

# communities of excellence<sup>2026</sup> Assessment & Recognition



## COMMUNITY OF EXCELLENCE (LEVEL 3) ASSESSMENT INSTRUCTIONS

### Step 1: Submit your Request for Assessment on the COE Website by May 15<sup>th</sup>

You will receive an email confirmation and one PDF copy of the 2023-2024 Communities of Excellence Framework. Additional PDFs and hard copies may be purchased on our website [here](#).

**Note on Cost of the Assessment:** *If your community is a member of the COE National Learning Collaborative's Phase 1, 2, or 3, the cost is included in your membership. If your community is NOT a member of one of the first three phases, there is a \$5,000 fee for this assessment. You will receive your invoice within five business days.*

### Step 2: Respond to All Questions in the Framework

The application is a maximum of 50 pages. It should also include a cover page with the name of your community, a Community Excellence Group structure chart, and a glossary of abbreviations. These documents do not count towards the page limit. If part of the Learning Collaborative, you may use and submit the Community Profile and Category Worksheets.

#### Formatting Requirements

One or two column layout is accepted.	Headers and Titles Example:  <b>P.1 Community Description (use largest font)</b> <b>a. Community Environment</b> <b>(1) Community Definition and Identity</b>  Bold titles, headers, and labels. You may use different colors to highlight different sections. Do not write out each question.
Minimum font size 11 pt for content and 9 pt for graph/diagram labels.	
½ inch minimum margins.	
Page numbers required.	
Tables or diagrams are encouraged and make efficient use of space.	
Graphs are recommended to answer Category 7. Provide a brief description or explanation below the graph. If possible, show data trends.	

### Step 3: Submit the Application by July 1<sup>st</sup>

Submit completed application and all supporting information through COE Learning Management System.

### Step 4: Applicant Community Presentation - Select a Date and Time Between 8.1.25 and 8.10.25

The Applicant Community will provide a 30-minute virtual presentation to the assessment team highlighting their community collaborative work. The assessment team will be able to ask questions or request additional information.

### Step 5: Receive a Feedback Report on October 1<sup>st</sup>

Receive a feedback report with strengths and considerations to support your continuous improvement. You may also request a one-hour briefing to discuss the report.