Formal Review – Submission

Instructions

Submissions should either be on a flash drive or a Cloud-based system (i.e., Dropbox, Google Drive, Cloud). Each domain should have its own folder and materials should be organized within the appropriate domain subfolder.

Submission materials should be organized precisely as outlined below. Submissions that are incomplete or incorrectly organized will be returned to the Sponsoring Organization for revision.

Required and supplemental documents should be named exactly as how they appear on the worksheet for clarity for reviewers.

Contact your State Specialist for Educator Preparation with any questions.

<table>
<thead>
<tr>
<th>Folder</th>
<th>Document(s)/Subfolder(s)</th>
</tr>
</thead>
</table>
| Overview           | 1. Formal Review Cover Page  
                    | 2. Introduction Narrative                                                               |
| The Organization   | 1. Organization worksheet  
                    | 2. Required Documents  
                    | • Organizational charts  
                    | • Annual Budgets  
                    | • MOUs  
                    | • List of faculty and staff  
                    | 3. Supplemental documents, as titled on worksheet                                        |
| Partnerships       | 1. Partnership worksheet  
                    | 2. Required Documents  
                    | • Partner List  
                    | 3. Supplemental documents, as titled on worksheet                                        |
| Continuous         | 1. Continuous Improvement worksheet                                                      |
| Improvement        | 2. Required Documents  
                    | • Strategic Plan  
                    | 3. Supplemental documents, in order as listed on worksheet                                |
| The Candidate      | 1. The Candidate worksheet  
                    | 2. Required Documents  
                    | • Admission Policy  
                    | • Advising Policy  
                    | • Waiver Policy  
                    | 3. Supplemental documents, in order as listed on worksheet                                |
| Field-Based        | 1. Field-Based Experiences worksheet                                                      |
| Experiences        | 2. Required Documents  
                    | • Practicum Handbook  
                    | 3. Supplemental documents, in order as listed on worksheet                                |

Resources: [http://www.doe.mass.edu/edprep/resources.html](http://www.doe.mass.edu/edprep/resources.html)  
Review Toolkit: [http://www.doe.mass.edu/edprep/toolkit/](http://www.doe.mass.edu/edprep/toolkit/)
### Instruction

Complete for each program/group of programs. Each program should be saved in a separate subfolder. The name of each folder should correspond to its name as listed in the Submission Requirements Chart provided by ESE to your organization.

As applicable for each program, with its own subfolder (see your Submission Requirements Chart for program-specific requirements):

- Instruction worksheet
- Supplemental documents, in order as listed on domain worksheet
- Program of Study
- Associated course descriptions
- Subject Matter Knowledge (SMK) Matrix
- Professional Standards for Teacher (PST) matrix
- Professional Standards for Library Teachers (PST) matrix
- Professional Standards for Administrative Leadership (PSI) matrix
- Associated course syllabi

---

**Example: Domain Folders**

![Example: Domain Folders](image)

---

**Example: Domain Subfolder**

![Example: Domain Subfolder](image)