

## SASKATCHEWAN SUBMISSION PROTOCOL

Students must comply with the following requirements when submitting online assignments and competency evaluations. Assignments or competency evaluations that do not follow this protocol may be deemed not submitted and may receive a standing of Competency Not Yet Demonstrated.

1. Use Arial font (do not use Arial Narrow).
2. Use a minimum 11-point font.
3. Use 1.5 line spacing.
4. Make all four margins at least one inch.
5. Number the pages.
6. Put a header on each page that is the same as the File Name assigned to the assignment or competency evaluation. Use a minimum 8-point font for the header.
7. Do not exceed the maximum number of pages set for the assignment or competency evaluation.
8. Put citations in the text of your assignment or competency evaluation, not in a footnote or endnote.
9. Save your assignment or competency evaluation in Word (.doc) or in Rich Text Format (.rtf).
10. **Use the following file naming protocol:**

**For Assignments: Last name\_First name\_Assignment Number**  
**For Competency Evaluations: Password\_CE\_Number**

**Example** (Name: Jane Smith, Password: 1234567, Assignment: Module 2 Unit 1 (M2U1) and/or Competency Evaluation: 2):

**For assignments: Smith\_Jane\_M2U1**

**For Competency Evaluations: 1234567\_CE\_2**

11. Spell check your assignment or competency evaluation.
12. Comply with CPLED's Professional Integrity Policy.
13. Submit the assignment or competency evaluation before the deadline.
14. Submit the assignment or competency evaluation into the dropbox as an attachment on the appropriate assignment submission page.

*If your workstation at your firm is networked into an automatic file naming system, contact your firm's IT person to disable the file naming system for your workstation.*