

REFRESHER RRP COURSE CHECKLIST

BEFORE THE COURSE

Course Number: _____

DAY	DATE	
-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

DURING THE COURSE

Morning - During The Course

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

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

Morning - During The Course (Continued)

10:45	<input type="text"/>	From Registration Combo Form enter student on Excel Reg Form.
	<input type="text"/>	Digitally photo each student holding his/her name on chalkboard
Lunch	<input type="text"/>	Drop photo on Excel Reg Form & Email to "seagull.seagull@me.com"

After Break - During The Course

11:15	<input type="text"/>	Conduct Hands-on for at least 45 Minutes (May be Remotely Administered)
	<input type="text"/>	Fill out Hands-on Evaluation on Combo Form & Fax or Email
	<input type="text"/>	Play Review from Computer if course is short.
12:00	<input type="text"/>	Administer Online Exam (See Prodedures for non-readers)

AFTER THE COURSE

<input type="text"/>	Mail Completed Combo Form to Seagull with Payment
<input type="text"/>	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 or Facilitator

Date