

How do I create a new POW for this school year?

Click on the "Teacher Reports" tab in the left-side dashboard. Then, click on "Program of Work." You will be directed to a page that shows:

- 1) New POW applications available, and
- 2) Existing POW applications.

Teacher Reports - Program of Work

New POW Applications Available

Application Name	Open Date	Close Date	
2016-2017 Program of Work	1/1/2016	5/15/2017	Start New Application

Existing POW Applications

Name	Status	
2015-2016 Program of Work	Approved	Generate PDF

Note: For the example above, we see that he/she has a completed and approved 2015-2016 Program of Work but not a 2016-2017 POW. The 2016-2017 POW shows under the "New POW Applications Available" section at the top of the page.

Click the "**Start New Application**" link to start the 2016-17 POW. This will generate a pop-up window asking you to provide the following information:

- 1) the school the POW is tied to, and
- 2) your Primary CTSO for that POW.

Existing POW Applications

Name	Status	
2015-2016 Program of Work	Approved	Generate PDF

Start New POW Application

School:

Centennial High School

Primary CTSO:

CTI

Create Application

Once you complete these fields and select "Create Application," the new application will then be shown under the "Existing POW Applications" section with a link to "Edit".

What Status Options Can I expect to see?

- **Status: OPEN**

Appears when the application is within the allowed time period AND has not yet been submitted to your System Director. During “Open” status, you will be given the option to “Edit” the Program of Work.

Name	Status	
2016-2017 Program of Work	Open	Edit Generate PDF

- **Status: SUBMITTED; PENDING APPROVAL**

Once all category areas are marked as “complete” on the POW, you can click the “Submit for Approval” button, and the status changes to “Submitted; Pending Approval.”

At this time, your POW is ‘locked down’, and you can no longer make any changes/updates. Upon clicking the “Submit for Approval” button, your school and system-level contacts will receive an email notification that you have submitted your POW for approval.

Note: If your system contact denies your POW, you will receive email notification, and your POW will move back to "Open" status, where you can edit the application again, and re-submit for approval; If your POW is approved, it will be marked with “Approved” status (details below).

- **Status: APPROVED**

Your Program of Work has been reviewed and approved by your system contact. You can no longer make any edits to your POW.

Note: If you require changes to be made, please contact a system-level contact, or the [CTAERN Hotline](#), and your POW application can be opened back up for special circumstances.