Evaluator Selection and Manage Certification Process Checklist

- [ ] 1) Have you Viewed the Evaluator Selection and Manage Certification Process Video in the California Tobacco Control Program Funding Opportunities and Resources (TCFOR) Training Courses

- [ ] 2) Have you selected a Local Program Evaluator (LPE)?

- [ ] 3) For New Evaluator - Have they registered in the TCFOR LPE Directory and created an LPE Profile?

- [ ] 4) For New Evaluator - In the California Tobacco Control Program Online Tobacco Information System (OTIS), have you requested an OTIS account for the New Evaluator?

- [ ] 5) For Evaluator with OTIS Access - Have you sent an email to CTCPInBox@cdph.ca.gov to request that the Evaluator be assigned to your agency and procurement you are applying or?

- [ ] 6) Have you listed the Evaluator in the "Contact Directory" in OTIS?

- [ ] 7) Have you assigned the Evaluator in the procurement under "Evaluator Information > Evaluator Selection >Plan Evaluator and Project Evaluator"

- [ ] 8) Has your evaluator completed the "Manage Certification" and Submit?

- [ ] 9) Has your evaluator checked their email and verified the submission of the "Manage Certification?"