

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 CTCPCompetitive@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?"