

PORTFOLIO COMPLETION CHECKLIST

Please initial each space to ensure that your portfolio meets the format and documentation requirements of LETU. Include this completed form in the front pocket of your portfolio.

GENERAL FORMAT

- _____ Name and ID are affixed to the spine of the binder
- _____ Materials are bound in a sturdy 3 ring binder with front and back pockets
- _____ All materials are in plastic protective covers except front pocket contents
- _____ All sections of my portfolio are clearly marked and separated by tabbed dividers
- _____ All pages are numbered and numbering corresponds to Table of Contents and Petition Forms

PREFACE MATERIALS

The following materials should be placed in the front pocket of the portfolio binder.

- _____ Signed Release of Portfolio Materials Form
- _____ Completed Portfolio Completion Checklist Form
- _____ A check made payable to LETU for the \$75.00 processing fee or a receipt from online payment

PROFESSIONAL COURSES PROFESSIONALLY ACCREDITED COLLEGES AND SCHOOLS LICENSES AND CERTIFICATIONS

_____ In each of the areas for which I am petitioning credit I have included complete Petition for Credit form/s listing only ONE course per box

_____ In each of the areas for which I am petitioning credit I have included appropriate documentation for the following:

- Course Completion
- Classroom Hours
- Course Content
- Learning Outcome Statement(s)

LANGUAGE PROFICIENCY

_____ I have completed the Petition for Credit form(s)

_____ I have included documentation that shows number of hours translated/worked