Submissions should be on 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.

| **Folder** | **Document(s)/Subfolder(s)** |
| --- | --- |
| **Overview** | 1. Formal Review Cover Page
2. Introduction Narrative
 |
| **The Organization** | 1. Organization worksheet
2. Required Documents
	* Organizational charts (for SO at-large and educator preparation unit)
	* Last three annual budgets for Ed Prep Unit
	* MOUs for all alternate delivery model programs (if applicable)
	* Template: Faculty and Staff List
3. Supplemental documents, as titled on worksheet
 |
| **Partnerships** | 1. Partnership worksheet
2. Required Documents
* PK-12 Partner List
1. Supplemental documents, as titled on worksheet
 |
| **Continuous Improvement** | 1. Continuous Improvement worksheet
2. Supplemental documents, as titled on worksheet
 |
| **The Candidate** | 1. The Candidate worksheet
2. Required Documents
* Admission Policy
* Advising Policy
* Waiver Policy
1. Supplemental documents, as titled on worksheet
 |
| **Field-Based Experiences** | 1. Field-Based Experiences worksheet
2. Required Documents
* Practicum Handbook
* Field-Based Experience chart
1. Supplemental documents, as titled on worksheet
 |
| **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 (Initial or Professional depending on program type)
* 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
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**Example: Domain Folders**

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 **Example: Domain Subfolder**