



Notes for applicants before submitting:

- As you fill out the application online, your progress will be saved automatically.
- **The application will “time out” if no activity is detected. If you are going to be away from your application for more than 5 minutes, please select “Save for Later” to avoid losing your data and uploads.**
- When you end a writing session, select “Save for Later.” The web host will send you an email with a link to your application.
- **Save the link to access your application. You will receive a new link each time you end a writing session. The newest link is always the one you will use to access your application.**
- The application cannot be accessed by multiple people simultaneously.
- **Remember that spaces and punctuation count.** There are limits on the maximum number of characters you can use in each section. Spaces and punctuation count as characters in our system. You do not have to use all of the characters to provide the information necessary. You can maximize the use of characters by listing a practice once in your application.
- Your application is not final until you hit the “Submit” button. Once you have submitted your application, you will no longer be able to edit it.
- **Please make sure to save copies of all your documents and artifacts to your own computer before submitting your application.**
- You must submit payment with your application. Please follow the directions on the application.
- **The fee for schools is \$250.00. Fees for districts vary (see [Application Fees](#)). We accept credit cards and purchase orders. There is a \$25 fee for processing purchase orders.**
- You will receive an email confirmation that your application has been received.
- You will receive a receipt (if you use a credit card) or invoice (if you use a purchase order) from Character.org within 14 days.