic	DPDS-MAN	\$30.00		
Program Manual: Individual	DPIN-MAN	\$30.00		
Program Manual: General	DPGN-MAN	\$30.00		



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Program Materials	Code	Price	Quantity	Subtotal
Training and New Site Materials				
⁵ Training Workshop Trainee Package Please provide the following Information: Workshop Date: _____ Workshop Number: _____ Training Workshop Location: _____	NTRE-BUN	\$225.00		
⁶ NEDP Trainer Set	NEDP-TNS	\$150.00		
⁷ New Site Materials Bundle	NEDP-BUN	\$1,000.00		
Replacement Items				
⁸ Assessor Toolkit	NEDP-KIT	\$140.00		
AETNA Advertisements (set of 3)	DPAA-S03	\$30.00		
Art Print Book	DPBK-ART	\$20.00		
Landscape Scene Photos (set of 6)	DPLS-S06	\$16.00		
People Photos (set of 10)	DPPP-S10	\$16.00		
Political Cartoons (set of 3)	DPPC-S03	\$15.00		
TOPSpro Test Record (set of 100)	TRUS-006	\$50.00		
TOPSpro Test Record (set of 25)	NEDP-TSR	\$20.00		
TOPSpro Entry/Update Record (set of 100)	EUUS-006	\$50.00		
TOPS Entry/Update Record (set of 25)	NEDP-EUR	\$20.00		
Subtotal				
Shipping & handling for non-expedited orders Hawaii add an additional \$30.00				
EXPEDITED Delivery <input type="checkbox"/> No <input type="checkbox"/> Yes (6% of subtotal) If YES, please check option below: UPS <input type="checkbox"/> 3rd Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Next Day				Calculated at shipment
Subtotal				
TOTAL (If change in total amount is no more than 10%, you will not be notified. Adjustments will be made on invoice.)				

Shipping and Handling Fees
For UPS Ground Delivery
(NOT FOR EXPEDITED DELIVERY)
Use table below to determine the appropriate fees for your order.

\$0 - \$100	\$10.00
\$101 - \$700	10% of Subtotal
\$701 - \$1,200	9% of Subtotal
\$1,201 or more	8% of Subtotal

For all Hawaii orders add \$30 to above surface shipping and handling charges.

- Orders are shipped via regular UPS unless Expedited Delivery is requested and corresponding option is indicated.
- Orders cannot be processed until payment is verified.

"CASAS is a nonprofit organization. Purchase of NEDP materials supports ongoing technical assistance, continued research and development, field-testing efforts, test validity and reliability analysis, and additional support services provided by CASAS staff and certified NEDP trainers."



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¹Diagnostic Instrument Set - Option1 (5 sets)

This is the original NEDP Diagnostic set.

Each set contains the following materials:

- Self-Assessment Checklist Answer Form
- Registration/Agreement Form
- Writing Diagnostic Instrument Learning Recommendations Form
- Reading Diagnostic Instrument Learning Recommendations Form
- Math Diagnostic Instrument Learning Recommendations Form
- Diagnostic Summary Sheet
- Candidate Status Record Page
- Reading Diagnostic Instrument, Form A
- Writing Diagnostic Instrument
- Math Diagnostic Instrument, Form A
- Occupational Profile
- Checklist for Self-Assessment of Competencies (SAC)
- Individual Competencies Diagnostic Instrument (ICDI)
- TOPSpro Entry/Update Record (EUUS-006)

³CASAS Diagnostic Tests (non-consumable) (5 sets)

Use with Diagnostic Instrument Set-Option 2

Each set contains the following materials:

- Life and Work Reading Test Form 187R
- Life and Work Reading Test Form 188R
- Employability Competency System Math Form 15
- Employability Competency System Math Form 16

One CASAS TAM for NEDP Diagnostics per order is included.

⁴Assessment Instrument Set (5 sets)

Each set contains the following materials:

- Candidate's Task Booklets A through E
- Competency Progress Report Forms A through E
- Spot Check/Interview Forms A through E
- PTA Summary Sheet
- Portfolio Review Form

⁶NEDP Trainer Set

Each set contains the following materials:

- Training Workshop Materials for Trainer (includes binder and transparencies)
- Training Workshop Materials for Trainee
- Pre-Training Manual
- Training Supplements

⁷New Site Materials Bundle

Assumes that new assessors and advisors have already received program manuals from training.

Includes all new site materials to support the first 10 students:

- Diagnostics Instrument Set Option 2 (2 sets of 5)
- CASAS Diagnostic Tests
- Assessment Instrument Set (2 sets of 5)
- Task C Listening Tape
- Appendix (10)
- Forms Manual (bound)
- Assessor Toolkit

²Diagnostic Instrument Set - Option2 (5 sets)

Use CASAS tests in place of the NEDP reading and math diagnostics.

Each set contains the following materials:

- Self-Assessment Checklist Answer Form
- Registration/Agreement Form
- Writing Diagnostic Instrument Learning Recommendations Form
- Diagnostic Summary Sheet
- Candidate Status Record Page
- Writing Diagnostic Instrument
- Occupational Profile
- Checklist for Self-Assessment of Competencies (SAC)
- Individual Competencies Diagnostic Instrument (ICDI)
- 1 TOPSpro Entry/Update Record (EUUS-006)
- 2 TOPSpro Test Record (TRUS-006)

⁵Training Workshop Trainee Package

Each package contains the following materials:

- Advance Materials for Training (NTRE-ADV)
 - CASAS TAM for NEDP Diagnostics
 - Program Manual: Individual
 - Program Manual: General
 - Appendix
 - Pre-Training Manual
 - Training Supplements
- Training Workshop Materials Binder (NTRE-MAN)

This binder is used by the trainee during the 3 day training session.

⁸Assessor Toolkit

Each kit contains the following materials:

- Box for storage
- AETNA Advertisements (set of 3)
- Art Print Book
- Landscape Scene Photos (set of 6)
- People Photos (set of 10)
- Political Cartoons (set of 3)
- World Map
- Measuring Cup
- Rulers (5 each)
- Constitution (1 pack)
- Calculator

Note: Assessor Toolkit does not include a dictionary and a copy of The Little, Brown Handbook, (ISBN # 0-321-10350-5). Site is responsible for providing