Option b: New **Instructional Material** Request without **Short Cycle** process

1. **Click here to check if material is already on the approved list**

2. **By January 13, 2019**—submit intent to submit for new material OR course to applicable content facilitator by email

3. If request includes computer-based component—complete 2 items: [Request for Approval of Content Media form](#) and [Software Instructional Material (SIMA) Form](#)

4. **or**

Submit the completed [Request for Approval of Content Media](#), [Reader Review Forms](#), a sample copy of the textbook or supplemental material, and if applicable a [SIMA form](#) (for online or computer-based materials) to the appropriate **Content Area Facilitator**

*These must go to the Content Facilitator first, please do not submit to C&I Director without the Content Facilitator’s signature.*