



ADDENDUM "C"

VIRTUAL IGNITE/IGNITE LABS POSTLICENSE 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 already on file)

FIRST DAY OF CLASS

- Read corresponding "Notice to Students" 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 and sign their name and date.
- Email all enrollment forms to School
- Email signed "Notice to students" to School
- Send session attendance screenshots (Gallery View) and class recording (Gallery View)

UPON COMPLETION OF EACH SESSION

- Send session attendance screenshots and class recording (Both in Gallery View)

UPON COURSE COMPLETION – email the following to school:

- Master Attendance Sheet – List ALL students that register and ALL that attend any class.
- Instructor Evaluations
- 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 scheduled Final Exam.
(Not Business Days)