

**VERIFIED COURSE -- SAIL
COURSE PARTICIPATION DATA**

The SAIL 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_SAIL). 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_SAIL 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.