TIPS FOR COMPLETING THE CTP APPLICATION

These tips have been provided by staff of the Financial Services Administration at the US Department of Education, and by proposal reviewers. Follow their advice to be sure that your proposal is as easy to follow, clear, and thorough as it can be.

TIP #1:
Use page numbers and your institution's name in the header of your program description

TIP#2:
Remember – there is a 30 page limit for the description, *including* appendices!

TIP#3:
Make sure all program requirements are addressed -- use the Application Template and the Interactive checklist in this module!

TIP#4:
Clearly identify when each requirement is being addressed by citing the component of the regulation. (The template will help you to do this.)

TIP #5:
Be clear and explicit about your program's operations – provide examples!

TIP#6:
Include supporting materials in the appendix – but be sure to explain the purpose of each attachment in the body of the application narrative.

More tips from reviewers:

- Share a concrete and measurable way to assess attainment in college courses, particularly audit or non-credit courses.
- Show how you will measure progress in non-academic aspects of the program such as career development, independent living and social skills.
- Clearly state the expected student outcomes of the program
- Have a balanced approach and address all requirements of a CTP program (academics, employment, independent living, and social skills)
- Include all aspects of a program in the clock hours calculation. Be sure to include career development and employment, independent living and social skills activities that are part of the course of study and require completion to earn the program credential.