APA Teaching Program Award applicants or nominators submit a Program Description to be considered for the award. At a minimum, the Program Description should include:

* Program name, address, phone, fax, and e-mail
* Name of directors
* Institutional affiliation (if any)
* How long the program has been in operation
* Type and number of learners taught each year
* Program faculty (numbers and disciplines)
* Facilities utilized
* Funding sources
* Description of the program
  + Overview
  + Goals of the program
  + Educational objectives of the program
  + Educational methods used
  + Techniques used to evaluate attainment of the program goals and educational objectives
* Innovative aspects of the program
* Scholarly products of the program that have been presented/published in peer reviewed forums or that have been adopted by other programs
* Program models or methods disseminated and/or adopted by other programs