**Assessment Site & Hours**

Assessment will be administered at PR Harris Campus on Tuesdays & Thursdays at 12:15 pm and on Wednesdays at 4:15 pm.

PR Harris Campus  
4600 Livingston Road, SE  
Washington, DC 20032

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>12:15 pm</td>
<td>4:15 pm</td>
<td>12:15 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parking**

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

**Contact Information**

Phone: 202-274-6999  
Web: www.udc.edu/wd

**Bus Routes & Map**

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

<table>
<thead>
<tr>
<th>WARD</th>
<th>LOCATION</th>
</tr>
</thead>
</table>
| 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 Campus  
4600 Livingston Road, SE  
Washington, DC  20032 |

**How do I sign up?**

1. Complete the *Statement of Interest* on the website at: [www.udc.edu/wd](http://www.udc.edu/wd)  
If you have already registered for WDP classes, skip to Step 5 of this section.

2. Come in person to the PR Harris Campus to take the Comprehensive Adult Student Assessment Systems (CASAS) tests, at one of the times indicated on the last page of this brochure.

3. Bring with you documentation for each requirement shown in the “*What must I bring with me to the assessment center?*” section of this brochure.

4. 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.

5. 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.

6. 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:

1. get to the assessment site early
2. arrive well-rested
3. dress comfortably
4. eat reasonably
5. 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:

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