

Team Leader Name \_\_\_\_\_

Applicant # \_\_\_\_\_

## Final Scorebook Checklist

Yogi Berra might have been talking about serving as a TNCPE team leader when he said “It’s not over ’til it’s over.” While all your team members may have completed their Final Scorebook assignments, there are a few more documents to gather and steps to take before turning in your team’s work. This work sheet will help you tie up the last of the loose ends. That said, when you complete these checklists and send us all the required documents, we promise, this part is OVER!

### Documents Checklist

Before you notify TNCPE that your team’s Final Scorebook is complete, gather the documents listed below. All forms are available on the TNCPE website (“Examiner Resources”).

- |  |   |
|--|---|
| <input type="checkbox"/> Award Recommendation Form | <input type="checkbox"/> Site Visit Document Log      |
| <input type="checkbox"/> Score Summary Worksheet   | <input type="checkbox"/> Site Visit Interview Summary |
| <input type="checkbox"/> Summary of Sites Visited  | <input type="checkbox"/> Team Hours Worksheet         |

### Final Task Checklist

After you assemble the above documents, the items listed below must be completed. Please initial each task in the space provided to confirm completion.

\_\_\_\_\_ Read the Final Scorebook in the software one last time. Read it as if you were the applicant:

- Do the key themes read like an executive summary?
- Does each OFI comment contain an explicit “so what?”
- There should be NO “is not evident” or “is not clear” statements.

\_\_\_\_\_ If the majority of the OFIs were cleared at site visit, identify additional OFIs by looking at what would move the applicant to the next scoring range or the next degree of A-D-L-I or Le-T-C-I.

\_\_\_\_\_ Change “the applicant” to the organization’s name. If you use a shortened version or acronym, be consistent. Please don’t use MS Word’s “Find & Replace” tool. It’s best to make these changes as you do a final read of the entire document.

\_\_\_\_\_ Run spell check and correct misspellings.

\_\_\_\_\_ Review all SVI forms in Scorebook Navigator. Ensure that each has been finalized and will be understood by the judges. Upload or fax SVI worksheets to TNCPE.

\_\_\_\_\_ Review final item scoring and the score summary worksheet. Ensure that the correct scoring band has been selected.

\_\_\_\_\_ After EVERYTHING listed above is complete, email [contact@tncpe.org](mailto:contact@tncpe.org) with:

- A note indicating that your team’s Final Scorebook is ready for us to download
- This completed Final Scorebook Checklist Worksheet.
- All the forms listed on the Documents Checklist.

\_\_\_\_\_ Finally . . . Celebrate!