

## Assessment Site & Hours

All assessment activities will be held at:

Patricia Roberts Harris Educational Center  
4600 Livingston Road, SE  
Washington, DC 20032

	Monday	Tuesday	Wednesday	Thursday	Friday
Session I	1:00 pm	1:00 pm	1:00 pm	1:00 pm	N/A
Session II	5:00 pm	5:00 pm	5:00 pm	5:00 pm	N/A

## Parking

There is free parking on the lot at PR Harris and on-street parking as well.

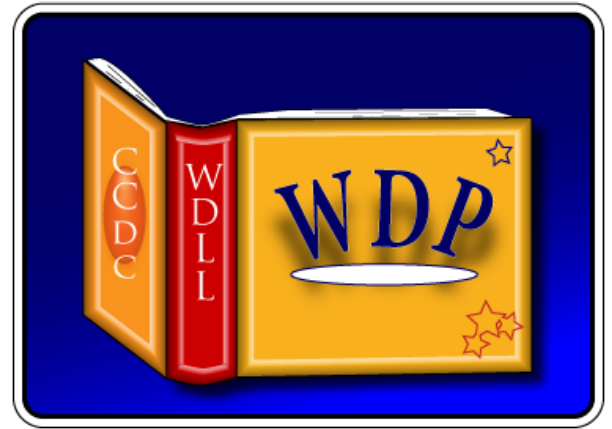
## Contact Information

Phone: 202-274-6999

Web: [www.ccdcdwp.org](http://www.ccdcdwp.org)

## Bus Routes & Map

From Anacostia Station, take the A6 or A8 bus to 3rd Street & Livingston Road, SE.



## WORKFORCE DEVELOPMENT PROGRAM

[www.ccdcdwp.org](http://www.ccdcdwp.org)

### Fall Semester 2009

28 September-17 December 2009

*Information for Adults  
Wishing to Enroll  
in the WORKFORCE  
DEVELOPMENT  
PROGRAM*

**FREE**  
TO DC RESIDENTS

Division of  
Workforce Development  
and Lifelong Learning

Community College  
of the District of Columbia

## 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 free 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 four (4) locations:

WARD	LOCATION
5	McKinley High School Second and T Streets, NE Washington, DC 20005
7	Woodson High School at Fletcher-Johnson, Room 2018 4650 Benning Road, SE Washington, DC 20019
	Friendship Collegiate Academy 4095 Minnesota Avenue, NE 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.ccdcwdp.org](http://www.ccdcwdp.org)
- Come in person to the Workforce Development Program Assessment Center to take the Comprehensive Adult Student Assessment Systems (CASAS) tests. The Center is located at PR Harris EC, 4600 Livingston Road, SE, Washington, DC 20032.
- Bring the following documentation with you to the Assessment Center:
  - Proof of District of Columbia Residency
  - Certification of High School Graduation or General Equivalency Diploma (GED)
  - Health Insurance Card
  - Social Security Card

See the specific documents which serve as proofs 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 advisor to determine your individualized education program. 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*. This notice will be sent to your email address as soon as your registration is verified. 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
	DC Non-Driver's License
	DC TANF Identification Card
High School Credential	High School Transcript showing graduation
	High School Diploma
	General Equivalency Diploma (GED)
	GED Test Report showing a passing score
Health Insurance	Health Insurance Card
Social Security Number	Social Security Card
	Written request for a replacement Social Security Card