















	<ol style="list-style-type: none"> <li>1. Detailed test instruments are included and measure participants' mastery of materials; grading criteria included.</li> <li>2. Tests measure all facets of key concepts and objectives.</li> <li>3. Practical skills tests measure participant performance succinctly and are legally defensible.</li> <li>4. Pre-test measures in-depth understanding of course materials with participants being able to possibly opt-out of training where and when appropriate.</li> </ol>
<p><b>G. Course Evaluation and Closing</b></p>	<p><b>G. Course Evaluation and Closing</b></p>
<ol style="list-style-type: none"> <li>1. Roster is prepared/provided for the course offering and forwarded to POST if requested.</li> <li>2. Participants are given an opportunity to evaluate the training.</li> <li>3. Certificates are awarded to participants.</li> <li>4. All course records are archived for thirty years.</li> </ol>	<p><b>0 = Unacceptable</b></p> <ol style="list-style-type: none"> <li>1. Fails to provide a roster and/or participant attendance documented.</li> <li>2. Fails to include notes concerning participant course evaluation.</li> <li>3. Does not ensure participants receive a course certificate.</li> <li>4. Lesson content and participant performance records are not archived.</li> </ol> <p><b>1 = Marginal</b></p> <ol style="list-style-type: none"> <li>1. Rosters are prepared for each course iteration but attendance is not monitored or recorded.</li> <li>2. Indicates participants will evaluate training.</li> <li>3. Not clear if certificates will be provided for each course.</li> <li>4. Records may be archived.</li> </ol> <p><b>2 = Acceptable</b></p> <ol style="list-style-type: none"> <li>1. Rosters are prepared for each course; participants are told that attendance will be monitored and recorded.</li> <li>2. Copies of course evaluation included with guidelines on how to use them.</li> <li>3. Certificates and/or governing bodies award certificates if applicable that include course title, participant name, provider/instructor(s) name, course date, total training hours.</li> <li>4. Participant performance and course content is archived</li> </ol> <p><b>3 = Best Practices</b></p> <ol style="list-style-type: none"> <li>1. Rosters are prepared and document full student participation and are forwarded to governing entities, if requested (POSTs, etc.). Steps are taken to ensure participants are present for all course sections, i.e. attendance monitored or students sign in for each day of a multi-day course.</li> <li>2. Copies of all evaluation tools included with guidelines on distribution and how the evaluations will be used to modify future training.</li> <li>3. Certificates are issued that reflect accurate participant involvement, total training hours, course title, course date, participant and provider/instructor(s) name; printed on heavy card stock with a validation seal.</li> <li>4. Participant performance and course content is archived and retrievable for thirty years from delivery date.</li> </ol>

**Summary Comments:**

**1<sup>st</sup> paragraph: Brief explanation of class.**

**2<sup>nd</sup> paragraph: Discuss negative components.**

**3<sup>rd</sup> paragraph: Discuss positive comments and recommendations for improvement.**