# **Distance Education Submission Fields**

* Email \*
* Regional Program Manager \*
* Program Address \*
* Program Email \*
* Program Telephone \*

## Curriculum Questions

* Curriculum Title \*
* Curriculum description and your familiarity or experience with using it. \*
* Publisher Name \*
* Publisher Address \*
* Vendor representative who you are working with (email and/or phone) \*
* A demo or copy of the software or example material is **required** for review. If different from your vendor representative, please provide information on who to contact for this. **NOTE:** Please be sure to make them aware that someone will be contacting them for this information.
* Target Population (Check all that apply) \*
	+ ABE
	+ ASE
	+ Career Pathways
	+ ESL
	+ HSE
* Is the curriculum available in Spanish and/or does it have an integrated translation tool? \*
	+ Have any of your instructors used the Spanish version or translation tools? If so, please provide an email or contact information for the instructor. \*
* Is the product aligned to the CCRS/ELPS? If documentation is available to demonstrate alignment with the CCRS and or the ELPS, please provide a copy with the submission (see Supplemental Documents Section). \*
* Delivery Mode \*
	+ CD/DVD
	+ Computer Software
	+ Mobile Device App
	+ Online Platform
	+ Print
* Proxy Hour Validation \*
	+ Clock Time
	+ Teacher Verification
	+ Learner Mastery
* How are you tracking time on tasks for data reporting? \*
* Please provide the year of the most recent update to the curriculum. \*
* Describe the accommodations available for this curriculum. \*
* Please include any other information on this curriculum you would like for the panel to consider.

## Supplemental Document Section

In addition to this form, I have provided the following information for this curriculum submission:

* Publisher documentation that describes how the curriculum addresses accommodations for learners with disabilities.
* Publisher documentation that describes the level of alignment to the College and Career Readiness Standards.
* Publisher documentation that the proposed curriculum has research-based evidence of its reliability and validity or is reflective of innovative or promising practices.

**NOTE:** Please email supporting documentation to vdesk@vcu.edu