

**INSTRUCTIONS FOR COMPLETING THE INSTITUTIONAL PLAN OF IMPROVEMENT
(NARRATIVE pdf FORM)**

Fill in all required information at the top of the form. Your 6-digit COE ID number must be included in the COE ID field.

Please use one form for each triggered program. All triggered programs must be addressed.

Leave the Program Compliance Deadline blank for now.

After all improvement plan forms have been completed, merge the forms into one pdf portfolio document. Please save and name the portfolio file in the following format:

Institution Name COE ID Improvement Plans 2022

For example: **Acme Technical School 123456 Improvement Plans 2022.pdf**

Email the completed plans along with your completed CPL excel spreadsheet to Joe Molmer (joe.molmer@council.org) and Kay Smarr (kay.smarr@council.org) by the date specified in your Commission letter for this program.

Please email Joe or Kay if you have questions regarding the Institutional Improvement Plans.