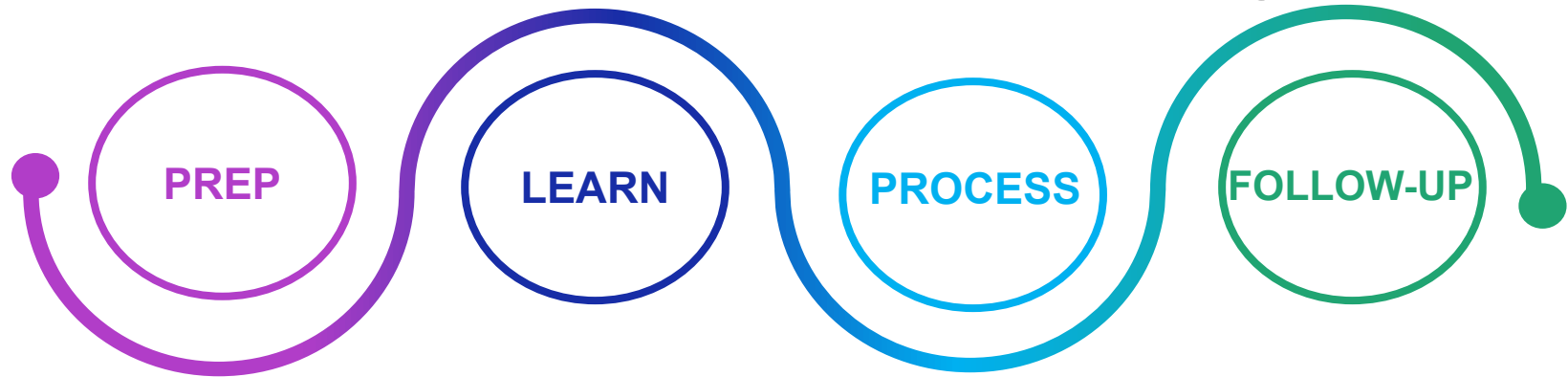


MWEE and EL&S PD Prep and Reporting Process



Before Workshop

Four weeks before

- Plan - gather partners, set a date, create agenda and flyers, determine Act 48 submission
- Review [PA MWEE facilitators](#) guide to ensure your program meets all requirements
- Submit the [PA ELit Network Announcement Form](#)

One week before

- Ask participants to complete the [eeLEARN MWEE 101 course](#). At the completion of the course, have them save a copy of their Reflection Submission and the Certificate of Completion on their computer and email you a copy.

Day of Workshop

- Complete sign in sheet (optional [template](#)) with participants' names, email addresses and PPID #s (*for Act 48 hours as appropriate*)
- Share the MWEE [post workshop survey](#) and provide time at the end of the workshop for participants to complete it. [This slide](#) can be included in your presentation slides.

Post Workshop

Within two weeks post

- Process Act 48 hours for workshop
- Send participants their [certificate](#) upon completion of workshop (Educator, and Facilitator levels)
- Complete the [PA ELit Network Reporting Form](#) for the PA ELit Network. Have your participant list ready to upload to this form

Post MWEE 101

- Review the shared MWEE 101 Reflections and Certificates.
- Process (8) Act 48 hours for successful completion of the MWEE 101
- Send participants their [certificate](#) upon completion (Ambassador level)

Be sure to check the [PA Gateway to Green MWEE website](#) for additional resources, including the public [Google Drive](#)