

GUIDELINES FOR SUBMITTING MATERIAL

1. All material should be submitted in Word or WordPerfect format. Each question should be entered as a separate document. Documents should be double-spaced. All material should be submitted on one (1) CD (preferred) or disk. Please do not send extra disks, CDs, etc.
2. Each document should have the candidate's name and subject in the upper right-hand corner of each page.
3. There should be one(1) printed copy of each document. Please do not put them in binders, pocket binders, etc. Please use paper clips only.
4. One (1) copy of the video should be sent. Please send in DVD format. Please check to make sure that the audio portion is understandable. We want to see your facial expressions, if possible.
5. Please consider delays in mailing, etc., as all material must be in the hands of the registrar on January 30, 2009. There will be no extensions.