

Course Proposal Form (CPF) Instructions



1. If you are an APC coordinator or instructor initiating a new CPF, access the appropriate CPF (single or multi-instructor) from <https://encorelearning.net/cpf/>

If you are reviewer/approver open the CPF using the link received via email.

2. Begin filling in or editing course information.
3. The form does not need to be completed all at one time. To save your work at any time, scroll to the bottom of the page and select "Save & Continue Later".



- a. This will generate a link which can be used for 90 days to access and continue editing the form.
- b. Copy the link and save it for future access.
- c. You may also use the email function to have the link sent via email. Enter an email address of your choice and select "Send Link."

Email Address*

Send Link

- d. If you need to recover a lost link, email courses@encorelearning.net.
4. When you have finalized your entry or are done reviewing, scroll to the bottom of the form to the Workflow section. Check the appropriate box to indicate completion.

Workflow

- Approved by APC Coordinator
- Approved by APC Co-Chair LaBella
- Approved by APC Co-Chair Spero
- Reviewed by EL Staff



5. **After checking the appropriate workflow box as complete, you must hit "Save & Continue Later."** This will send an automatic email to the next member of the CPF workflow. An overview of the work flow is provided on the next page.