

WRAMTA Rubric and Procedure for Institutes, CMTEs and Concurrent Sessions
 (Approved: 3/12/15)

Relevance to the CBMT Board Certification Domains (0 or 10 or 15 points)

0 Points	10 points	15 points
Proposal demonstrates no relevance to the scope of practice.	Proposal outlines some relevance to the scope of practice. Description and learning objectives are somewhat clear and timely.	Proposal clearly outlines relevance to the current scope of practice. Description and learning objectives are clear and timely.

Clarity of Writing & Completeness (5 points)

1 point	2-3 points	4-5 points
There are many spelling and grammatical errors. Description seems confusing and unclear. Identifying information is included. The presenter completed all of the application requirements.	There are a few spelling or grammatical errors. The intent of the proposal is somewhat clear and the presenter completed all of the application requirements.	Writing is clear and concise. There are no spelling errors or glaring grammatical errors. The presenter completed all application requirements.

Suitability for Conference Location (10 points)

1-3 points	4-7 points	8-10 points
Proposal does not meet a unique need presented in the geographic location of the conference or demonstrates relevance to the projected attendees.	Proposal somewhat meets a unique need presented in the geographic location of the conference and/or somewhat meets a need of the projected attendees.	Proposal clearly meets a unique need presented in the geographic location of the conference and/or meets an intense need of the projected attendees.

Widespread Appeal (5 points)

1 point	2-3 points	4-5 points

Presentation has limited appeal to all conference attendees, especially considering the needs of various levels of practice, diversity of theoretical perspectives, current trends, and research.	Presentation demonstrates some appeal to all conference attendees, especially considering the needs of various levels of practice, diversity of theoretical perspectives, current trends, and research.	Presentation demonstrates clear widespread appeal to all conference attendees, especially considering the needs of various levels of practice, diversity of theoretical perspectives, current trends, and research.
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Procedure:

*Step 1: Proposal Selection Committee members may submit questions for clarification about the proposals to the Continuing Education Director. All questions must be submitted to the Continuing Education Director 5 days **prior** to the scheduled committee meeting.*

(Continued)

*Step 2: The Continuing Education Director submits the questions to each presenter to maintain masked and reports back to the committee, **prior** to meeting to discuss the blind review scoring results.*

Proposals are evaluated based on the number of points and consideration is given to providing a variety of topics and educational opportunities.

The Continuing Education Director does not participate in scoring ANY proposals.