

## **Uploading Materials to the SPPE Exam Portal Quick Reference Guide**

You will not be able to access the SPPE Exam Portal until after you receive your Provisional License. Shortly after you receive that notice, you will receive an email with instructions for accessing the SPPE Exam Portal. Follow those instructions to access the portal, set your password, and pay the required fee. Then follow these instructions to submit materials. Additional information is available through the training videos on the SPPE website.

1. **Prepare your materials** before you start the submission process. The materials you need are:

### Written Work Product

- A version of the work product that you can copy and paste into the portal. Make sure the writing is properly redacted and, if you used a foundation document, that you have highlighted your customization.
- A PDF of any foundation documents you used to create the work product.
- A PDF of the completed Supervising Attorney's Attestation and Conflict Information.
- A PDF of your completed Cover Sheet and Attestation.

### Client Interaction

- A PDF of the completed Supervising Attorney's Rubric and Attestation.
- A PDF of your completed Cover Sheet.
- A PDF of the completed Conflict Information.

### Negotiation

- A PDF of the completed Supervising Attorney's Rubric and Attestation.
- A PDF of your completed Cover Sheet.
- A PDF of the completed Conflict Information.

\*\* You may save these PDFs using **any naming convention** you prefer\*\*

2. Click **Add Work Product** and select the **Work Product type**.
  - **1500+** refers to any writing with 1500 words or more.
  - **<1500** refers to any writing with less than 1500 words.
  - **Client Interaction** refers to any client interview, counseling session, or discussion with a complainant.
  - **Negotiation** refers to any negotiation.
3. Provide the requested information on the **Introduction** tab. Hover over the information icons for more assistance.
4. Upload the requested PDFs on the **Upload PDFs** tab.

5. For written work product, copy and paste the work product into the box on the **Work Product** tab.
  - Use the formatting tools if necessary.
  - Click **Submission Reminder** and make sure you have complied with those instructions.
6. Once you have completed all tabs, click **Save Changes**. You will not be able to save until you have completed all the tabs.
7. You should return automatically to the portfolio dashboard. If not, click **Close**.

**\*\* Do not click “Close” until you have completed your submission and saved changes. Otherwise, you will lose your work. If you click “Close” by mistake, click “Cancel” in the pop-up box.\*\***

8. When you are ready to submit uploaded materials, click the **Submit** button.
  - Then click the items you wish to submit.
  - Click **Submit** in the pop-up box and **Confirm**.
  - You must submit work product for the graders to score it. They will not see or score work product that has been uploaded, but not submitted. Be sure to submit work product by the submission deadline for each grading period.

**\*\*Once a document has been submitted, you cannot recall it.\*\***

Before submitting work product, you may edit and archive materials on your portfolio dashboard. You may also move archived materials back to the portfolio dashboard. See the training videos for more information about these functions.

You may not store more than eight pieces of written work product, two client interactions, and two negotiations on the portfolio dashboard. Those limits include work product that has been graded as “qualified.” If you have additional pieces of work product that you are considering for submission, you must store them in the archive or on your own device.