

**Great Lakes FASD Regional Training Center
Protocol Checklist Form**

Please refer to this form when planning and executing your training

Pre-Training

TRAINER sends to GLFRTC

At least 3 weeks prior to Training

- Training Activity Request and Planning Form
- Training Expense Approval Form
- Materials Request/Distribution Form
- Power Point Presentation

GLFRTC sends to TRAINER

Within 2 business days

- Email confirming receipt of request

Within 4 business days after receipt of request

- Cover Letter (Including PPT Feedback)
- Pre-Training Evaluations (Yellow & 1 white in case additional copies are needed)
- Post-Training Evaluations (Pink & 1 white in case additional copies are needed)
- Materials Requested/Distribution Form
- Follow-Up Survey Signup Form
- Project Activity Reporting Form/Training Process Notes Form
- Postage Paid Return Envelope

Post-Training

TRAINER sends to GLFRTC

Within 2 weeks of completion of Training

- Completed Pre-Training Evaluations
- Completed Post-Training Evaluations
- Follow-Up Survey Signup Form
- Project Activity Reporting/Training Process Notes Form
- Registration List
- Training Expense Approval Form-Updated with final expenses (*Staff Only*)

GLFRTC sends to TRAINER

Within 3 weeks of receipt of above items

- Training Evaluation Summary Report