Registration Guidelines

NATIONAL LITERACY DIRECTORY



Thank you for your interest in adding program information to the National Literacy Directory!

In order to best connect individuals seeking education services or literacy volunteer opportunities to the organizations offering these services and opportunities, the organizations on the National Literacy Directory should list programs that are ...

- **Free or low-cost to join.**

  Programs listed on the National Literacy Directory should be accessible for people to join. A program is typically considered low cost if it is offered for $100 per year or less.

- **Currently taking place and accepting referrals for their education services.**

  Future programs that are in development and programs that are temporarily closed may be added to the NLD when they are actively accepting applicants.

- **Open to the public for prospective students or literacy volunteers in a community to join.**

  When individuals call the NLD hotline or are searching the online site, they will be referred to programs listed in their area. Education programs offered in restricted locations that are not open to the public (e.g., correctional facilities, residential programs) should not be listed in the NLD.

- **Serving adult education programs, family literacy programs, or children's education programs outside of the daily K-12 school instruction.**

  Programs listed on the directory are for adults and families (adult basic education, high school equivalency, citizenship, workforce training, technology, math, English language, family literacy programs, or programs to help children learn). The National Literacy Directory does not list K-12 schools or school districts unless they provide adult education, family literacy programs, or additional education opportunities for children outside of the normal school day.

If your program is eligible to be listed in the National Literacy Directory and a program listing does not already exist (nld.org/programs), register at nld.org/register.

After registering, Program Managers are required to log into their accounts to review their program listing information at least once per year.

Creating or Updating a

Program Listing

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When you are adding information to your program listing, please consider the following:

Audience

- People in your community who want to register for the education classes offered at your organization.
- People in your community who want to become literacy volunteers with your organization.

Helpful information to add:

- A brief overview of your organization and the education services you offer.
- Any registration requirements that help people determine if they can join your program. Examples include but are not limited to:
  - Age requirements
  - Location requirements (program only serves certain counties or zip codes)
- When adding cost information, be as specific as possible.
  - Example: There are no costs to the participant.
  - Example: Students pay a $20 one-time registration fee.
  - Example: $50 per semester. Financial assistance is available.

Other information to consider:

- NLD program listings are viewable by the public.
- NLD program overview information should be informative, clear, and written at a 4th-6th grade reading level.
- Avoid using grant-specific language in the program overview.
- Information in the program overview should be empowering (Bit.ly/EveryLearnerEverywhere).
- Before creating a new Program Manager Account, use the NLD's search feature, NLD.org/programs, to see if a program listing already exists. If assistance is needed to update an existing account or program listing, submit questions here: NLD.org/site-support.
- Program Managers are responsible for keeping account and program listing information current. The email addresses listed for NLD Program Managers and NLD Primary Contacts will receive community member referrals from the NLD's Call Center. They also receive NLD announcements and a biweekly news aggregated email. Please ensure all emails remain up to date.
- Program listings are searchable by the address provided. Each program listing has a map with directions to that address. A street address provides the most accurate location on the map.
- Program listings at multiple locations can be added by the Program Manager.