

How to Submit Your Program to the



Open Submission Process

The CEBC adds a limited number of programs in existing topic areas each year. The CEBC has an open window for submission of programs every year. To find out when the next opportunity will be, please go to Question 2b on the FAQs page (www.cebc4cw.org/faqs/). During the open submission window, interested developers and program representatives are asked to complete a brief online form about their program and given access to a multiple page questionnaire in Microsoft Word. Those who are not affiliated with the program should contact the program directly and provide a program representative with the link above so that they can submit the program themselves.

Submission of the program does not guarantee the program will be added to the CEBC website. The CEBC will confirm receipt of the program questionnaire via email. The CEBC review process takes at least six months to complete. If you have questions about the process, please go to the [Contact CEBC](#) page to submit your question using the "Other" option under reason for contacting.

Requirements

To be reviewed by the CEBC, programs must meet these two eligibility criteria:

- The program must meet definition requirements for at least one of the [CEBC topic areas](#).
- A book or manual that describes how to implement the program is available and/or the developers or program representatives are willing to provide training or consultation on the program to external agencies who want to implement the program.

Due to the large number of applications received during Open Submission, the CEBC prioritizes reviewing eligible programs that meet at least one of the following criteria:

- At least one controlled study on the outcomes of the program has been published in a peer-reviewed journal (In Press articles are allowed, when accompanied by documentation from the journal)
- Meet definition requirements for a topic area that currently has few rated programs
- Program designed for children or families involved with the child welfare system

All required information will need to be completed by the deadline for a program to be considered, including:

- Completing the entire program questionnaire
- Submitting copies of ALL published, peer-reviewed research articles that are cited in the Relevant Research section of the questionnaire
 - During Open Submission, the CEBC will only review programs in which electronic copies of all articles are submitted. Please do not refer to a bibliography or website in lieu of submitting articles.