

**VERIFIED COURSE -- POWER
COURSE PARTICIPATION DATA**

The POWER tab contains the worksheet for compiling and reporting annual (calendar year) course participation data BY STATE*

Entering and submitting data:

-----Certain column headings on the worksheet have a **red triangle indicator** in the right hand corner of the cell. Hover over these indicators to reveal further instructions specific to that column.

-----If you need to explain any of the entries, use the COMMENTS/EXPLANATIONS column.

-----All States are listed on the worksheet. If your Verified Course was NOT offered in particular jurisdictions, leave the cells in those rows blank (do NOT enter zeroes) OR delete those State rows completely.

-----You will enter some of the GRAND TOTALS (yellow highlighted cells at the bottom of the worksheet) at an online survey (https://www.surveymonkey.com/r/verified_POWER). The online survey is described in more detail in the INSTRUCTIONS FOR REPORTING ANNUAL COURSE PARTICIPATION DATA and PROGRAM FEEDBACK.

-----After you have finished the entire worksheet, save it as an Excel file, and also as a PDF file. When you save the Excel and PDF files, include your Verified Course Mark number in the file names.

-----You will upload the PDF file as a response to one of the questions that appears on the online survey at https://www.surveymonkey.com/r/verified_POWER so that NASBLA can maintain a central record of information -- the data and other feedback -- from your annual report.

-----Email the Excel file separately to the attention of the NASBLA Education and Standards Director Pamela Dillon, pam@nasbla.org. That file will be used for further statistical analysis.

*"STATE" means the 50 states, District of Columbia, and all U.S. territories.