



## Colorado Language Excellence & Achievement Recognition (CLEAR) Awards Application Overview

### Contents of the CLEAR Application Packet

1. CLEAR Application Overview / Check-off List
2. CLEAR Rubric
3. How to Determine Your Program Award Level
4. Sample completed CLEAR Rubric that shows how an award is determined
5. Sample website CLEAR SHOWCASE page
6. Sample Oral Proficiency Rubric that is tied to the ACTFL Scale

The CLEAR Application may be found at [www.ccflt.org](http://www.ccflt.org), Awards, CLEAR Awards

- **Form A:** School contact information and required signatures
- **Form B:** Blank CLEAR Rubric page, insert 10 brief descriptors in the appropriate row & column
- **10 Indicator Cover Pages**, one per Indicator, with rationale, definitions, and listing of required evidence. Insert brief descriptor (same as Form B), fill out charts provided, and attach evidence to each cover sheet.

### Application Check-off List

Please make sure that each of the following is included in your application

#### **Email DOC file:**

\_\_\_\_\_ Form B (Completed Rubric) This information will be reformatted, cut, and pasted into the CLEAR Showcase on the CCFLT website, if awarded. Make sure description is brief and accurate. **DO NOT SEND AS PDF FILE.**

#### **Email PDF file:**

\_\_\_\_\_ Form A **with original signatures.**

\_\_\_\_\_ Form B with completed Rubric (fill in one box per row with brief descriptions in appropriate column)

\_\_\_\_\_ 10 Sections—each with Program Indicator Cover Page, charts (where required), and attached evidence.

#### **Be sure that:**

\_\_\_\_\_ Key information is highlighted. Math is shown. Abbreviations/acronyms are explained.

\_\_\_\_\_ Individual student names are blackened out.

\_\_\_\_\_ Only the last (summary) page of numbered computerized student enrollment forms are included.

Failure to provide any of the required information (marked in a clear and consistent manner as specified above) will disqualify the entry. The school may resubmit the entry (with appropriate updated changes) the following year.

The application must be received no later than **May 1<sup>st</sup> of the application year**

**Email the completed application packet to: [Grants\\_Awards@ccflt.org](mailto:Grants_Awards@ccflt.org)**

In the event you have any questions, you may contact the grants and awards committee at [grants\\_awards@ccflt.org](mailto:grants_awards@ccflt.org)

Check the [CCFLT](http://www.ccflt.org) website and CCFLT Facebook group periodically for CLEAR updates.