

CHECKLIST AND TIMELINE FOR COMPLETING THE CPET CERTIFICATE OF PRACTICE IN UNIVERSITY TEACHING

Phase	Task	Completion Date
<div style="background-color: #f8d7da; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">PLAN</div>	<ul style="list-style-type: none"> • Complete and submit the “Plan Certificate” form • Meet with CTLO staff to plan your certificate 	<hr/> <hr/>
<div style="background-color: #fff3cd; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">LEARN</div>	<ul style="list-style-type: none"> • Enroll in E110 (or another qualified “learning” experience) • Complete learning experience and submit the “Learning Experience” form 	<hr/> <hr/>
<div style="background-color: #fff9c4; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">APPLY</div>	<ul style="list-style-type: none"> • Complete and submit the “Teaching Experience” form for Experience #1 • Begin Teaching Experience #1 	<hr/> <hr/>
<div style="background-color: #d4edda; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">REFINE</div>	<ul style="list-style-type: none"> • Implement Feedback in Teaching Experience #1 • Complete and submit the “Feedback Reflection” form for Experience #1 	<hr/> <hr/>
<div style="background-color: #fff9c4; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">APPLY</div>	<ul style="list-style-type: none"> • Complete Teaching Experience #1 • Complete and submit the “Teaching Reflection” form for Experience #1 • Complete and submit the “Teaching Experience” form for Experience #2 • Begin Teaching Experience #2 	<hr/> <hr/> <hr/> <hr/>
<div style="background-color: #d4edda; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">REFINE</div>	<ul style="list-style-type: none"> • Implement Feedback in Teaching Experience #2 • Complete and submit the “Feedback Reflection” form for Experience #2 	<hr/> <hr/>
<div style="background-color: #fff9c4; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">APPLY</div>	<ul style="list-style-type: none"> • Complete Teaching Experience #2 • Complete and submit the “Teaching Reflection” form for Experience #2 	<hr/> <hr/>
<div style="background-color: #d1ecf1; padding: 5px; text-align: center; color: white; font-weight: bold; font-size: 1.2em;">RECORD</div>	<ul style="list-style-type: none"> • Design and Submit your Teaching Statement and Teaching Portfolio 	<hr/>