NATIONAL LITERACY DIRECTORY

Program Listing Guidelines

Program Eligibility

Please read this information before creating a Program Manager Account to ensure programs are eligible for the National Literacy Directory (NLD) and to learn best practices for free or low cost program listings. A program is typically considered low cost if it is offered for around $100 per year or less.

The NLD accepts the following programs:

- Free or low-cost education programs for adults such as adult basic education, high school equivalency, citizenship, workforce training, technology, math, and English language.
- Free or low-cost education programs for children that provide learning opportunities outside of daily instruction at a school.
- Family literacy programs.
- Programs that provide literacy volunteer opportunities.

The NLD does not accept the following programs:

- Programs that are not open for all community members to join, such as programs requiring referrals for participation; programs only available to enrolled college students (such as student services); programs within prisons, jails, or correctional facilities.
- Organizations that do not provide direct instruction to adults or children outside the normal school day.

Directory Audience and Best Practice for Program Listings:

- NLD program listings are viewable by the public.

- The primary audience of the NLD is adults with low-literacy levels seeking to learn more about literacy programs and adults seeking literacy volunteer opportunities.

- 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 equitable and empowering (**Bit.ly/EveryLearnerEverywhere**).

Other Information to Consider:

- Before creating a new Program Manager Account, use the NLD's search feature, **NLD.org/programs**, to see if a Program Manager Account 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 emails listed for Program Manager and Program Primary Contact 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.

🌐 **NLD.org**   🐦 **@NatLitDirectory**

ncf National Center for Families Learning   **ProLiteracy**®   DOLLAR GENERAL **LITERACY FOUNDATION**