

**INITIAL RRP COURSE CHECKLIST**

**BEFORE THE COURSE**

**Course Number:** \_\_\_\_\_

<u>DAY</u>	<u>DATE</u>	
-1		Verify Classroom is Clean & Hands-On Supplies are Orderly
-1		Print forms in advance and as needed
		Registration Combo Form
		Chain of Custody Form (EPA States Only)
		Cleaning Verification Form
		Chemical Test Form

**DURING THE COURSE**

**Morning - During The Course**

8:30		Check photo identifications of students.
		Pass Out Registration Combo Form
		Inform students of fire exits, promptness, phones off, bathrooms.
		Ask Students to see you if they have reading difficulties
		Pass out Manual
9:00		Begin Morning eRRP Course (Online, Computer, or DVD)
9:30		Collect Completed Registration Combo Form & Check for legibility.

10:15 **Morning Break - 15 minutes -Positioned as you decide.**

**Morning - During The Course (Continued)**

10:35		From Registration Combo Form enter student on Excel Reg Form.
		Digitally photo each student holding his/her name on chalkboard
Lunch		Drop photo on Excel Reg Form & Email to "seagull.seagull@me.com"

**Afternoon - During The Course**

1:00		Conduct Hands-on until at least 3:00 PM (May Be Remotely Administered)
		Fill out Hands-on Evaluation on Combo Form & Fax or Email
3:20		<b>Afternoon Break - 15 minutes -Positioned as you decide.</b>
3:35		Begin Afternoon eRRP Course (45 Minutes)
		Play Review from Computer if day is short.
4:30		Administer Online Exam (See Prodedures for non-readers)

**AFTER THE COURSE**

		Mail Completed Combo Form to Seagull with payment
		Make Sure Room is Ready for Next Student

**IRREGULARITIES:**

Under penalty of law, except for the irregularities listed, I attest to the fact that the above mentioned items were completed according to the RRP rule and Seagull Environmental Management Compny, Inc. policies and guidelines.

\_\_\_\_\_  
Trainer

\_\_\_\_\_  
Date