

Appendix A – Assessment Checklist

Ready for your Assessment?

Materials	Where to Submit
<input type="checkbox"/> Policies and Procedures Form (Appendix B)	Request for Visit Application: http://networkforyouthsuccess.org/sac-credential-endorsement-form/
<input type="checkbox"/> \$1,000 assessment fee (EIP scholarship, check made payable to Network for Youth Success, or credit card)	EIP: https://www.ecetp.pdp.albany.edu/eip.aspx Check: 415 River Street, Troy, NY 12180 Credit Card: https://app.etapestry.com/onlineforms/NewYorkStateNetworkforYou/endorserenew.html
<input type="checkbox"/> SAC Credential Prep Course Application	Google Drive Folder*
<input type="checkbox"/> A copy of your <i>Portfolio</i> with the following items: <ul style="list-style-type: none"> ○ Program Description ○ Résumé ○ Autobiography ○ 3 Entries per Skill Area ○ Family Questionnaires ○ Short- and Long-Term Goals ○ Two letters of Recommendation Organized and Clearly Labeled by Skill Area	Google Drive Folder
<input type="checkbox"/> <i>Resource File</i> (All 33 Entries) Organized and Labeled by Number	Google Drive Folder
<input type="checkbox"/> Advisor’s Observation Instrument (Appendix G)	Google Drive Folder
<input type="checkbox"/> Advisor Summary (Appendix H)	Google Drive Folder
<input type="checkbox"/> Action Plan (Appendix I)	Google Drive Folder

*Google Drive Folder link will be provided after receipt of Request for Visit