OPEN CASAS TESTING

Division of Workforce Development and Lifelong Learning

Campus Location

Bertie Backus
5171 South Dakota Avenue, NE
Washington, DC 20017
(202) 274-7209

START
FEBRUARY 13, 2020

END
APRIL 16, 2020

* Please review back page for all required documents and schedule for CASAS testing.

Congress Heights
3100 Martin Luther King Jr Avenue, SE
Washington, DC 20032
(202) 274-6525

ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.
For more information Contact: workforce@udc.edu

Things to do:
Bring all required documents for Registration
* Please review back page for all required documents and schedule for CASAS testing.
Who can enroll into the Workforce Development Programs?

- Individuals who are 18 years or older
- Individuals who are District of Columbia residents
- Have a high school diploma or a GED certificate
- Must take the CASAS assessment
- DC Department of Corrections Reentry Identification Card

How do I enroll?
Please call or visit any of the WDLL locations. Visit [https://www.udc.edu/cc/workforce-development/](https://www.udc.edu/cc/workforce-development/) for more information.

How much does it cost?
WDLL programs are at **no cost** for DC residents

The CASAS assessment measures an individual's reading comprehension and math skills.

Please bring with you:
- A state issued **Driver's or Non-Driver's ID or passport.** & DC Residency documentation.

Allow:
- 3.5 hours to complete CASAS testing and registration process.

Children:
- Children are not allowed during CASAS testing

Medical courses require additional documentation and some out of pocket expenses:
- Drug Screening (7 day window)
- Health forms w/ PPD & FLU shot (October-February)
- CPR card
- Global Background check
- High School diploma or GED credential

**WDLL REQUIRED DOCUMENTS:**
Provide one identification document from the following list.
- DC Driver's License (valid, not expired)
- Passport (US or Other, valid, not expired) *Can't not be in lieu of ID.
- DC Non-Driver's ID Card (valid, not expired)
- DC Department of Corrections Reentry Identification Card

Provide one of the following documents as proof of DC residency:
- Two Most Recent Paystubs: The prospective student's name must be listed as the payee on the paystubs and demonstrate DC State Tax Withholding. The paystubs must be dated within the last 30 days of their visit to register for courses.
- DC Department of Motor Vehicle Registration Certificate: The prospective student’s name must be listed as the owner on the vehicle registration with a valid expiration date.
- **Certified Copy of DC State Tax Return (prior year returns):** The prospective student must be listed as the filer or a dependent on the return and bear a DC address. Prospective students can request a certified copy of their DC tax returns from the DC Office of Tax and Revenue, Individual Income Tax Services Center (202) 727-4829, 1101 4th St SW, Suite W270, Washington, DC 20024
- **DC State Benefits Transcript:** All benefits statements must list the name of the prospective’s student as the addressee or as a member of the household/dependent, show receipt of public benefits from that agency, and bear a DC address. State benefits include TANF assistance, SNAP (food stamps) benefits, DC Unemployment assistance, and SSI benefits.
- **DC Voter Registration Card or DC Voter Registration Profile:** The Registration Card is mailed to the prospective student once successfully registered as a District voter. The profile is a printout of the online voter registration profile. It may be found here: [https://dcboe.org](https://dcboe.org)
- **DCPS or DCPCS Transcript with Graduation Date within past 12 months:** Recent graduates of DC Public and Public Charter Schools can qualify as a DC resident based on their classification as a DC resident for secondary schooling. The transcript is required to confirm graduation and to confirm residency status.