



### Transmittal Check List for Initial Program Review

The following guidelines should assist program sponsors in the preparation of program proposals. Please keep in mind this list is general. Not all items will apply to both an institution of higher education and a district or county office submitting a program proposal. Please note the check boxes at the both of the page have been separated for Educator Preparation programs and Subject Matter programs.

- The IPR Institutional Verification form has been submitted prior to the submission of the document and this transmittal check list.
- The Document Submission Guidelines have been read and this document meets the guidelines and requirements.  
\*Submissions not meeting the guidelines and requirements will be returned without being reviewed.

Date Submitted:  Program Sponsor:

Educator Preparation Program Type:  Specifics:

Subject Matter Preparation Program Type:  Specifics:

Address:

Program Contact:  Title:

Phone:  E-mail:

#### Educator Preparation Programs Only

Enclosed: check as appropriate

- Preconditions Response (initial and program)
- Initial Program Common Standards Response
- Program Standards Response

#### Subject Matter Programs Only

Enclosed: Check as appropriate

- Preconditions Response (initial and program)
- Standards Common to All
- Program Standards Response
- Alignment Matrix

Attach the **Transmittal Checklist for Initial Program Review** to the program submission and email to **Initial Program Review** at [IPR@ctc.ca.gov](mailto:IPR@ctc.ca.gov)