

## ***PROGRAM SUBMISSION INSTRUCTIONS***

1. Download the correct program worksheet template at <https://www.ksde.gov/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Educator-Prep-Landing-Page/Higher-Ed-Faculty-Resources/Higher-Education-Resources-TLA> .
  - a. Each program template when completed must be submitted on the document warehouse, <https://community.ksde.gov/dm/Home.aspx> .
2. Complete your institution's and program's information into the program template. See template instructions on the template page.
3. Identify key assessments for each standard on the Summary of Standards and Assessments table. Provide explanations of alignments of key assessments to standards in the Evidence for Meeting Standards section.
4. Required supporting materials include:
  - a. Program of study required of candidates in the program.
  - b. Course syllabi for course grades used as key assessments and for Science of Reading.
  - c. Key assessment rubrics.
  - d. For new program proposals, syllabi for all license program required courses.
5. Submission to the document warehouse: <https://community.ksde.gov/dm/Home.aspx>.
  - a. Contact KSDE for user name and password to the document warehouse.
  - b. Compress all materials for a given program into one zipped folder. Be mindful of file names – ensure that file names reflect document titles and textual references from the template. Files may be uploaded individually when necessary.
  - c. Upon entering the document warehouse, you should only see your institution.
  - d. Click on Program Review Submissions.
  - e. To upload programs, click on upload on bottom left of screen.
  - f. Type in the title of the document.
  - g. Title each document uploaded appropriately. Examples: Biology; Assessment C Rubric.
  - h. Browse for your file.
  - i. Click on the content category for the location of the document.
  - j. Your name and email address should be pre-populated.
  - k. Click on the Upload button on the bottom of the page.

