

Assessment Site & Hours

Assessment will be administered at Backus Campus every Tuesday and Thursday:

Backus Campus
5171 South Dakota Avenue, NE
Washington, DC 20017

	Monday	Tuesday	Wednesday	Thursday	Friday
Session I		4:45 pm		12:45 pm	

Parking

There is free parking on the lot at Backus Campus; there is also limited on-street parking near the site.

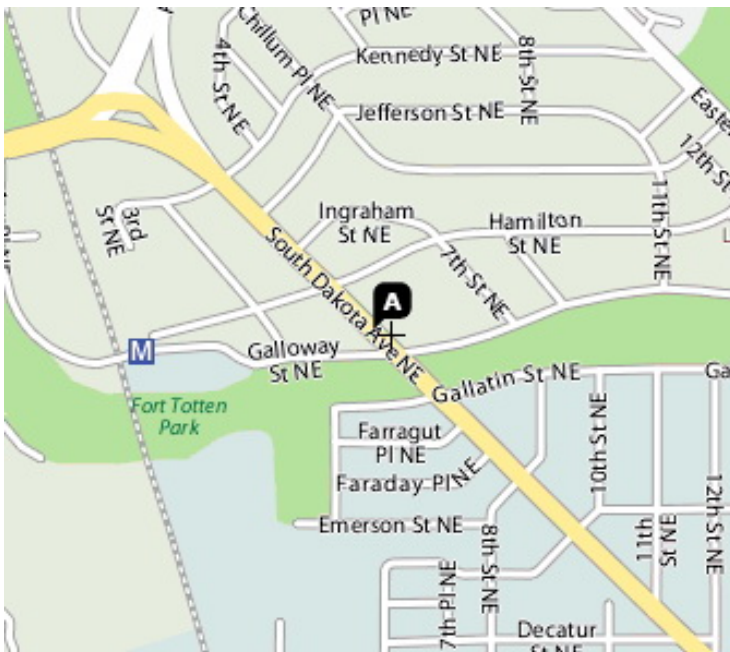
Contact Information

Phone: 202-274-7209

Web: www.udc.edu/wd

Bus Routes & Map

From Fort Totten Metro Station, walk 2 blocks to Backus. By bus, take the E2 or 80 bus to South Dakota Avenue NE & Galloway Street, NE.



WORKFORCE DEVELOPMENT PROGRAM (WDP)

BACKUS CAMPUS

TRAINING FOR RESIDENTS OF THE DISTRICT OF COLUMBIA

*Information for Adults
Wishing to Enroll
in WDP*

Spring 2012

January 17, 2012 - April 26, 2012



www.udc.edu/wd

WDP at a glance

The mission of the Workforce Development Program (WDP) is to reduce unemployment and under-employment in the District of Columbia by enhancing the skills of its residents. The program provides training to DC residents aimed at helping them get jobs, be promoted in jobs, and train for jobs in new industries. The offerings are varied and appeal to a wide variety of interests.

Where is training offered?

WDP classes are held at three (3) locations:

WARD	LOCATION
5	Backus Campus 5171 South Dakota Avenue, NE Washington, DC 20017
7	Shadd Campus (Formerly Fletcher-Johnson) 5601 East Capitol Street, SE Washington, DC 20019
8	PR Harris Educational Center 4600 Livingston Road, SE Washington, DC 20032

How do I sign up?

- Complete the *Statement of Interest* on the website at: www.udc.edu/wd
If you have already registered for WDP classes, skip to Step 5 of this section.
- Come in person to the Backus Campus to take the Comprehensive Adult Student Assessment Systems (CASAS) tests, scheduled for Tuesdays at 4:45 p.m. and Thursdays at 12:45 p.m.
- Bring with you documentation for each requirement shown in the “*What must I bring with me to the assessment center?*” section of this brochure.
- Upon completion of the assessment activities, you will receive an appointment to meet with your Student Success Specialist to determine your individualized education program (IEP). During this meeting, all of the options available to you will be clearly explained, and you will make your final selection of training activities.
- Your registration will be complete when you receive a *Notice of Registration*, which will be sent to the email address you provide. We are not responsible for incorrect email addresses. Bring this *Notice of Registration* with you on the first day of class.
- If the class that you have chosen is full, you will be placed on a waiting list. If a slot becomes available, you will receive by email a *Wait List Hold Notice*. Respond to this notice immediately, but not later than twenty-four (24) hours after its receipt. Your *Wait List Hold Notice* will expire if you do not respond within the stated period, and the slot may be offered to another applicant.

What if I am not eligible to participate?

If you are not eligible to participate in WDP, your advisor will suggest other options that will help you reach the required eligibility levels so that you may participate at the earliest possible time.

How should I prepare for assessment activities?

Take these steps on the day of the assessment to help make sure that you will do your best:

- get to the assessment site early
- arrive well-rested
- dress comfortably
- eat reasonably
- be prepared to spend 2.5 to 3 hours to complete assessment

What must I bring with me to the assessment center?

The Government of the District of Columbia requires that we document all WDP participants. On the day of examination you must provide at least **one acceptable document for each requirement** shown in the following chart:

Requirement	Acceptable Document(s)
Residency	DC Driver’s License, Voter Registration Card, DC Non-Driver ID, DC One ID.
Educational Status	High School Diploma; GED; Letter from District on letterhead; School Transcript (sealed); College Degree.
Proof of Income	Pay Stub (current); Public Assistance Record; SSI letter; UI Benefits letter.
Citizenship	Birth Certificate; US Passport; Voter Registration Card; INS Form; foreign passport stamped <i>Eligible to Work</i> ; original naturalization certification.
Date of Birth	Birth Certificate; Government Issued ID; DD-214; US Passport.
Social Security Number	Social Security Card; Pay Stub; DD-214; Letter from SSA; SSA NIMI Report; Gov ID.
Military Status	(If Applicable) DD-214; VA Letter/Record
Employment Status	(If Applicable) Layoff Notice; Termination Notice; Warning Notice.
Selective Service Registration	(If Applicable) Selective Service Information Letter; DD-214; or fulltime active duty orders and Military ID card.
Family Size	Birth certificate for each dependent and IRS Form 1040; PA card; or SS Cards.
Health Insurance	Health Insurance Card or other proof.