**CTE Local Application CLNA & Data/Indicator of Performance CTE Director Submission**

Part I CLNA and Part II Data/Indicators of Performance due by close of business March 15, 2024.

Upon completion of Part I and Part II CTE Director will notify Regional Coordinator using CTE Local Application Comments and Email.

Select Create Comment

A blue and white background

Description automatically generated

Enter comment:

A screenshot of a computer

Description automatically generated

Example: Part I and Part II Complete 2/28/2024

A screenshot of a computer screen

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Select Send Email

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Description automatically generated

Select Regional Coordinator as Contact and **“Add”**

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Description automatically generated

You will see the Regional Coordinator added at the bottom of the page.

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Description automatically generated

Select Save and Go To. This will save the comment.

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Description automatically generated

Confirm by viewing History Log

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Description automatically generated

Comment is documented.

A screenshot of a computer screen

Description automatically generated