

# What is the process? What are my next steps?

1. – Contact KYCPE to complete the Express Assessment Request
  - ◆ Include your organizations contact information & NAICS code,
  - ◆ Online/paper survey preference, and option for N/A answers,
  - ◆ Number and demographics of survey participants,
  - ◆ Requested survey dates, and Report format – electronic and/or paper
  - ◆ Technical contact for local email/internet issues
2. – Receive application confirmation eMail & phone call
3. – Provide list of email contacts for all survey participants.
4. – Review/Edit the email list and survey 'welcome' text.
5. – Review demographics on the survey site.
6. – Provide payment to KYCPE prior to survey initiation.
7. – Receive update emails on survey progress during survey cycle, and final report (within 3-5 business days of survey cutoff.)



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**FOR MORE INFORMATION - CONTACT  
THE KENTUCKY CENTER FOR PERFORMANCE EXCELLENCE AT:  
859-321-0780, EMAIL US AT [jcsimson@gmail.com](mailto:jcsimson@gmail.com), OR VISIT OUR  
WEBSITE AT [www.KyCPE.org](http://www.KyCPE.org).**

