

Chapter Excellence Program (CEP)

Application 2025 Updates



chapter excellence
program

This document provides a summary and outline of recent updates made to the Chapter Excellence Program (CEP) application. It is intended to help advisors, state leaders, and stakeholders quickly identify the edits. All changes were made based on feedback received from our stakeholders, with the goal of providing increased clarity and with the intention of creating an improved alignment with the CEP Rubric. Whether you're returning to the CEP process or exploring it for the first time, this snapshot is designed to make the transition to the updated application as smooth as possible.

Main Application:

1. Noted: The application is to be completed by students. Advisors can submit student responses.
2. Clarified Chapter Information: Edited phone fields. Simplified enrollment and membership language.
3. Certifications: Removed 'I certify' checkboxes for individuals. Signature fields are sufficient.

Level 1 - Quality Chapter:

1. Added: Information buttons throughout Level 1 to improve comprehension.
2. Added to **QUALITY CHAPTER INDICATORS**:
3. Identify a Work-Based Learning (WBL) activity.
4. Noted: Activities listed in Level 1 cannot be reused in Level 2.

Level 2 - Chapter of Distinction:

1. Added: Information buttons throughout Level 2 to improve comprehension.
2. Added to list of **CHAPTER OF DISTINCTION INDICATORS**:
 - a. State officer candidate.
 - b. Advocacy event.
 - c. WBL experience for 25% of members.
3. Framework Activity Sections:
 - a. Revised SMART goals prompt in Section. B to better align with rubric.
 - b. Revised Action Plan prompt in Section. C to better align with rubric.
 - c. Divided outcomes in section D into Activity and Essential Element results to better align with rubric.
 - d. Divided Section E to capture evaluation of goals via checkboxes with comments available.
4. Photo Upload:
 - a. Update caption to explain activity and Essential Element shown.
 - b. Add usage permission checkbox and upload size guidance.
 - c. Allow for reupload of photo.

System Improvements:

- d. Confirmed that auto-confirmation emails are sent upon application submission.
- e. Added:
 - i. Reminder statement to SAVE progress often.
 - ii. Session timer appears at top corner of webpage (resets when user enters different pages of the application).
 - iii. Included: a link to the CEP rubric at the top of the application.



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