

Individual Training Course Continued:

Proctor's Name: _____

Affiliation, Address, Phone: _____

Be sure to enclose with this application:

The **course outline or agenda** showing each topic covered and the time allotted for each topic.

A **copy of the instruction material** showing what skills and knowledge the student will be able to demonstrate after completion of the course. And enclose a copy of all handouts or course materials. Enclose a **list of all audiovisual material** used in the course (videos, slides, tapes, films, overheads, etc.).

A **copy of the Certificate of Completion.**

A **copy of the attendance roster** that will be used.
(Showing the name of the course, renewal credits issued, course id number, date and time the course was held, location of course, instructor's name, attendees names, morning and afternoon sign in and each day sign in, operator certificate number if applicable, proctor affidavit)

A **copy of the course's evaluation form.**

A **copy of the written policy on maintaining the course's records.**

A **copy of the course's requirements of satisfactory completion** (performance and attendance) of the course.

Number of Training Contact Hours requested.

If approval of a training **program** is desired over individual courses please contact Paul Niman at 617-556-1166 or email at paul.niman@state.ma.us