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**Minimum Standards & Guidelines for Documentation of Professional Development – Year 6**

**I. Purpose**

NAU is required to report, in the Annual Performance Report (APR) to the US Department of Education, the number of educators and number of hours of GEAR UP-sponsored Professional Development (PD) provided each year. “**GEAR UP-Sponsored” PD includes any training or professional development paid for with GEAR UP funds or reported as GEAR UP match/cost share.** All numbers reported in the APR must have backup documentation. To that end, GEAR UP coordinators or assistants must document all GEAR UP sponsored professional development on the Professional Development Report Form provided by NAU; submit to State GEAR UP Office, by dates indicated on GEAR UP Year 6 Calendar.” The standards for reporting professional development are specified below.

**II. Format**

The PD report is to be submitted electronically as an excel spreadsheet. The spreadsheet should contain eight (8) columns as shown on the attached example. Coordinators may add as many rows as needed. The report form (excel spreadsheet) is available on Haiku for coordinators to download, and should be submitted electronically to your assigned Site Support Specialist on the due dates.

**III. Frequency / Due Date**

The frequency of submittal of the PD Report is based on each site’s workplan. When GEAR UP-sponsored Professional Development takes place, the report is due on the 15th of the following month. For example, GEAR UP sponsored PD that occurred in July would be submitted on August 15th; GEAR UP sponsored PD that occurred in August would be reported on September 15th, etc. Professional Development Reports are only expected in the months following the dates listed in each site’s workplan.

**IV. Tracking PD in order to complete Report**

Each GEAR UP Coordinator is responsible for knowing the GEAR UP sponsored Professional Development required by his/her workplan, in order to both ensure it is completed (teachers are registered and attend) and to complete and submit the PD report accurately and on time. Coordinators must establish a mechanism for verifying the educators who participated in each professional development/training event included in the GEAR UP workplan, as well as the duration of the training. If sign-in sheets are used at any PD/training events, coordinators should attach scanned copies of the sign-in sheet to the report when submitting.