**Exceptional Teachers Resource Repository   
Submission Guide**

Thank you for your interest in submitting a resource for the Exceptional Teacher Resource Repository! We recommend using the form below to collect the necessary information before beginning the submission process to ensure you have all the information needed to complete your submission. Items marked with an asterisk (\*) are required items.

**You can submit your resource here:** [**Resource Repository Submission Form**](https://councilforexceptionalchildren.submittable.com/submit/99de8cc0-1a2f-4761-9663-8f3d80897c7a/exceptional-teachers-resource-repository)

*Please note: You’ll be asked to create an account for Submittable, the submission platform. This is not the same as your CEC account.*

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| Please tell us the title of your resource.**\***  *This should be a brief description of what the resource is (no more than 10 words), i.e. "Family Information Collection Form" or "Algebra 1 Co-Teaching Lesson Plan."* |  |
| Please tell us your full name.\* |  |
| Please tell us your city and state/province. |  |
| Please provide your professional email address.\* |  |
| Please tell us your professional role.\*  *If you hold more than one professional role, list them in the order you would want them to appear in your bio.* |  |
| Please include a short bio that will show up on the repository website if your resource is approved.\* *(limit 100 words)* |  |
| Please consider providing a headshot with your resource to be displayed on the repository website if your resource is selected. |  |
| What is your resource’s target audience? Who would gain from using the resource?\* | * General Education Teacher * Special Education Teacher * Gifted/Talented Teacher * Early Childhood Special Educator * Early Interventionist * Parent/Family/Caregiver * Paraprofessional/Paraeducator * Related Services Provider * Administrator * Student * Instructional Coach * Teacher Candidate |
| What are the primary needs your resource addresses?\* | * Reading * Math * RTI * MTSS * Writing * Social/Emotional * Behavior * Motor * Sensory * Assessment * Collaboration (Professional) * Family Engagement * Instruction * Transition to Adulthood - Vocational Skills * Independency/Life Skills * Transition to College * Other |
| If you chose other in the previous question/field, please list the need your resource addresses here. |  |
| Please choose the type of resource you are submitting. If there is more than one attachment for your resource, please choose the type of the primary resource. You can upload more than one file at the end of this form. \* | * Behavior Scale * Lesson Plan * Visuals * Q&A Document * Checklist * Project-Based Learning * Student Activity * Video * Data Collection Resource * Progress Monitoring Resource * Other |
| If you chose other in the previous question/field, please list your type of resource here. |  |
| Please select the primary level that your resource applies to.\* | * Early Intervention (ages 0-3) * Early Childhood (ages 0-5) * Elementary Level (grades K-5) * Middle School (grades 6-8) * High School/Secondary Level (grades 9-12) * Transition Age (ages 18-22+) * Parent/Family/Caregiver * Administrator/Special Education Director * Other |
| If you chose other in the previous question/field, please list the primary level of your resource here. |  |
| What are the notable features of your resource? | * Accessibility * Cultural Responsiveness * Possible Modifications * Language/Translation * Resource can be edited by a user * Requires Specific Technology * Other |
| If you chose other in the previous question/field, please list other notable features of your resource here. |  |
| Please describe your resource and its primary utility.\* |  |
| Please provide 2-3 ways in which your resource could be differentiated to meet individual needs (i.e. content, process, products, environment, assessment, etc.). This can also be for age groups, English Language Learners and exceptionalities. |  |
| Please upload your resource. You may upload up to ten supporting files that are directly related to the primary resource. This can include a primary lesson on storytelling with supporting lesson plans, handouts or activities, videos, assessment, etc.\* | *Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip, .adoc, .ai, .bbl, .dae, .dwg, .eps, .fbx, .fdx, .heif, .hevc, .iba, .ibooks, .ltx, .mpp, .mpx, .psd, .step, .stl, .stp, .tex, .vdx, .vsd, .vss, .vst, .vsx, .vtx* |
| If you uploaded multiple resources, please explain how they all should be organized and/or how they relate to the larger overall resource you are submitting. |  |

Before you submit your resource, you will be asked to review and agree to the following statements:

* I certify that this submission is my own work, based on my personal study, research and/or teaching experience and that I have not used another individual’s ideas, work or resources.
* By submitting this resource for inclusion in CEC's Exceptional Teachers Resource Repository, I grant to CEC a royalty-free, non-exclusive license and release to publish, and allow CEC members to access to my resource (including all components of the resource and my name and likeness, of provided) as it is submitted to or with agreed upon edits to CEC until I request, in writing, that the content be removed from the Repository. I understand that this license does not change the fact that I retain ownership of my resource and ancillary materials and does not prohibit me from using my resource in any way or from allowing others to use it/them.

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Questions? Contact [repository@exceptionalchildren.org](mailto:repository@exceptionalchildren.org).