

Review and Selection Process for California Parent Engagement Programs

This process includes the following steps:

Step 1. Upon submission of the [online Submission Form](#), an applicant will immediately receive an e-mail confirmation notice that the information has been received..

Step 2. The Submission Form is automatically directed to two [State Advisory Committee](#) reviewers for review.

Step 3. Reviewers will utilize the CPEC Assessment Tool to assess how the parent engagement program addresses the following criteria:

- **Definition of Parent Engagement** - Reviewers will assess whether the program meets the definition of Parent Engagement, that is, "*Parents in meaningful leadership roles, working in partnership with staff, in the planning, implementation and evaluation of direct services, training, policy and systems change, and public awareness and education programs that strengthen families and communities.*"
- **Definition of Program Category** - Reviewers will assess whether the program meets the definition of the selected program category or categories which include: (1) Direct services; (2) Training; (3) Policy and Systems Change; (4) Public Awareness and Education.
- **Adequate Description of How Parents Are Engaged** - Reviewers will assess whether the program description adequately describes how parents are engaged.
- **Evaluation Information** - Reviewers will assess whether the program conducts evaluation and whether the evaluation information submitted demonstrates that the program is evidence-based or evidence-informed.
- **Supported by a Curriculum, Manual or Other Written Materials** - Reviewers will assess whether the program has written material such as a description manual or a curriculum.
- **Parent Engagement** - Reviewers will assess whether parent engagement is truly occurring in the program.

Step 4. Applicants will be notified on the status of their submission via e-mail within 45 business days.

- Approved programs will be added to the CPEC database and posted on the website.
- Applicants who submit Submission Forms that are incomplete or do not address selection criteria will be contacted via e-mail and asked to provide additional information or clarification. Applicants are strongly encouraged to resubmit at a later time.

Applicants are welcome to e-mail CPEC staff at info@caparentengagement.org with questions or comments at any time.