# PCEP Activity Note

|  |  |
| --- | --- |
| **Job Seeker’s Name:** |  |
| **Discovery Activity:***State here exactly what you (the ES) have done with or for the job seeker on this day to get to know him/her better.* |
| **Purpose:***State here why you are doing the above activity.* |
| **Results (What did you learn?):***This is where your documentation will have substance. Clearly state what was learned, how the event or task went. Think of this as the most important section.* |
| **Next Steps (time & date of next activity; what else you need to learn):***What are you going to do next and when? Here is where your planning comes in. What did you discover that you want to learn more about? Use this section to keep yourself on track.* |

|  |  |
| --- | --- |
| Signature of ES: |  |
| Print Name of ES: |  |
| SE Provider Name: |  |
| OVR Counselor Name: |  |
| Date: |  |
| Total Time Spent: |  |

\* All PCEP Activity Notes are due to OVR monthly and turned in

by the 5th of the following month by noon.\*