



Program Assessment Submission Checklist

Use a separate checklist for each program submission

(i.e. School Counseling, Professional Administrative Services, Multiple Subject, etc.)

Institution:			
Contact Person:			
Contact Email:		Contact Phone:	
Dean/Director Name		Dean/Director Email	
Assoc. Dean/Director Name		Assoc. Dean/Director Email	

Program (specify delivery models i.e. intern)	
<input type="checkbox"/> <i>Read Me</i> file or other description of the materials submitted	
<input type="checkbox"/> Program narrative	
<input type="checkbox"/> Course syllabi for two most recent years, or other evidence of the content of the program	
<input type="checkbox"/> Assessment tools reported on in the Biennial Report	

Submission Options:

- 1 CD/flash drive and this completed check list (printed or saved on CD/flash) mailed to:
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811
ATTN: PSD Program Assessment
- Post on a web site with access for on-line review
- Email submissions to programassessment@ctc.ca.gov (attachments larger than 10MB must be broken into multiple emails, and zipped files cannot be accepted through the CTC mail server).

Formatting Suggestions:

- MS Word or PDF document
- 12 pt. Times New Roman or Arial font
- Hyperlinks from narrative to attachments (syllabi, assessments) and back to the specified point in the narrative
- Bookmarks (available in PDFs only) are very useful to readers