

OUTSIDE TRAINING CHECKLIST FORM

USE THIS FORM AS PARTIAL DOCUMENTATION OF TRAINING THAT WAS NOT SPONSORED AND REPORTED FOR CREDIT BY A TCOLE TRAINING PROVIDER. IF YOU ARE REQUESTING TCOLE CREDIT FOR THE COURSE, THIS COMPLETED FORM ALONG WITH THE BELOW DOCUMENTATION MUST BE SUBMITTED TO THE TRAINING COORDINATOR WITHIN 15-DAYS OF THE END OF THE COURSE IN ACCORDANCE WITH TCOLE RULE CHAPTER 218, RULE 218.1(B) - CONTINUING EDUCATION CREDIT FOR LICENSEES

I, _____ PID# _____ ,

certify that I have successfully completed (write in course name and TCOLE course # below)

for which I am seeking ____ TCOLE hours credit and attach the following:

- Lesson plans; **or**
- Certificate of completion (dates and hours indicated) **and**
- Attendee critique of the course: (See page 2) **and**
- Number of students attending from the agency ____ **and**
- Course outline (if available) **and**
- Available handouts.

Signature: _____ Date: _____

Training Coordinator: _____ Date: _____

COURSE CRITIQUE

COURSE TITLE _____

INSTRUCTORS _____

1. Was the Instructor(s) prepared? _____

2. Did the Instructor(s) use their time to the best advantage to get the material across?

3. Could the class be improved? Yes / No? If yes, how?

4. How would you rate the Instructor(s) overall being prepared in relationship to subject knowledge, enthusiasm, etc.?

Poor Satisfactory Good Excellent Outstanding

5. This training is applicable to my assigned duties in the following way:

6. Any other comments:

Signature: _____ Date: _____