

CHECKLIST

**National Community Education Association (NCEA)
Administrative Competency Endorsement (ACE)
Revised June 2005**

Following is a checklist of what needs to be submitted and in what format. Please check each item off the checklist to insure you have completed each item as required. Please include the completed checklist with your application.

- You must use the most current version of the ACE packet, revised June 2005.

- Enclosed is a check for \$250 payable to the National Community Education Association or payment made by credit card.
 Visa / Master Card Card Number _____
 (please circle) Expiration Date _____

- Completed application form **Tab 1** (must be typed or computer generated, hand written responses are not acceptable).

- Completed resume **Tab 3** (must be typed or computer generated, hand written responses are not acceptable).

- Completed Profile of School District/Department/Community **Tab 4** as described in the "Directions and Requirements".

- Completed definition of Community Education **Tab 5**

- Completed Supervisor's Assessment **Tab 7** (must be typed or computer generated, hand written responses are not acceptable).

- Completed Self Assessment **Tab 8** (must be typed or computer generated, hand written responses are not acceptable).

- Each portfolio and documents must be submitted in an "expanded file folder," (3 ring binders are not acceptable).

- Four copies of your portfolio must be submitted to the NCEA Office by September 15th.
Note: Bring one additional copy to the peer review interview.