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| **Quality Indices** | **Yes** | **No** | **Notes** |
| Is the product complete and well organized? |  |  |  |
| Does the product contain copyrighted materials? If so, is there specific permission to use and distribute them? |  |  |  |
| Does the product include detailed instructions that support replication or leveraging? |  |  |  |
| If applicable, are videos, including Web site hyperlinks, ADA, Section 508 compliant—e.g., closed captioning, separate transcripts? |  |  |  |
| Is the product grammatically correct—e.g., spelling, typos, sentence fragments, subject/verb agreement? |  |  |  |
| Does the product contain content that is politically sensitive—e.g., sexist language, ethnic stereotyping, participant privacy issues, negative statements about the Federal Government? |  |  |  |
| Is the product labeled “Draft” or contain Track Changes Edits |  |  |  |
| Does the product contain the DOL/ETA disclaimer and the Creative Commons hyperlink? |  |  |  |