



PROGRESS CHECKLIST

- Submit application and application fee. *Deadline: April 15*
- ❖ NMEECAP Advisory Committee reviews applications. Notification of acceptance or deferral by June 1.
- Upon acceptance, pay certification fee.
- Receive advisor assignment. (Optional)
- Perform initial self-assessment.
- Create professional development plan.
- Develop portfolio.
- Submit portfolio for review. *Deadline: May 31 of year 2*
- ❖ NMEECAP Advisory Committee reviews of portfolio. Notification by September 1 of year 2.
- Receive notification of certification or deferral.
- Submit feedback survey.
- Serve on the NMEECAP Advisory Committee or serve as an applicant advisor.
- Track recertification hours and submit recertification application in 5 years.