



EXHIBIT "C"

IGNITE & IGNITE LABS POSTLICENSURE COURSE FILE DOCUMENTATION **CHECK LIST**

PRIOR TO STARTING YOUR COURSE – email the following to school:

- Course schedule including class dates, times, topics, and instructors for each session.
- Biography or Resume for each instructor (if not sent to the school previously)

FIRST DAY OF CLASS

- Daily Attendance:** Make sure all students sign-in and sign-out if they want credit.
- "Notice to Students"** Read to students at the beginning of the first class and provide a copy to all students. Whoever reads the Notice to the students should print, sign their name, and date it.
- Scan and email to School All enrollment forms and signed "Notice to students". Daily Attendance sheets are submitted at the end of the class.

UPON COURSE COMPLETION

- Original Daily Class Attendance Sheets
- Master Attendance Sheet – List ALL students registered & ALL that attend **any** classes.
- Instructor Evaluations (for each instructor)
- Instructor Bio or Resume - (if there was a substitute instructor not on file)
- Ignite Final Roster: to be completed and signed by Ignite Facilitator

No later than 5 Calendar Days after the last Class (or receive test scores back).
(Including weekends and holidays)

Please remember, there is a **LATE FEE of \$100 PER DAY** for each day after 5.