

INITIAL RRP COURSE CHECKLIST

BEFORE THE COURSE

Date & Location: _____

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

DURING THE COURSE

Morning - During The Course

8:30	<input type="text"/>	Check photo identifications of students.
	<input type="text"/>	Seat Students
	<input type="text"/>	Inform students of fire exits, promptness, phones off, bathrooms.
	<input type="text"/>	Talk to Students to see you if they have reading difficulties
	<input type="text"/>	Play Jim's Lead History & Pass out Manual(s)
9:00	<input type="text"/>	Have Students Register Online (remember background for photo)
9:10	<input type="text"/>	Begin Refresher Video (On Computer, or by DVD)

10:15 **Morning Break - 15 minutes -Positioned as local trainer decides.**

Morning - During The Course (Continued)

10:30	<input type="text"/>	Continue Refresher Video
11:15	<input type="text"/>	Conduct Refresher Hands-On
12:00	<input type="text"/>	Administer Online Exam (See Prodedures for non-readers)
12:30	<input type="text"/>	Give Student Certificate (if passing)

AFTER THE COURSE

Make Sure Room is Ready for Next Course

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 _____