This template is intended as a tool to guide submission of case study material to the Council for Licensure Enforcement, and Regulation (CLEAR). All submissions should include the key areas noted below and where possible, follow the [APA Style Guide](https://www.apastyle.org/). Authors should also consult the [CLEAR Glossary of Regulatory Terminology](https://www.clearhq.org/Glossary) to be mindful of terms used internationally.

1. **Title Page**

## Submissions should follow the APA Format for Title Page

1. **Abstract or Executive Summary**

* Provide a one-page summary of issue and key findings/outcomes.

1. **Issue/Hypothesis Description**

* Provide a current situation analysis including background summary.

1. **Literature Review (as applicable)**

* Summarize findings of literature review.

1. **Body**

* The body of the paper should include the following:
* Decision Criteria
* Assumptions
* Data Analysis (analysis in appendix and summary info in body)
* Alternatives identified with rationale (as appropriate)
* Justification/Predicted Outcome
* In addition, the paper may also include:
* Analysis of Case
* Legislative Framework or Considerations Related to Case
* Key Issues/Goals
* Recommendations

# Conclusion

# Describe outcomes and findings.

# References

* Source all materials used in literature review as well as any online research completed.

# Appendices

* This section may include any tables, charts, etc. that are referenced in the report.

# Contact for Inquiries

* Include contact information of the author and other parties as appropriate.