

Document Formatting and Transmission Options and Requirements

Over the years the institutions submitting Program Assessment (PA) documents have requested guidelines to ensure that their submissions are in a form that can be accessed by all readers. The following guidelines have been updated to reflect five years of working with electronic document submissions and after numerous conversations with readers and submitters. These guidelines are intended to assist educators in writing and submitting appropriately formatted PA documents.

Submission Methods: Below are the two acceptable formats for Program Assessment Document Submission Methods:

Website: Documents may be hosted on a website, however at the site visit institutions must provide the Commission site visit consultant with a flash drive containing all of the finalized narrative documents. The documents provided at the site visit do not need to have hyperlinks, syllabi, or blank assessments. During the PA review period documents on a website must have all of the required hyperlinks and documentation.

PDF Format: Program Assessment documents that are not posted on a website documents must be submitted in Adobe PDF format. PDFs are the most compatible across the variety of computers and operating systems. The only part of the submission that should **not** be completed in the PDF format is the Program Summary. Each Program Summary should be submitted as a separate Word document (non-PDF) and included with the PA submission.

All of the information and attachments (except the Program Summary) must be contained in **one PDF document** for documents that are not posted on a website. Having only one document provides easy access for readers. Submission of multiple files can create a significant delay in the reading process and many times results in broken hyperlinks. If the submission is too difficult for the readers to navigate, the document will be returned without being read and will be counted as having one review (documents requiring more than three reviews are subject to a fee).

The Commission recognizes the extensive amount of time required to provide a well hyperlinked easy to navigate document. It is recommended that documents not hosted on a website be prepared in Word and converted to a PDF for submission. In the event that a document requires editing and resubmitting it is much easier to update a Word document and maintain the links than to update a PDF and have to redo all of the links. Unfortunately the Commission does not have the resources available to provide technical assistance in this area however there are numerous websites and YouTube videos that will aid in the preparation of an easily navigable document.

Table of Contents: Each document must have a hyperlinked table of contents.

Hyperlinks or Bookmarks: Documents must have a hyperlinked table of contents or utilize the bookmark feature in Adobe. *(Please note that materials in PDF format do not need a link to return the reader back to the section of the document they were reading, this can be done by using the Alt + left arrow key to go back and the Alt + right arrow key to go forward. The command key is used on Macs.)*

Linking to Documentation: If the syllabi/course of study or other documentation pieces are multiple pages it is helpful to have hyperlinks that take the reader to the exact topic or assignment, rather than the first page of the syllabi. When it is applicable location specific links will help guide readers to your supporting documentation. The minimum requirement is to link to the first page and provide the readers the exact page number in the narrative next to the related link so they can scroll to the pertinent information.

Pagination: Each part of the document must be paginated so that readers can go from the narrative to supporting documentation with ease. The program may choose continuous pagination for the entire document or individual attachments (syllabi, assessment documents, etc.) may have their own separate pagination.

Title Page: Include a title page which contains the following: Institution name, name and email address of the contact person, institution mailing address; and the name of the credential associated with the program.

For example, your institution might call your program an Education Leadership program and the program leads to a Preliminary Administrative Services program – if that is the case be sure to list the name of your program and then next to it list “Preliminary Administrative Services.”

Checklist: A Program Assessment check list must be included with the submission. Take care to ensure each required item is included and checked off on the form. Make sure the PA check list also contains the name of the credential associated with the program.

Delivery Models: If you have multiple delivery options (intern, online, hybrid, student teaching), but the core of the program is the same and only a few courses or assignments vary, please write to the core, then note the differences for each of the delivery options. **You should NOT submit multiple program documents for the same credential.**

For example, if your institution offers an undergraduate and a graduate level Multiple Subject program, both program pathways must submit on ONE program assessment document which describes both delivery models. Additional examples would include programs offered through extension programs or from different departments.

Transmission Options:

- Host documents on a website.
- Send via www.DropBox.com
- Email to ProgramAssessment@ctc.ca.gov Documents must be well under 10MB and cannot be sent as a zipped file.

Please contact us at programassessment@ctc.ca.gov to discuss other types of submission that may exist. **Please remember that your document should not be considered received by the Commission until you receive confirmation email acknowledging receipt.**

Unacceptable Forms of Transmission: The Commission’s Professional Services Division no longer accepts paper copies of any program document and discourage CD and Flash drive submissions. *Google Docs* is not an ideal way to submit documents and we ask that institutions use the other transmission options listed above.

We realize there are varying levels of technical assistance at each institution and ask that programs do the very best they can to comply with the requirements outlined in this document.

The internet can be an extremely helpful resource when determining how to accomplish the formatting requirements for your Program Assessment submission. Some programs have used outside assistance to ensure hyperlinks are correctly formatted. We understand that the compilation of each submission involves considerable effort. Your attention to the details is greatly appreciated and will help ensure that reviewers have access to all submissions and documentation.

The Commission is not able to provide technical assistance on issues such as hyperlinking or creating a PDF; however, assistance is available from CTC regarding the content of the documents. If you have questions regarding the submission requirements please email programassessment@ctc.ca.gov.

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