Annual Report Instructions

An annual written report is due to University of Illinois Chicago (UIC) on or before November 30th of each calendar year for every licensed organization utilizing DEEP™. Annual reports must detail the following:

Training Summary tab

- Summary of <u>all</u> classes taught by organization from December 1st – November 30th
    - o Broken down by:
        - Senior Trainer train-the-trainer (ToT)
        - Lead Trainer ToT
        - Peer Educator ToT
        - Community Workshops
    - o Report number of classes provided (should match the totals in the sections below)
    - o Report total number of graduates from the classes
- Each Workshop should provide the following information
    - o *Location* – name of location
    - o *City* – city in which training took place
    - o *State* – state in which training took place
    - o *Start Date* – start date for workshop
    - o *End Date* – end date for workshop
    - o *Language* – language in which the workshop was held
    - o *Trainer Name* – the name of the trainer(s) who provided the workshop
    - o *Number of Graduates* – the total number of individuals who graduated from the workshop

Educator Information tab

- Name of the Organization
- License start date for the organization: please contact DEEP™ staff if you need this information
- License end date for the organization: please contact DEEP™ staff if you need this information
- The names of Senior Master Trainers, Senior Trainers, Lead Trainers, and Peer Educators using DEEP™
- Date trainers/educators most recently received their certification
- Certification expiration date trainers/educators most recent certification
- If a trainer/educator are active or separated from an organization (i.e. if an individual was trained/active during a reporting year they should be reported on the annual report - however if they have since left an organization, they should be listed as "separated")

While the annual report template is available to Senior Trainers and Lead Trainers and Peer Educators, <u>only one (1) annual report per organization is required.</u>

Reports should be emailed to DEEP-Info@uic.edu

Have Questions? Email DEEP-Info@uic.edu!

https://otm.uic.edu/deep-program/