|  |
| --- |
| **COURSE COORDINATOR’S CHECKLIST** |
| **COURSE CODE & NAME:** | Click here to enter text. |
| **DATE(S):** | Enter Date(s) | **LOCATION:** | Click here to enter text. |
| **COURSE COORDINATOR:** | Click here to enter text. | **# of Students:** | #. |
| **L-COURSES, NIMS IMPLEMENTATION G-COURSES (i.e. ICS-300, ICS-400, etc), & TRAIN-THE-TRAINER COURSES** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Request course delivery approval through OEM State Training Officer, at least 60 days in advance | Enter Date | Click here to enter text. |
| **COURSE VENUE** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Set up contract with venue owner (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Ensure venue is ADA compliant | Enter Date | Click here to enter text. |
|[ ]  Ensure appropriate parking is available | Enter Date | Click here to enter text. |
|[ ]  Check for public transportation routes | Enter Date | Click here to enter text. |
|[ ]  Identify options for meal periods (break room, restaurants) | Enter Date | Click here to enter text. |
|[ ]  Secure additional rooms for break-out activities (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Identify any security restrictions (access to location/building) | Enter Date | Click here to enter text. |
|[ ]  Confirm safety measures at venue, including fire exits and evacuation plan | Enter Date | Click here to enter text. |
|[ ]  Confirm room size is acceptable for maximum allowed students | Enter Date | Click here to enter text. |
|[ ]  Confirm location has audio/visual capabilities (speakers, podium, TV, computer) | Enter Date | Click here to enter text. |
|[ ]  Does venue require coordination and presence of IT personnel to use A/V equipment? | Enter Date | Click here to enter text. |
|[ ]  Confirm presence of required number of tables/chairs | Enter Date | Click here to enter text. |
|[ ]  Confirm presence of electrical outlets | Enter Date | Click here to enter text. |
|[ ]  Is there WiFi present? Username and password? | Enter Date | Click here to enter text. |
| **COURSE INSTRUCTORS** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Ensure instructor(s) are on the OR State Certified Instructor List or the EMI L-Course Instructor List | Enter Date | Click here to enter text. |
|[ ]  Notify instructor(s) of the date, time, and location of the course | Enter Date | Click here to enter text. |
|[ ]  Provide instructor(s) a map to the location  | Enter Date | Click here to enter text. |
|[ ]  Provide name of instructor(s) to security (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Coordinate with instructor(s) for who will have the slides and any printing of handouts | Enter Date | Click here to enter text. |
|[ ]  Conduct instructor call to review course logistics, roster status, agenda, and travel arrangements (if applicable) | Enter Date | Click here to enter text. |
| **COURSE MATERIALS** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Identify most current course materials through the State Training Officer and/or Instructors | Enter Date | Click here to enter text. |
|[ ]  Send digital file of student manual to students 1 week before course start date for them to print or bring electronically | Enter Date | Click here to enter text. |
|[ ]  Make student handouts (activity worksheets) for students to conduct course activities | Enter Date | Click here to enter text. |
|[ ]  Print pre-course and post-course exams | Enter Date | Click here to enter text. |
|[ ]  Print course evaluation forms | Enter Date | Click here to enter text. |
|[ ]  Create Course Agenda to include titles of units, time allotted, and instructor assigned | Enter Date | Click here to enter text. |
| **COURSE** **REGISTRATION** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Enrollment Open: Closed: | Enter Date | Click here to enter text. |
|[ ]  Build Registration Page (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Identify Course Prerequisites, as listed in the National Preparedness Course Catalog | Enter Date | Click here to enter text. |
|[ ]  Verify student has completed required prerequisites | Enter Date | Click here to enter text. |
|[ ]  *For L-Courses:* Verify all parts of the student’s application (FEMA 119-25-1) is complete and signatures are present | Enter Date | Click here to enter text. |
|[ ]  Develop course flier AND/OR provide link to registration page | Enter Date | Click here to enter text. |
|[ ]  Send flier and registration instructions to State Training Officer for inclusion on State Training Calendar | Enter Date | Click here to enter text. |
|[ ]  Select students for confirmed seats from application pool, ideally no later than 4 weeks, prior to course start date and send out course confirmation letters with any added information | Enter Date | Click here to enter text. |
|[ ]  Send map of course location | Enter Date | Click here to enter text. |
|[ ]  Send reminder email 1 week prior to course start date | Enter Date | Click here to enter text. |
|[ ]  Print out roster/sign in sheet (day before course) | Enter Date | Click here to enter text. |
| **PRE-COURSE SET-UP AND CONDUCT** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Make hotel and/or vehicle reservations (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Complete Travel Authorization (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Prepare and process light refreshments or working lunch request (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Print name badges and/or tent cards | Enter Date | Click here to enter text. |
|[ ]  Notify Security (send final course roster, including instructors’ names) (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Prepared light refreshments (stock coffee box or conduct a grocery run) (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Arrange tables/chairs at venue; lay out curriculum and/or handouts | Enter Date | Click here to enter text. |
|[ ]  Check presentation on A/V; check acoustics | Enter Date | Click here to enter text. |
|[ ]  Arrange name tents according to course specifics (keep table groups diverse) | Enter Date | Click here to enter text. |
|[ ]  Set up easels and chart packs. Ensure there are markers present (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Check supplies box for proper supplies (markers, pens, notebook paper, tape, stapler, post-it notes, highlighters) | Enter Date | Click here to enter text. |
| **COURSE COMPLETION** |
|[ ]  **TASK** | **DATE** | **NOTES** |
|[ ]  Submit roster/sign-in sheet(s), agenda, exams, and course evaluations to State Training Officer | Enter Date | Click here to enter text. |
|[ ]  Create student certificates (if applicable) | Enter Date | Click here to enter text. |
|[ ]  Email student certificates once created or received from Oregon Office of Emergency Management | Enter Date | Click here to enter text. |
|[ ]  Summarize and review course evaluations. Send to instructors. | Enter Date | Click here to enter text. |
|[ ]  Provide follow-up resources to students and instructors | Enter Date | Click here to enter text. |
|[ ]  Replenish office supplies in training box | Enter Date | Click here to enter text. |
|[ ]  Complete travel reimbursement (if applicable) | Enter Date | Click here to enter text. |