

Contact Unit Submission Checklist

The Professional Growth System Department is providing this checklist to help educators and licensed professionals submit the documentation of their 225 Contact Units in a manner that will enable the submission to be expeditiously reviewed. Please utilize the checklist below to avoid errors that may cause your submission to be returned.

- All of your *Contact Unit Verification Forms* for activities that require pre-approval have been signed by the appropriate administrator.
- All of your *Contact Unit Verification Forms*, all documentation logs, and all *Contact Unit Log Form(s)* have been checked for errors in arithmetic.
- All of your *Contact Unit Verification Forms* have all the required documentation as specified in the current version of the *Professional Growth System Reference Guide* available in the Professional Growth System conference on InterAct.
- All sections of each of your *Contact Unit Verification Forms* have been completed.
- You have signed and dated all of your *Contact Unit Verification Forms*.
- You and your supervising administrator have signed your *Contact Unit Log Form(s)*.
- You have made a single-sided 8.5 inch by 11 inch copy of all forms and documents being submitted to send to the Professional Growth System Department.
- You have organized the copies of your documentation in the following order (a three ring binder is recommended, but not required):
 - Professional Growth Plan(s)* are in chronological order
 - Contact Unit Log Form(s)*
 - Contact Unit Verification Forms*, accompanied by the required documentation, in the order listed on the *Contact Unit Log Form(s)* (Original college transcripts must be submitted, not a copy.)
- You have removed any staples or paper clips from any pages in your submission.

Send the packet through school mail to:
Instructional Design and Professional Learning
Division
Professional Growth System Department
Location 110

Drop the packet off at the reception desk at:
Instructional Design and Professional Learning
Division
Or
3950 South Pecos-McLeod Road
Las Vegas, NV 89121

The Professional Growth System Department will review your submission and return your packet with the results of the review.