**NDPS CERTIFICATION PROGRAM**

**FIELD PROJECT REPORT INSTRUCTIONS**

Please respond to each of the following items/questions found in the field project template. Completion of this form will serve as your Field Project Report to meet NDPS certification program requirements. By submission, you agree that the information submitted is accurate, may be published on the National Dropout Prevention Center (NDPC) website for access by others, and that the project information you provide is appropriate for public distribution and acceptable to others involved with the project.

**Upon completion, the field report and any attachments should be emailed to Annette Bassett at acarver@dropoutprevention.org**

* Responses to each item should be clear, free from errors, and sufficient in length and detail to inform other dropout prevention professionals.
* Answers to each item should include necessary details which would allow others to replicate the project with ease and few questions. It may be helpful to have an outside reader proof your responses for this purpose.
* Beginning on page 2 of the template, please provide complete sentences or clearly explained bullet points, lists, or tables.
* If more than one person is submitting as part of a group on one project, each specialist candidate must submit his/her own field project report form and provide responses from his/her point of view and input to the project.
* On the cover page, please include three to eight key words to best describe the project

Please type your responses in the Field Project Template form, directly below each question or topic.

Optional content:

* If tables are included, please title them and put them in the text where they belong below.
* If graphs are included or other non-Word images, those should be titled or captioned, referenced in the text, and inserted where they should appear in the form below as well as sent separately as high-quality (≥ 300 dpi) jpeg, png, pdf, or Excel attachments.
* If you have references, appendices, or other important supplemental information, those should be clearly referenced in the report and also labeled clearly and attached to your submission as separate documents (preferably in Word format).