REGISTER FOR
WDLL SPRING 2020

Division of Workforce Development and Lifelong Learning

Campus Locations

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

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

Registation begins:
**Spring 2020 - New Student Registration**
December 9th 2019 - January 16th 2020

Things to do:
Meet your Student Success Specialist
Bring all required documents for Registration

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

For more information Contact: workforce@udc.edu or (202) 274-5534
CASAS Testing @ WDLL
https://www.udc.edu/cc/workforce-development/

LOCATIONS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY

Bertie Backus	9:30am or 1:30pm	12:00pm or 4:00pm	9:30am or 1:30pm

Congress Heights	9:30am or 1:30pm	12:00pm or 4:00pm

Greenleaf /SW Family Enhancement & Career Center
By Appointments only
203 N Street SW, Washington, DC 20024
(202) 645-5023

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 http://cc.udc.edu/wd 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

A few WDLL classes require an additional assessment - the Northstar Digital Literacy:
https://www.digitalliteracyassessment.org

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 two identification documents from the following list.
- DC Driver's License/Non-Driver ID Card: The ID must be unexpired and list the enrolling student's name and a DC address. The temporary ID printed by the DMV for the REAL ID is accepted as long as it is unexpired.
- 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 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 Profile: This is a printout of the online voter registration profile. It may be found here: https://dcboe.org/Voters/Register-To-Voter/Check-Voter-Registration-Status
- 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.