

LEAD INSTRUCTOR COURSE CHECK LIST

PLEASE REVIEW PRIOR TO COURSE START. Initial beside each item to ensure completion.

This form must be returned in your completed course package.

REGISTRATION FORMS

_____ No student is allowed to attend **any course** for **any length of time** until a registration form **signed by the student and Fire Chief is received--NO EXCEPTIONS.** (If a roster is provided and a student's name is not on the roster they are a walk-in and therefore need a registration.) Must submit PO #, Credit Card information, or check from the Fire Dept with all registrations.

_____ Registration forms must be filled out completely (including FDID); however, please leave the bottom section (Registration Use Only) blank—Do not fill in any prerequisite information.

_____ The only registration form that is accepted is Revision 5.

_____ FOR ALL COURSES: **Walk-In students/Substitutions are not permitted in courses that have prerequisites. NO EXCEPTIONS!** (Again, if a roster is provided and a student is not listed, they are a walk-in.) For courses that do not have prerequisite requirements: A walk in student may be admitted to the course if it is not full. Walk in students must present to you a registration form that has been signed by the student and fire chief on the first day of class. A walk in student may substitute for a no show student, provided they are from the same department (and present to you a signed registration form on the first day.)

_____ Please return all registration forms, including those of no show students and students that dropped out of the course.

_____ If you are teaching an NFA course, you must have each student complete sections I, II & III of the FEMA registration form.

ATTENDANCE REPORT

_____ Write all information legibly in **black ink.**

_____ Write out the name of the course, no initials. (ex.: not ICS, but Incident Command System)

_____ Do not list no-show students. However, **if a student attends class for any period of time, they must be listed.**

_____ Please list student names in **alphabetical order exactly** as they appear on the registration form.

_____ Make sure that student hours agree on both the left and the right sides of the report.

_____ Practical Skills: please only P or F. If there are no practical skills associated with the course, write n/a.

_____ Test scores: please do not list 70.5%, list 71%. If there is no written test associated with the course, write n/a.

_____ Please remember, **if you give a student an Incomplete, a letter of explanation is required.**

_____ All instructors should record their teaching hours on the report; however, apprenticeship teaching hours should not be listed.

_____ If the instructors and hours listed on the attendance report do not match what is listed on the course schedule, the course package will be returned to you for correction. If you have a change in course schedule, you are expected to contact the regional office for approval beforehand.

PAPERWORK & OTHER COURSE MATERIALS

_____ Please make sure the accurate course code and section number is listed on all paperwork where required.

_____ **All paperwork**, including registration forms, test answer sheets, competency profiles, skills check off forms, etc. **must be returned in alphabetical order with the course package.** This includes registrations of no show students and students that did not complete the course.

_____ If a test box was issued, all tests must be returned in numerical order. Lead evaluator must assure that all tests are returned to and properly sealed in the test box. **Lead instructor is responsible for assuring that test box is returned to regional office within 5 business days.**

_____ If you have a serious medical or other incident at any time, you must contact the Regional Supervisor as soon as possible. You must also complete a medical/incident report and turn it in with your completed course package.

_____ **Please return the completed course package, any unused books and all course props to the regional office within five working days of course completion. Teaching Agreements will not be approved for payment until all required course paperwork and course props have been turned in.**

The course package will be returned to you for completion if paperwork is missing or is not completed accurately.

Course Code & Section Number

Lead Instructor Signature

We greatly appreciate your efforts with the delivery of this course.

Rev. 2008