

Ready for your Assessment?

The following items must be completed:

Complete and mail to AfterSchool Works! NY	
What needs to be submitted?	How can I submit?
<input type="checkbox"/> Request for visit form, signed by all parties	Mail original
<input type="checkbox"/> SAC Credential Prep Course Application	Mail original
<input type="checkbox"/> Resume	Mail or email
<input type="checkbox"/> 5.1 Advisor's Observation Instrument	Mail original
<input type="checkbox"/> 5.2 Advisor Summary	Mail original
<input type="checkbox"/> A copy of your portfolio with the following items:	Mail copy or email <ul style="list-style-type: none"> • <i>When mailing a copy, the portfolio should <u>not</u> be in a binder, but sections should be divided.</i> • <i>When emailing, please ensure all entries are in one document</i>
• Family Questionnaires	Mail or email scans
• Short- and Long-Term Goals	Mail or email
• Two letters of Recommendation	Mail original
<input type="checkbox"/> \$1,000 assessment fee (EIP Voucher or Check made payable to AfterSchool Works! NY)	Mail original
<p><u>IMPORTANT</u></p> <p>➤ All documents which are emailed must be in .doc or .pdf format.</p> <p>➤ Files should be emailed to lsiebert@cdccc.org the day originals are mailed.</p> <p>➤ Please email all items at the same time, with the subject heading: SAC Credential Request and your name.</p>	
Complete and have available on the day of your endorsement visit:	
<input type="checkbox"/> Portfolio	
<input type="checkbox"/> Resource File	

Retain your original portfolio and copies of your family questionnaires, SAC preparatory course application, short- and long-term goals, reference letters, resume, advisor summary, and advisor observation tool for your endorsement visit.