| Sponsoring Organization |  |
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| **Required Documents in this Domain:** |
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| * **Admission Policy** * **Advising Policy** * **Waiver Policy** |

*Note: Quantitative data (charts/graphs) do not count towards word limits throughout this worksheet.*

| **CAN 1: Systems to recruit and admit candidates result in the increased racial and ethnic diversity of completers in the workforce.** | |
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| **Prompt 1a:** Describe your organization’s efforts to recruit and admit a racially and ethnically diverse candidate pool. | 400 words |
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| **Prompt 1b:** Provide [evidence](http://www.doe.mass.edu/edprep/toolkit/1819/impact-advisory-evidence.pdf) to demonstrate that these recruitment and admission systems result in increased racial and ethnic diversity of completers in the workforce. | 400 words |
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| **CAN 2: Admission criteria and processes are rigorous such that those admitted demonstrate success in the program and during employment in the licensure role.** | |
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| **Prompt 2a:** Explain how criteria and processes for admission into your preparation programs are rigorous. | 300 words |
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| **Prompt 2b:** Provide [evidence](http://www.doe.mass.edu/edprep/toolkit/1819/impact-advisory-evidence.pdf) to demonstrate that these admissions processes support the selection of candidates that are successful while in the program and once employed. | 350 words |
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| **Prompt 2c:** Explain how the admissions process verifies candidate content knowledge for post-baccalaureate candidates (if applicable). | 300 words |
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| **CAN 3: Candidates receive effective advising throughout the program (including, but not limited to, being knowledgeable about licensure requirements and career development and placement services that contribute to employment upon completion).** | |
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| **Prompt 3a:** Describe your organization’s processes for advising candidates throughout the program (including, but not limited to, ensuring candidates are knowledgeable about licensure requirements, career development, and placement services that positively impact employment upon completion). | 250 words |
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| **Prompt 3b:** Provide [evidence](http://www.doe.mass.edu/edprep/toolkit/1819/impact-advisory-evidence.pdf) to demonstrate that candidates receive effective advising throughout the program. | 200 words |
|  | |
| **Prompt 3c:** Provide [evidence](http://www.doe.mass.edu/edprep/toolkit/1819/impact-advisory-evidence.pdf) to demonstrate that career development and placement services support candidate employment. | 200 words |
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| **CAN 4: Candidates at risk of not meeting standards are identified throughout the program (in pre-practicum, during coursework, and while in practicum) and receive necessary supports and guidance to improve or exit the program.** | |
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| **Prompt 4a:** Explain how your organization identifies candidates at-risk of not meeting standards throughout the program (in pre-practicum, during coursework, and while in practicum). | 200 words |
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| **Prompt 4b:** Provide [evidence](http://www.doe.mass.edu/edprep/toolkit/1819/impact-advisory-evidence.pdf) to demonstrate that candidates at risk of not meeting standards either improve through necessary supports or are counseled out of the program. | 200 words |
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| **CAN 5: Waiver policy ensures that academic and professional standards of the licensure role are met.** | |
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| **Prompt 5:** Explain how your organization’s waiver policy ensures that the academic and professional standards of the licensure role are met. | 200 words |
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| **Optional:** Provide additional context pertaining to the recruitment, admission, advising and/or monitoring of candidates in your organization. | 350 words |
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| **Supplemental Documents** | | |
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| **Optional:** Provide up to three additional documents pertaining to candidates. | | 50 words each |
| Title of Document | Rationale for Including | |
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