

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.
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 printed copy of each document. Please do not put them in binders, pocket binders, etc.
4. Send one copy of the DVD should be sent. Please check to make sure that the audio portion is understandable. We want to see your facial expressions, if possible, so please have it videoed accordingly.
5. Please consider delays in mailing, etc., as all material must be in the hands of the registrar on December 5, 2008. There will be no extensions.
6. Please note that we are asking for a current photo. It should be no larger than 4 x 6 and preferably in color. You may submit it as a graphic on your CD.