

DEVELOPMENT PROCESS FOR EDUCATIONAL MATERIALS

AGENCY

1 Check the Rover library and the TECC website to search for existing materials

2 Develop original content **OR** Adapt existing material

3 **OPTIONAL:**
Contact TECC for material development support

4 Test material with target audience
(Consumer Testing)

5 Revise material based on consumer testing results

6 Retest material with target audience

7 Begin using material in your community

8 Submit final material to TECC with consumer testing results

TECC

9 Reviewed by TECC to determine if adaptable for statewide use

10 Adapted by TECC for statewide use

11 Reviewed by Material Advisory Team subject matter experts

12 Revised by TECC based on feedback from Material Advisory Team

13 Reviewed by CTCP

14 Revised by TECC based on feedback from CTCP

15 Approved by CTCP for statewide use

16 Made available as free download on TECC website

3 Contact TECC for Material Development Support

- + Initiate TA Request – Send email to TA@TECC.org
- + Complete TA Request Form (Ticket Opens)
- + Consult with Community Programs Manager
- + Develop/Edit Content (See our “Developing an Effective Message” Guide for more information)
- + Graphic Design
- + First Draft Sent to Project for Review
- + Project Provides Feedback
- + Feedback Incorporated into Product (Ticket Closed)
- + Ready for Consumer Testing (See our “Consumer Testing” Guide for more information)

5 Revise Material Based on Consumer Testing Results

- + Initiate TA Request – Send email to TA@TECC.org (Ticket Opens)
 - + If TECC created the material, attach Consumer Testing Results
 - + If TECC did not create the material, attach Consumer Testing Results AND editable version of material
- + Consumer Testing Feedback Incorporated into Material (Ticket Closed)

Visit tecc.org for free materials & more



Tobacco Education
Clearinghouse
of California