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What is the "College in the High School" (CHS) Program?

Everett Community College's College in the High School program is a cooperative program between local school districts and EvCC. The program allows high school students the opportunity to earn EvCC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught by qualifying high school teachers who work closely with EvCC faculty mentors to insure that the work that the students perform in the high school course is equivalent to a similar course taught on campus.

How Does the Student Benefit from the Program?

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Allows students the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of Washington’s community colleges and universities.
- Upon successful completion, the course is transcripted with the college’s course title and number; just as it appears in the college catalog.
- Tuition for a CHS 5-credit course is typically 50% less than an equivalent EvCC course.
- The cost for a 5-credit College in the High School course is $210. The cost for an equivalent course taken at EvCC can be as much as $513 not including textbooks. A significant saving to the student!
How Can Credits Be Used Toward a College Degree or Certificate?

Courses completed can be applied toward a degree or certificate at EvCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, may be transferred as departmental general electives or may satisfy a prerequisite for a required course. We strongly recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

Each of the public, four-year colleges/universities within Washington State have agreed to accept transfer credits from this program. However, EvCC cannot guarantee whether the class(es) will meet a college/university’s graduation requirements or be accepted by a specific academic department at the college/university. EvCC recommends that students contact the specific college/university admissions office and academic department for clarification.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to the college/university admissions office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

We do know that Whitman, University of Puget Sound and Seattle Pacific University do not accept transfer credit from this program.

How Do Teachers Benefit from the Program?

High school teachers benefit from the experience of teaching a college-level course, setting higher standards for students, and helping to prepare students for higher education. Each participating teacher is sponsored by an Everett Community College (EvCC) faculty member who assists in curriculum development and assessment standards, teaching methodology, and can provide valuable supplemental materials.

High School teacher duties and responsibilities include:

- Complete employment paperwork (W-4, I-9, etc.)
- Attend the new instructor orientation
- Attend mandatory fall kick-off meeting
- Attend the discipline-specific professional development meeting or activity (scheduled with your EvCC faculty mentor)
- Distribute the marketing collateral to your students (postcard)
- Hang program poster in classroom
- Market the benefits of the program to students and parents
- Communicate prerequisite and placement testing score requirements to students.
- Clarify credit/course information for students and parents (for example, provide course code POLS& 202, 5 credits for one semester at the high school or CHEM& 121, 5 credits for the full year at the high school)
- Remind students to apply for admission and receive their SID.
- Remind students of deadlines.
- Assist students with registration if necessary (help navigate to the website).
- Verify your roster via online system and notify EvCC of any discrepancies – you will receive an email when registration processing is finalized. At this time you MUST verify your roster (not at the end of the term when you are posting grades).
- Keep your Profile in the online system current. Notify payroll of an address change (payroll@everettcc.edu).
- Post grades via online system at the end of the term.
- Upon request, provides the college the following:
  - outline, learning objectives and syllabus
  - textbook and other teaching materials
  - assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
  - evidence that courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department
  - grading criteria and standards
- Schedules teaching observation, site visit and/or interview with college faculty or administrator upon request by EvCC.
- Assigns either a student or staff to administer the IDEA survey the first term of participation and every fourth term thereafter. Returns materials to Karen Landry.
- Participates in program review or accreditation committees upon request

**Suspension of Approval**

Failure to fulfill teacher responsibilities may result in a suspension of approval. In instances where there is substantial or consistent deficiency in the high school teacher fulfilling responsibilities a corrective action plan will be developed including specific outcome requirements (see Appendix B). If the corrective action plan outcomes are not met or the college/teacher relationship fails, which it can for a variety of reasons, the college will not renew the teacher’s approval for the next year’s program. Currently enrolled students will not be affected and compensation to both the teacher and college faculty will not be affected.

If you fail to post your grades your principal will be notified. If you fail to post your grades again, you will be suspended from the program for one year.

**Student Teachers**

Student teachers are not approved to teach in a College in the High School approved course. Should a student teacher be assigned to teach the approved course, the course will not be made available to students to earn EvCC credit.
ACCREDITATION DOCUMENTATION

EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. This accreditation demonstrates that our program meets or exceeds rigorous national standards of quality and compliance in the areas of curriculum, instructors, students, assessment, and program evaluation. EvCC is the first and only community college in the state of Washington to be awarded NACEP accreditation.

Periodically you may be asked to provide assessment, grading, or other curriculum documentation in order for the college to maintain accreditation status. This is also defined in the contract between Everett Community College and your school district.

PAYROLL

Your participation in the CHS program provides you with “adjunct faculty” status at EvCC and you are compensated with a term stipend. In order for the college to process your compensation we must set up your payroll which requires completion of several documents.

The current rate is $43 for each student that enrolls for the CHS credit (course for less than 5 credits have a prorated compensation). If your high school course spans the full year at the high school you will be compensated on July 10. If your high school course spans one semester you will be compensated on February 25 for a first semester class and July 10 for a second semester class.

Payroll can be either direct deposit or Focus Card. Using the Focus Card, your pay will be deposited onto a prepaid Visa® card. Your card can be used anywhere Visa® debit cards are accepted worldwide. It's not a credit card and there is no cost to enroll. If you elect direct deposit (which is highly recommended) your first check will be a test transmission to your banking institution and your first check will mail. All subsequent checks will be electronically deposited. It is your responsibility to keep the payroll office current if you change banking institutions.
**ANNUAL MEETING**

We strongly encourage collegial communication and interaction with your EvCC faculty mentor throughout the year. Additionally, each September you will be required to attend a meeting at EvCC with your faculty mentor. This meeting is an opportunity for you to connect with the college faculty to discuss curriculum, content, assessment, and may contain a professional development component. Attendance is required. If you are not able to attend the annual meeting you are required to notify your EvCC faculty mentor prior to the meeting date to explain the circumstances and discuss a method to obtain the information missed at the meeting. Those teachers who do not attend may jeopardize their ability to participate in the program.

The program administration tracks attendance at the annual meeting. If you develop a pattern of non-attendance over a two-year period a corrective action plan will be put in place. If the corrective action plan requirements are not met, CCEC may determine that you may no longer participate in the CHS program.

**ACCESS TO LIBRARY SERVICES**

**High School Teacher**

All College in the High School (CHS) teachers are in our “system” and have access to library resources in-person or online. To check out library materials, just give the library staff your name. You may be asked to show picture identification.

[http://www.everettcc.edu/library/](http://www.everettcc.edu/library/)

**Students:**

Students may use library materials and services. However, the high school teacher must make the request through Karen Landry. A phone call or email with the timeframe of library use is required (i.e. students need access for the month of January or students need access for the remainder of the year). Because the CHS classes use the semester system and the college uses the quarterly system, the student may or may not appear to be an “active” student in our system. Karen will work with the library staff to make the necessary arrangements.
MARKETING THE PROGRAM

Please give all students one of the “postcards” to take home and display the poster in your classroom. It is also helpful if you have other means to market the program directly to parents (on your school website, during parent-teacher conferences, or by sending an email to parents of students enrolled in your course.

If your school has a college/career fair or other event that is appropriate for the College in the High School program to be represented, please contact Karen Landry to make arrangements to attend. Any event that our Running Start program is attending should also be represented by the College in the High School program.

PLACEMENT TESTING & PREREQUISITES

The College in the High School (CHS) program requires that student meet the same prerequisites and/or placement test scores that all students of EvCC must meet.

Most students will need to take the Compass Placement test in order to meet the required prerequisites. Required prerequisite list can be found on the CHS landing page under the “Prerequisite” link in the table and in the Student-Parent Handbook which is available on the website. The cost for the test is $30. There are no waivers for this testing fee.

Students who completed the Smarter Balanced Assessment as a sophomore or junior and performed at Achievement Levels 3 or 4 on the tests do not need to take the Compass Placement test. Complete the Placement Test Waiver form online and indicate the Intended Major: College in the High School. Email a copy of your Smarter Balanced Student Score Report to CollegeinHS@EverettCC.edu and indicate Smarter Balanced Assessment in the subject line.

For mathematics placement students may use the Mathematics Alternative Placement Model (APM). For a copy of your district’s model please email Karen Landry.
Student Admission, Placement Testing, and Registration Process

Registering for the College in the High School program is a 4-step process.

1. New students must apply for admission. **The deadline to submit the admission application is Monday, October 12, 2015.**

   **Fee Waiver**
   If you are a student in the EvCC Service District (Snohomish County) who is receiving Free or Reduced Lunch you may qualify for the EvCC College in the High School fee waiver program. This will waive the fee for one, 5 credit class per semester. If you chose to self-pay for additional classes/credits you will need to follow the step-by-step process outlined below. Before applying for this fee waiver you must first apply for admission to EvCC. Once you apply, you will receive your Student Identification Number (SID) in an email from Everett Community College. Use your new SID to fill out the Fee Waiver form located on the College in the High School webpage [www.EverettCC.edu/CHS](http://www.EverettCC.edu/CHS) and submit your Approval Letter for Free or Reduced Lunch to the College in the High School office to apply. You may do so by email CollegeinHS@EverettCC.edu or stop by our office at 2333 Seaway Blvd., Everett. You may also mail in your form; include your EvCC SID on the form. This office is not located on the main campus. Our office will contact you about a waiver for your compass test if required.

2. Most students will need to take the Compass Placement Test if the high school course has a placement prerequisite. There is a $30 fee for the test. No test fee waivers are available except if the student took the Smarter Balanced Assessment as a junior (see below). You can find a list of the prerequisite placements on the website ([www.EverettCC.edu/CHS](http://www.EverettCC.edu/CHS)).

   Students who completed the Smarter Balanced Assessment and performed at Achievement Levels 3 or 4 on the tests do not need to take the Compass Placement test. Complete the [Placement Test Waiver form](http://www.EverettCC.edu/CHS) online and indicate the Intended Major: College in the High School. Email a copy of your Smarter Balanced Student Score Report to CollegeinHS@EverettCC.edu and indicate Smarter Balanced Assessment in the subject line.

   For mathematics placement you may use the Mathematics Alternative Placement Model. See your high school teacher.

   **The deadline to complete Compass testing is Friday, October 30, 2015.**
3. Register and pay for CHS class(es) online. The **deadline to register and pay for full year or first semester class(es) is Monday, November 16, 2015. The deadline to register and pay for second semester class(es) is Monday, April 4, 2016.**

4. Students need to check their email!!!! Students will receive an email from Admissions once their application is processed (Step 1). Students will receive an “Order Confirmation” once they have registered and paid online (Step 3). The Order Confirmation simply means that we received their order, not that it has been processed. Students will receive a “Registration Confirmation” once we have processed their registration and payment. If there are questions or issues with the student’s order we will email the student with details of the issue(s) that prevents us from processing their order.

**Students must check email regularly. This is the primary communication tool used by the college. Students who neglect to check their email when there is a registration/payment issue may miss the deadline and will not be able to earn the college credits. Meeting the deadline is critical.**

The college will make three attempts to contact a student with a registration issue. If no response is received we will ask the high school teacher to intervene.
CLASSROOM VISITS, TEACHING OBSERVATION, AND IDEA SURVEY

As part of the high school teacher course review process and ongoing evaluation, your EvCC mentor will schedule a site visit and conduct a teaching observation. If this is not completed as part of the approval process a classroom observation is required during the first term that your course is approved for EvCC college credit and every fourth term thereafter.

The teaching observation form is provided as Appendix A. It includes not only comparability of the course to the EvCC course but effectiveness of instructional delivery. This is however; an observation of only one class and a single observation will not disqualify a teacher from participating in the program. If the EvCC faculty have concerns regarding the quality of the course or effective delivery, ongoing collegial mentoring will occur with suggestions/requirements for improvement. In some instances where there is substantial deficiency in the high school course a corrective action plan will be developed including specific outcome requirements (see Appendix B). If the corrective action plan outcomes are not met or the collegial mentoring relationship fails, which it can for a variety of reasons, the college will not renew the teacher’s approval for the next year’s program. Currently enrolled students will not be affected nor compensation to both the teacher and college faculty.

Additionally, your course will have a student evaluation, the IDEA survey is required for every term that you teach. The survey and instructions will be mailed to you at your high school. We ask that you assign a student or other colleague to conduct the evaluation without your presence in the room. This provides for candid feedback from students. The completed evaluation forms should be placed in the postage-paid return sealed and mailed to the college. Once the evaluation surveys have been compiled a copy will be mailed to you. Furthermore, your EvCC faculty mentor will touch base with you regarding the results of the survey and discuss any changes needed. The same guidelines for substantial deficiency as outlined above for teaching observation apply to the IDEA survey results.
VERIFICATION OF ROSTER AND POSTING GRADES

Registration windows vary and the processing of registrations varies as well. Toward the end of November you will receive an email requesting that you verify your roster. This is the time to review your roster and notify the college of discrepancies. Please note that student enrollment with EvCC is protected information (FERPA) so you may not “post” a list of students enrolled for your CHS class. Please find a way to ensure that all your students who believe they enrolled are listed on the roster and if students unknown to you are listed please notify the college so we can correct the registration. **Do not wait until you are ready to post your grades to verify your roster. This causes heartburn for the Registrar as transcripts have now been created. It is your responsibility to verify your roster when you receive the email request to do so.**

Each student will have a “status” rating of **REGISTERED, REGISTERED NOT PAID, PENDING, or DROPPED.** Please bring to our attention if you see REGISTERED NOT PAID OR PENDING. You are only compensated for students with a **REGISTERED** status; however, students with Dropped, Pending, or Registered Not Paid status will remain on your roster.

Selecting the “view” under Roster will show you each student who has registered for your course and the status of that registration.

Selecting the “edit” under grades will show you the roster of all students and a drop-down for you to select a letter grade. Please be sure to use the college’s grading scale which may be slightly different from the high school grading scale. Refer to Appendix C or the website for the current grading policy listed in the “Information for Teachers and Administrators.” If you have a course that spans the full year at the high school, you will average the two semester grades to post one grade for the college credit. If you have a student on a **504 or IEP** plan please note that a Pass or Fail grade is **NOT** an option for this program.

**Grade Changes:** should you need to change a grade, change the grade in the online roster and place a comment with the reason for the grade change and then “save” the roster. Teachers have access to previous year’s rosters. Then email Karen Landry with the student’s name, SID# (located on the grade roster), and reason for grade change. Changing the grade on the online roster will not update the student’s official transcript with the college so it is imperative that you notify the college.
ACCESS TO THE INSTRUCTOR BRIEFCASE ONLINE SYSTEM

The features of the Instructor Briefcase include the ability to:

- Update your Profile (contact information). It is important that you include your non-school contact information (email and phone) should the college need to contact you outside of the high school academic year.
- Change your password
- View your roster
- Post grades

A User Name and Password to login has been created for you. To log-in to your briefcase go to https://www.campusce.net/EverettAdmin/SignIn.aspx

The DEFAULT – ORIGINAL User Name is your LAST NAME and your Password is your FIRST name (all in capital letters). If you change your password you need to remember what you changed it to. Please note the User Name and Password are case sensitive and all letters must be capitalized. For Example:

User Name: LANDRY
Password: KAREN

Once you login to your account you will see a message “You have read only permission” in red which is what you should see.

On the left side menu click on Instructor Edit.

Now you will see the various tabs across the web page (Schedule, Holiday, Calendar, Expertise, Reports). By default you will be on the Instructor Profile tab. It is important that you keep this contact information current.
Select the Reports Tab (This is where you can view rosters and post grades)

Each term has a unique Term identifier: for the 2015-16 academic year B563 are full year and first semester only courses. B564 are second semester only courses. Your course item number will also appear under the column heading of SKU.

To view Rosters identify the course with this year’s Term and select “view” under Roster.

To post Grades identify the course with this year’s Term and select “edit” under Grades.

Please email CollegeinHS@everettcc.edu if you need additional assistance or to notify us of any errors or discrepancies on your roster.

If you fail to post your grades your principal will be notified. If you fail to post your grades again, you will be suspended from the program for one year.
EVERETT COMMUNITY COLLEGE

GRADING SYSTEM

(Revised 8/12)

Grading Procedure: The high school teacher is responsible for explaining the college’s grading policy to the high school student, so questions should be referred to the high school teacher Grades must be submitted using a letter grade. Use the instructor briefcase to post grades. Note: For full-year average the two semester grades for the one college grade.

If you have a student on a 501, 504 or IEP plan please note that a Pass or Fail grade is NOT an option for this program.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>POINT VALUE</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>High degree of Excellence of Achievement</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>3.7</td>
<td>A-</td>
</tr>
<tr>
<td></td>
<td>3.3</td>
<td>B+</td>
</tr>
<tr>
<td>Better than Average Achievement</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>2.7</td>
<td>B-</td>
</tr>
<tr>
<td></td>
<td>2.3</td>
<td>C+</td>
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<td>Average Achievement</td>
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<td>C</td>
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<td></td>
<td>1.7</td>
<td>C-</td>
</tr>
<tr>
<td>Low Standard of Achievement</td>
<td>1.3</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>1.0</td>
<td>D+</td>
</tr>
<tr>
<td></td>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>Failure to Complete Minimum Requirements</td>
<td>0.0</td>
<td>E</td>
</tr>
<tr>
<td>Incomplete. Given when a student has satisfactorily completed most of the requirements for a course but, for an unavoidable reason, has been unable to complete a specific course requirement or take the final exam. The grade is given only if previous arrangements have been made with the instructor to complete the course requirements. A written copy of these arrangements will be filed in the program director’s office. Requirements must be completed within one year of the date the “I” grade is received. Incomplete grades not made up within one year will revert to an E grade on the student transcript. Students may repeat the course to change the grade</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>Instructor Withdrawal. Given at the option of the instructor when a student stops attending class and fails to officially withdraw. Generally given when a student withdraws at the high school at semester break. A V grade does not factor into the student’s GPA.</td>
<td></td>
<td>V</td>
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Dear EvCC College in the High School mentor and high school teacher,

As part of the ongoing collegial mentoring and to ensure the high school course is equivalent in content, rigor, and assessment, site visits are required the first term a high school teacher teaches the EvCC College in the High School (CHS) course and every fourth term thereafter.

The EvCC mentor will arrange in advance for a site visit. Please be prepared to submit a sample of a graded student assessment and your course syllabus if you have not submitted a current syllabus this year.

A minimum score of 3 in each content area below is required for an overall satisfactory rating. Rating below a 3 will require a Corrective Action Plan.

Once the visit is finished, both the EvCC faculty mentor and high school teacher are required to sign the site visit summary report. The original signed copy is forwarded to the College in the High School Director.
College in the High School
High School Teacher Observation & Site Visit Report

High School Teacher: ______________________________ Date: ________________
High School: ________________________________
College in the High School Course: ________________________________________

Guide:

<table>
<thead>
<tr>
<th></th>
<th>Un satisfactory Performance: Does not meet minimal standards of professional performance</th>
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<tbody>
<tr>
<td>1</td>
<td>Minimal Performance: Does not consistently meet accepted standards of professional performance</td>
</tr>
<tr>
<td>2</td>
<td>Standard Professional Performance: Consistently meets accepted standards of professional performance</td>
</tr>
<tr>
<td>3</td>
<td>High Professional Performance: Frequently exceeds accepted standards of professional performance</td>
</tr>
<tr>
<td>4</td>
<td>Exemplary Professional Performance: Consistently exceeds accepted standards of professional performance</td>
</tr>
<tr>
<td>5</td>
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</table>

1. The instructor is prepared for class. 1 2 3 4 5
2. Instructor states objectives clearly. 1 2 3 4 5
3. The instructor maintains an appropriate classroom atmosphere and creates a good learning environment. 1 2 3 4 5
4. The instructor presents an adequate number of examples demonstrating the concepts being presented. 1 2 3 4 5
5. The students were participating (note-taking, asking questions, participating in discussion, etc.). 1 2 3 4 5
6. The instructor is using the departmental approval syllabus. YES NO
7. The instructor is using the approved textbook. YES NO
8. Student assignments have the same rigor and depth equal to the on-campus course. 1 2 3 4 5
9. The evaluation of student work is comparable to college faculty evaluation of student work. 1 2 3 4 5
Summary Statement:

Provide your conclusions, comments, and concrete suggestions for improving teaching, including comments, for example, on the overall effectiveness of communication, quality and quantity of material covered, strengths, and an evaluation of the class period as a learning experience. Also provide commentary as to the extent the CHS syllabus, outcomes, and content are representative of the on-campus course.

Observation:  _____ Satisfactory  _____ Unsatisfactory

EvCC Faculty Mentor  ___________________________  Date:  ______________

College in the High School Teacher  ___________________________  Date:  ______________
# Corrective Action Plan

<table>
<thead>
<tr>
<th>High School Teacher’s Name:</th>
<th>High School:</th>
</tr>
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<table>
<thead>
<tr>
<th>Non-compliance issue:</th>
<th>(State the problem in specific and concrete terms)</th>
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<table>
<thead>
<tr>
<th>Required Outcomes:</th>
<th>(Articulate the required outcomes)</th>
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<table>
<thead>
<tr>
<th>How will required outcomes be evidenced?</th>
<th>(Describe what steps/documentation is required i.e. classroom observation, attendance of professional development, attendance at annual meeting, etc.)</th>
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<table>
<thead>
<tr>
<th>Due Date:</th>
<th>(Due dates may be attached to specific outcomes above)</th>
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<table>
<thead>
<tr>
<th>Probationary Status</th>
<th>(Probationary status results in temporary suspension of program participation)</th>
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<table>
<thead>
<tr>
<th>☐ YES  ☐ NO</th>
<th></th>
</tr>
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Appendix B