Tips and Strategies for Completing the Massachusetts Early College Designation Application

- [ ] Complete the application in the .docx version, then you can copy/paste into Alchemer. Applications must be submitted via Alchemer.
- [ ] On the second page of the application in Alchemer, there is an option in the top, right corner to "Save and continue later." We recommend you click the link and enter your email address and click the "Save" button. A unique link will then be emailed to you that will allow you to return where you left off and continue working on your application.
- [ ] Answer **all** parts of each question. Sometimes, there may be several things to address in a single question. You don't want to overlook any piece.
- [ ] Consider using actual terms in question in your answers.
- [ ] Consider creating a shared folder for all required documents. This way documents are in a single location when it comes time to upload them AND team members can review, comment, and/or add to them at any time. Possibly track changes and/or use different color fonts for each member of your team.
- [ ] Keep running notes of planning meetings.
- [ ] While you can certainly "divide and conquer" when completing portions of the application, it is critical that EVERYONE review the final copy.
    - In the past, answers conflicted with one another within the same application. This stands out to reviewers.
    - All questions should be discussed fully with the team to ensure everyone is on the same page. In an interview process, everyone will need to be in agreement and prepared to answer questions/provide clarification about responses.
- [ ] Develop a shared spreadsheet where you keep a running list of key costs. Add to it throughout the process. Consider a column where you indicate responsibility for the cost – high school, IHE, or shared.
- [ ] Name documents based on title and location within the application, so they are easily identifiable.
- [ ] Don't leave a textbox empty – even if you upload a document containing the answer. While you can say "See attached document…" Consider providing a brief overview of what the document contains… maybe even a few highlights, closing with "For detailed information, see attached document entitled <Name of document>."
- [ ] If the application specifically asks/requires you to upload a document, you should always upload a document.
- [ ] When the application says, "*Please refer to the Designation Criteria Companion Document for guidance regarding*…" you should **definitely** read the section specific to the criteria as it provides specifics and examples.
- [ ] Even if not specifically directed to "Upload a copy…" as long as there is an option to upload documents in a section, you can do so. For example, at the end of each section for the five guiding principles, the application states, " *Upload any additional supporting documents for Guiding Principle xyz here*." This is the place to upload any documents that support the particular principle.
- [ ] If you have a document that actually addresses multiple questions in the application (e.g., a scope/sequence document which may also address the delivery of coursework question), upload the document for EACH of the questions. (This makes it easier for reviewers to locate information.)
- [ ] If any area in Part A required your clarification, be sure the clarification is addressed in Part B, as appropriate.
- [ ] ALWAYS make it as easy as possible for the reviewers to locate information and review your application. This may take a little more time on your part – however, when you are very straightforward, complete, and organized in your answers – and your application is complete and easy to review, it does make a difference. If your planning and preparation are evident in your application, it saves you time down the road. If something is unclear, you will be asked to clarify in an interview and – oftentimes – in writing.