## TRAINING SITE ASSESSMENT

Facility:	Training Officer:	-
Visit Date:	Assessor:	
Previous Audit Date:	CTO's Supervisor:	_

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Items discussed and/or reviewed during visit	С	NC	N/A	Comments			
Each visit:							
<u>Curriculum</u> Review five (5) curriculums being used for NEO to ensure they are the most current versions.				Course names and approval dates:			
Number of ILT courses held including NEO since last assessment.  Number of ILT courses with no attendance since							
last assessment.  Dates and times of ILT courses taught since last assessment.				Attach printed email announcement or schedule			
Specialized training being tracked and saved to LMS (i.e. ASHI, Firearms, Self-Defense, etc.)							
Have BLS, BFA, Firearms Safety, Pistol, Shotgun and Rifle skills been properly entered in LMS, to include scores if applicable?							
Review at least five (5) random staff's training reports in LMS to ensure legacy training file uploads have occurred.				Staff names or EINs reviewed:			
PREA acknowledgment completed and scanned into LMS user notes properly.							
Attendance rosters completed and scanned into LMS enrollment notes properly.							
Training evaluations completed and scanned into LMS enrollment notes.							
Orientation Checklists completed and scanned into LMS user notes.							
Orientation verifications completed and scanned into LMS user notes.							
Training progress reports to facility heads.  ILT offering allows for completion by yearend.				Date of last report provided:			
<u>Classroom Observation:</u> *Professional appearance							

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*Equipment in working order		
*Courses being taught according to lesson plans		
Meeting with Senior Staff:		Overview of meeting:
Name:		
Title:		
Quarterly:		
ACA documentation provided to Compliance Officer		
Training Advisory Committee:  *Meeting minutes prepared and signed by facility head.  *Current list of TAC members.		Quarter:
Quarterly safety training completed – Qtr#: If not, how many have not completed.		
Annually:		
CTO job description and credentials available		
Annual Review of Training		
Annual Training Plan		
Annual Training Assessment		
Reference Library Inventory (Book and Videos)		
Annual Safety Training Evaluation		
Additional notes and observations:		