New Program Application Checklist and Formatting Guide

\_\_\_\_ A.  Instructions for proposal submission

* Embed narrative within the submission form
* Reference the attachments within the document for clarity
* Include 1 folder for *each* category of the following attached documentation:
  + Program Information
    - Matrices of courses w/standards alignment (state & national)
    - Course sequencing/plans of study
  + Syllabi
    - Align to standards (state & national)
  + Assessments & Rubrics
    - Key assessments & rubrics (aligned to state & national standards; CAEP sufficiency; valid & reliable)
  + Faculty Information
    - Table with required information
  + Clinical Educators
    - Assessments & rubrics for selection & retention
    - Clinical handbook

\_\_\_\_ B.  Identifying Information

* Embed identifying information within the form

\_\_\_\_ C.  Required Information/Documentation

* Embed narrative within the submission form
* Reference the attachments within the document for clarity
* Include a response to items #8-#16

\_\_\_\_ D.  Submission of materials by deadline