

# Checklist of documents and actions for submission to ESB for Dual Endorsement

Before submitting your application for ESB endorsement have you:

- Read the submitter guidance pack
- Sorted out the financial arrangements and confirmed them with the ESB administrator ([esb@esbendorsement.org.uk](mailto:esb@esbendorsement.org.uk))
- Completed the work agreed with the Development Worker assigned to your programme
- Agreed the date for submission of your submission
- Agreed the date and time of the validation/ endorsement visit, including arrangements to either visit placements or see samples of student placement reports
- Completed the NOS mapping matrix and enclosed it in the package to ESB
- Completed the Signposting Document criteria checklist so it is clear where we can find your evidence and enclosed it in the package to ESB
- Completed the final submission for ETS and have enclosed it in the package to ESB
- ESB may request a hard copy of your documentation, please check with the administrator

