

NEW INSTRUCTOR TRAINING LOGBOOK



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Team Oregon Motorcycle Safety Program
Oregon State University

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NEW INSTRUCTOR TRAINING LOGBOOK

Welcome to Team Oregon! We're glad to have you along. Please take some time to familiarize yourself with the process outlined in this logbook. As you progress through the following steps, you'll learn much about what it takes to be an effective Team Oregon instructor.

Your interaction with your Mentor is an essential part of this process. They will provide you with valuable feedback as you work in the classroom and on the range. Take advantage of this unique opportunity to learn and grow. It will serve you well in the years to come.

Finally, your Mentor will provide formal feedback in this logbook. Don't lose it, as it is your training record. When you have been "signed-off" for a section, ensure that the sign-off log is completed by a Mentor and returned with the course file.

Please be sure to complete a Mentor review form after each class and submit it to the Training Department. Your Mentor will not see the form. Getting your feedback will help ensure a quality experience for other new instructors.

NEW INSTRUCTOR: _____

APPRENTICE-RANGE INSTRUCTOR

- ▶ **Apprenticeship provides the opportunity to learn the techniques and skills presented in the IP-Range course.**
- ▶ **The Apprentice will work side by side with a Mentor as a third instructor on the range. The Apprentice is expected to work as an instructor for the students while the Mentor provides assistance and guidance as necessary.**
- ▶ **The Apprentice should expect to carry out all responsibilities of an instructor including: read instructions, provide demo narration, ride demos, conduct static practice, help set the range, manage the range, track time, and coach.**
- ▶ **Apprenticeship will be no less than two (2) basic courses and no more than four (4) basic courses.**
- ▶ **Apprenticeship expires three (3) months after completion of IP-Range course.**
- ▶ **Apprenticeship is complete when “Meets Standard” ratings have been achieved in all categories during the second or later range assignment.**

COMPLETION/EXPIRATION DATES

IP-Range Course Completion Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

Apprentice-Range Expiration Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year

Trainer's Signature

Inst. #

Date:
Mentor:

* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard
Poor – 1	Fair – 2	Good – 3

Range Management

Section Rating

- _____ * Range Control
- _____ * Staging
- _____ Instructor Positions

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
□	□	□

Instructions/Demo

Section Rating

- _____ Reads Cards
- _____ Demo/Narration Per Cards
- _____ Static Practice

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
□	□	□

Coaching

Section Rating

- _____ Simulated Coaching
- _____ Accurate
- _____ * Supportive/Encouraging/Non-Threatening

7 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
□	□	□

Course Management

Section Rating

- _____ Time Management
- _____ Equipment Management
- _____ Course Administration

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
□	□	□

Coaching

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."

* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard
Poor – 1	Fair – 2	Good – 3

Range Management

Section Rating

- _____ * Range Control
- _____ * Staging
- _____ Instructor Positions

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructions/Demo

Section Rating

- _____ Reads Cards
- _____ Demo/Narration Per Cards
- _____ Static Practice

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching

Section Rating

- _____ Simulated Coaching
- _____ Accurate
- _____ * Supportive/Encouraging/Non-Threatening

7 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Management

Section Rating

- _____ Time Management
- _____ Equipment Management
- _____ Course Administration

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching

Date:
Mentor:

Meets Standard: Y / N

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."

* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard
Poor - 1	Fair - 2	Good - 3

Range Management

Section Rating

- _____ * Range Control
- _____ * Staging
- _____ Instructor Positions

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
[]		

Instructions/Demo

Section Rating

- _____ Reads Cards
- _____ Demo/Narration Per Cards
- _____ Static Practice

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
[]		

Coaching

Section Rating

- _____ Simulated Coaching
- _____ Accurate
- _____ * Supportive/Encouraging/Non-Threatening

7 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
[]		

Course Management

Section Rating

- _____ Time Management
- _____ Equipment Management
- _____ Course Administration

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
[]		

Coaching

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."

* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard
Poor – 1	Fair – 2	Good – 3

Range Management

Section Rating

- _____ * Range Control
- _____ * Staging
- _____ Instructor Positions

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructions/Demo

Section Rating

- _____ Reads Cards
- _____ Demo/Narration Per Cards
- _____ Static Practice

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching

Section Rating

- _____ Simulated Coaching
- _____ Accurate
- _____ * Supportive/Encouraging/Non-Threatening

7 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Management

Section Rating

- _____ Time Management
- _____ Equipment Management
- _____ Course Administration

6 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching

APPRENTICE-RANGE SIGN-OFF

_____ *Apprentice Name* has taught a minimum of two (2) complete range assignments, and has achieved “Meets Standard” ratings in all categories during the second or later range assignment. Based on this performance, his/her status is changed to **INTERN**.

_____ *Mentor's Signature*

Inst. #

Month	Day	Year

**Mentor note: Record this date on page 17.*

Return completed **white copy** of form with course file. Yellow copy to remain in logbook.

APPRENTICE-RANGE SIGN-OFF

_____ *Apprentice Name* has taught a minimum of two (2) complete range assignments, and has achieved “Meets Standard” ratings in all categories during the second or later range assignment. Based on this performance, his/her status is changed to **INTERN**.

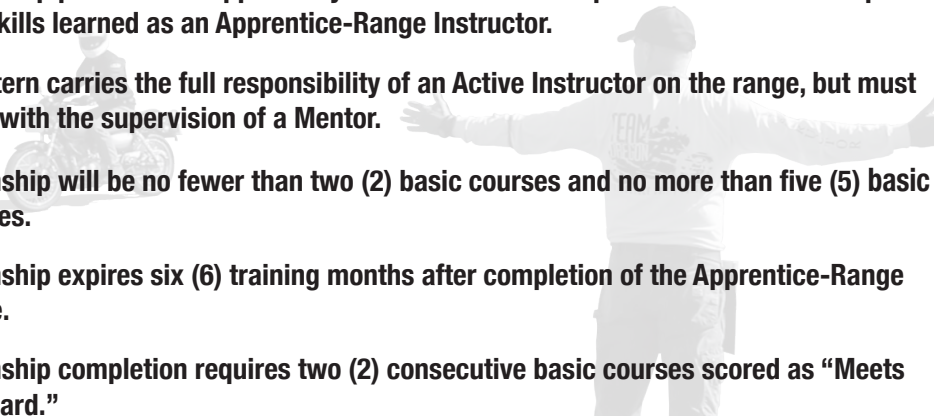
_____ *Mentor's Signature*

Inst. #

Month	Day	Year

**Mentor note: Record this date on page 17.*

INTERN-RANGE INSTRUCTOR

- ▶ **Internship provides the opportunity to hone and become proficient in the techniques and skills learned as an Apprentice-Range Instructor.**
 - ▶ **An Intern carries the full responsibility of an Active Instructor on the range, but must work with the supervision of a Mentor.**
 - ▶ **Internship will be no fewer than two (2) basic courses and no more than five (5) basic courses.**
 - ▶ **Internship expires six (6) training months after completion of the Apprentice-Range phase.**
 - ▶ **Internship completion requires two (2) consecutive basic courses scored as “Meets Standard.”**
- 

COMPLETION/EXPIRATION DATES

Apprentice-Range Sign-Off Date:
Month Day Year

Intern-Range Expiration Date:
Month Day Year

Apprentice/Intern Program Training Month Sign-Off Chart

Training months are February through October.

November through January are excluded due to the limited number of courses available.

Sign-Off Month	January	February	March	April	May	June
Expiration Month	July	August	September	October	February	March

Sign-Off Month	July	August	September	October	November	December
Expiration Month	April	May	June	July	July	July

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

* Must obtain 3 or greater to meet standard.

Range Control and Safety

Section Rating

- _____ No Runners Behind
- _____ Situational Awareness
- _____ Reversals
- _____ P.O.T. Managed
- _____ Instructor Positions
- _____ Takes Initiative

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Staging

Section Rating

- _____ Load/Unload Day 1
- _____ Load/Unload Day 2
- _____ Communicates Effectively

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Equipment Managed

Section Rating

- _____ Cold-Starting Procedures
- _____ Shutdown/Storage Procedures
- _____ Problems Noted

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Coaching:

Simulated Coaching

Section Rating

- _____ Large
- _____ Smooth
- _____ Timing
- _____ Appropriate Per Cards

TOTAL	
MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Verbal Coaching

Section Rating

- _____ Accurate and Timely
- _____ As Needed
- _____ Brief/Concise
- _____ * Supportive/Encouraging/Non-Threatening

MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Static Practice

Section Rating

- _____ Follows Process
- _____ Coaches Students As Needed
- _____ Enough Reps To See All Succeed

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
1

Exercise Instruction

Section Rating

- Reads Cards
- Inflection
- Encourages Student Attention

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Time Management

Section Rating

- Promotes Riding Time/Limits L.I.M.
- Stays On Time
- Breaks

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Demo/Narration

Section Rating

- Speed
- P.O.T.
- Technique
- Limited Narration

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Course Completion

Section Rating

- Students Properly Debriefed
- Course Roster Completed
- Problems/Shortages Noted
- Course File Processing

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Constant Improvement

Section Rating

- *Team Player
- *Seeks To Improve Knowledge and Skill

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

6 or greater=Meets Standard

Coaching:

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

* Must obtain 3 or greater to meet standard.

Range Control and Safety

Section Rating

- _____ No Runners Behind
- _____ Situational Awareness
- _____ Reversals
- _____ P.O.T. Managed
- _____ Instructor Positions
- _____ Takes Initiative

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Staging

Section Rating

- _____ Load/Unload Day 1
- _____ Load/Unload Day 2
- _____ Communicates Effectively

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Equipment Managed

Section Rating

- _____ Cold-Starting Procedures
- _____ Shutdown/Storage Procedures
- _____ Problems Noted

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Coaching:

Simulated Coaching

Section Rating

- _____ Large
- _____ Smooth
- _____ Timing
- _____ Appropriate Per Cards

TOTAL	
MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Verbal Coaching

Section Rating

- _____ Accurate and Timely
- _____ As Needed
- _____ Brief/Concise
- _____ * Supportive/Encouraging/Non-Threatening

MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Static Practice

Section Rating

- _____ Follows Process
- _____ Coaches Students As Needed
- _____ Enough Reps To See All Succeed

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
2

Exercise Instruction

Section Rating

- Reads Cards
- Inflection
- Encourages Student Attention

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Time Management

Section Rating

- Promotes Riding Time/Limits L.I.M.
- Stays On Time
- Breaks

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Demo/Narration

Section Rating

- Speed
- P.O.T.
- Technique
- Limited Narration

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Course Completion

Section Rating

- Students Properly Debriefed
- Course Roster Completed
- Problems/Shortages Noted
- Course File Processing

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Constant Improvement

Section Rating

- *Team Player
- *Seeks To Improve Knowledge and Skill

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

6 or greater=Meets Standard

Coaching:

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

* Must obtain 3 or greater to meet standard.

Range Control and Safety

Section Rating

- _____ No Runners Behind
- _____ Situational Awareness
- _____ Reversals
- _____ P.O.T. Managed
- _____ Instructor Positions
- _____ Takes Initiative

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Staging

Section Rating

- _____ Load/Unload Day 1
- _____ Load/Unload Day 2
- _____ Communicates Effectively

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Equipment Managed

Section Rating

- _____ Cold-Starting Procedures
- _____ Shutdown/Storage Procedures
- _____ Problems Noted

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Coaching:

Simulated Coaching

Section Rating

- _____ Large
- _____ Smooth
- _____ Timing
- _____ Appropriate Per Cards

TOTAL	
MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Verbal Coaching

Section Rating

- _____ Accurate and Timely
- _____ As Needed
- _____ Brief/Concise
- _____ * Supportive/Encouraging/Non-Threatening

MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Static Practice

Section Rating

- _____ Follows Process
- _____ Coaches Students As Needed
- _____ Enough Reps To See All Succeed

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
3

Exercise Instruction

Section Rating

- Reads Cards
- Inflection
- Encourages Student Attention

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Time Management

Section Rating

- Promotes Riding Time/Limits L.I.M.
- Stays On Time
- Breaks

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Demo/Narration

Section Rating

- Speed
- P.O.T.
- Technique
- Limited Narration

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Course Completion

Section Rating

- Students Properly Debriefed
- Course Roster Completed
- Problems/Shortages Noted
- Course File Processing

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Constant Improvement

Section Rating

- *Team Player
- *Seeks To Improve Knowledge and Skill

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

6 or greater=Meets Standard

Coaching:

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

* Must obtain 3 or greater to meet standard.

Range Control and Safety

Section Rating

- _____ No Runners Behind
- _____ Situational Awareness
- _____ Reversals
- _____ P.O.T. Managed
- _____ Instructor Positions
- _____ Takes Initiative

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Staging

Section Rating

- _____ Load/Unload Day 1
- _____ Load/Unload Day 2
- _____ Communicates Effectively

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Equipment Managed

Section Rating

- _____ Cold-Starting Procedures
- _____ Shutdown/Storage Procedures
- _____ Problems Noted

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Coaching:

Simulated Coaching

Section Rating

- _____ Large
- _____ Smooth
- _____ Timing
- _____ Appropriate Per Cards

TOTAL	
MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Verbal Coaching

Section Rating

- _____ Accurate and Timely
- _____ As Needed
- _____ Brief/Concise
- _____ * Supportive/Encouraging/Non-Threatening

MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Static Practice

Section Rating

- _____ Follows Process
- _____ Coaches Students As Needed
- _____ Enough Reps To See All Succeed

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Date:
Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
4

Exercise Instruction

Section Rating

- Reads Cards
- Inflection
- Encourages Student Attention

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Time Management

Section Rating

- Promotes Riding Time/Limits L.I.M.
- Stays On Time
- Breaks

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

8 or greater=Meets Standard

Demo/Narration

Section Rating

- Speed
- P.O.T.
- Technique
- Limited Narration

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Course Completion

Section Rating

- Students Properly Debriefed
- Course Roster Completed
- Problems/Shortages Noted
- Course File Processing

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

11 or greater=Meets Standard

Constant Improvement

Section Rating

- *Team Player
- *Seeks To Improve Knowledge and Skill

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

6 or greater=Meets Standard

Coaching:

INTERN-RANGE Proficiency Log

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

* Must obtain 3 or greater to meet standard.

Range Control and Safety

Section Rating

- _____ No Runners Behind
- _____ Situational Awareness
- _____ Reversals
- _____ P.O.T. Managed
- _____ Instructor Positions
- _____ Takes Initiative

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Staging

Section Rating

- _____ Load/Unload Day 1
- _____ Load/Unload Day 2
- _____ Communicates Effectively

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Equipment Managed

Section Rating

- _____ Cold-Starting Procedures
- _____ Shutdown/Storage Procedures
- _____ Problems Noted

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Coaching:

Simulated Coaching

Section Rating

- _____ Large
- _____ Smooth
- _____ Timing
- _____ Appropriate Per Cards

TOTAL	
MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Verbal Coaching

Section Rating

- _____ Accurate and Timely
- _____ As Needed
- _____ Brief/Concise
- _____ * Supportive/Encouraging/Non-Threatening

MEETS STD.	NEEDS IMP.

11 or greater=Meets Standard

Static Practice

Section Rating

- _____ Follows Process
- _____ Coaches Students As Needed
- _____ Enough Reps To See All Succeed

TOTAL	
MEETS STD.	NEEDS IMP.

8 or greater=Meets Standard

Date:

Mentor:

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course

5

Exercise Instruction

Section Rating

- Reads Cards
- Inflection
- Encourages Student Attention

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>	<input type="text"/>	<input type="text"/>

8 or greater=Meets Standard

Time Management

Section Rating

- Promotes Riding Time/Limits L.I.M.
- Stays On Time
- Breaks

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>	<input type="text"/>	<input type="text"/>

8 or greater=Meets Standard

Demo/Narration

Section Rating

- Speed
- P.O.T.
- Technique
- Limited Narration

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>	<input type="text"/>	<input type="text"/>

11 or greater=Meets Standard

Course Completion

Section Rating

- Students Properly Debriefed
- Course Roster Completed
- Problems/Shortages Noted
- Course File Processing

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>	<input type="text"/>	<input type="text"/>

11 or greater=Meets Standard

Constant Improvement

Section Rating

- *Team Player
- *Seeks To Improve Knowledge and Skill

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 or greater=Meets Standard

Coaching:

INTERN-RANGE SIGN-OFF

_____ *Intern Name*

has achieved “Meets Standard” ratings in all

categories during two (2) consecutive range assignments. With this accomplishment, Internship on the range is complete. This instructor no longer requires the oversight of a Mentor on the range.

_____ *Mentor's Signature*

Inst. #

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Month Day Year

Return completed **white copy** of form with course file. Yellow copy to remain in logbook.

INTERN-RANGE SIGN-OFF

_____ *Intern Name*

has achieved “Meets Standard” ratings in all

categories during two (2) consecutive range assignments. With this accomplishment, Internship on the range is complete. This instructor no longer requires the oversight of a Mentor on the range.

_____ *Mentor's Signature*

Inst. #

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Month Day Year

APPRENTICE-CLASSROOM INSTRUCTOR

- ▶ **Classroom Apprenticeship provides the opportunity to hone and become proficient in the techniques and skills presented in the IP-Classroom course, with the guidance and assistance of a Mentor.**
- ▶ **The Apprentice is expected to teach all classroom units.**
 - **The Apprentice and Mentor co-teach, but the Apprentice must teach at least half of the classroom units. This course will not count towards sign-off but can help the Apprentice gain valuable experience.**
- ▶ **The Apprentice is expected to complete and organize all course paperwork.**
- ▶ **Apprenticeship will be no less than two (2) basic courses and no more than six (6) basic courses.**
- ▶ **Apprenticeship expires six (6) training months after completion of IP-Classroom course.**
- ▶ **Apprenticeship completion requires two (2) consecutive basic courses scored as “Meets Standard.”**

COMPLETION/EXPIRATION DATES

IP-Classroom Course Completion Date:

Month	Day	Year

Apprentice-Classroom Expiration Date:

Month	Day	Year

Trainer's Signature

Inst. #

Apprentice/Intern Program Training Month Sign-Off Chart

Training months are February through October.

November through January are excluded due to the limited number of courses available.

IP-C Month	January	February	March	April	May	June
Expiration Month	July	August	September	October	February	March

IP-C Month	July	August	September	October	November	December
Expiration Month	April	May	June	July	July	July

Course score of “Meets Standard” is obtained only if all areas are scored “Meets Standard.”
(Score of 1 on any item = “Needs Improvement” for that section.)

Date:
Mentor:

Achieves Unit Objectives	Section Rating		
_____ Unit 1		MEETS STD.	NEEDS IMP.
_____ Unit 2			
_____ Unit 3			
_____ Unit 4			
_____ Unit 5			
_____ Unit 6			
_____ Unit 7			
_____ Unit 8			
_____ Unit 9			
_____ Wrap-up			
<p>Score lower than 3 on any one item = Needs Improvement for entire section</p>			

Evaluates Understanding	Section Rating		
_____ Asks Questions		TOTAL	MEETS STD.
_____ Uses Direct and Indirect Questions			
_____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
_____ Controls Discussion		TOTAL	MEETS STD.
_____ Limits Noise			
_____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course

1

Delivery/Content

Section Rating

- Presents Accurate Info
- Covers All IG Bullets
- References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Time Management

Section Rating

- Unit Times
- Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructional Support

Section Rating

- Whiteboard Use
- Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Administration

Section Rating

- Paperwork Organized
- Course Roster Completed
- K-Test Analysis Completed
- Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching:

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

Date:
Mentor:

Achieves Unit Objectives	Section Rating		
_____ Unit 1		MEETS STD.	NEEDS IMP.
_____ Unit 2			
_____ Unit 3			
_____ Unit 4			
_____ Unit 5			
_____ Unit 6			
_____ Unit 7			
_____ Unit 8			
_____ Unit 9			
_____ Wrap-up			
<p>Score lower than 3 on any one item = Needs Improvement for entire section</p>			

Evaluates Understanding	Section Rating		
_____ Asks Questions		TOTAL	MEETS STD.
_____ Uses Direct and Indirect Questions			
_____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
_____ Controls Discussion		TOTAL	MEETS STD.
_____ Limits Noise			
_____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course

2

Delivery/Content

Section Rating

- Presents Accurate Info
- Covers All IG Bullets
- References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Time Management

Section Rating

- Unit Times
- Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructional Support

Section Rating

- Whiteboard Use
- Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Administration

Section Rating

- Paperwork Organized
- Course Roster Completed
- K-Test Analysis Completed
- Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching:

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

Date:
Mentor:

Achieves Unit Objectives	Section Rating		
_____ Unit 1		MEETS STD.	NEEDS IMP.
_____ Unit 2			
_____ Unit 3			
_____ Unit 4			
_____ Unit 5			
_____ Unit 6			
_____ Unit 7			
_____ Unit 8			
_____ Unit 9			
_____ Wrap-up			
<p>Score lower than 3 on any one item = Needs Improvement for entire section</p>			

Evaluates Understanding	Section Rating		
_____ Asks Questions		TOTAL	MEETS STD.
_____ Uses Direct and Indirect Questions			
_____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
_____ Controls Discussion		TOTAL	MEETS STD.
_____ Limits Noise			
_____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course
3

Delivery/Content

Section Rating

- Presents Accurate Info
- Covers All IG Bullets
- References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Time Management

Section Rating

- Unit Times
- Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Instructional Support

Section Rating

- Whiteboard Use
- Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Course Administration

Section Rating

- Paperwork Organized
- Course Roster Completed
- K-Test Analysis Completed
- Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Coaching:

Course score of “Meets Standard” is obtained only if all areas are scored “Meets Standard.”
(Score of 1 on any item = “Needs Improvement” for that section.)

Date:
Mentor:

Achieves Unit Objectives	Section Rating		
_____ Unit 1		MEETS STD.	NEEDS IMP.
_____ Unit 2			
_____ Unit 3			
_____ Unit 4			
_____ Unit 5			
_____ Unit 6			
_____ Unit 7			
_____ Unit 8			
_____ Unit 9			
_____ Wrap-up			
<p>Score lower than 3 on any one item = Needs Improvement for entire section</p>			

Evaluates Understanding	Section Rating		
_____ Asks Questions		TOTAL	MEETS STD.
_____ Uses Direct and Indirect Questions			
_____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
_____ Controls Discussion		TOTAL	MEETS STD.
_____ Limits Noise			
_____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course

4

Delivery/Content

Section Rating

- _____ Presents Accurate Info
- _____ Covers All IG Bullets
- _____ References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Time Management

Section Rating

- _____ Unit Times
- _____ Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructional Support

Section Rating

- _____ Whiteboard Use
- _____ Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Administration

Section Rating

- _____ Paperwork Organized
- _____ Course Roster Completed
- _____ K-Test Analysis Completed
- _____ Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching:

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."

(Score of 1 on any item = "Needs Improvement" for that section.)

Date:

Mentor:

Achieves Unit Objectives

Section Rating

- _____ Unit 1
- _____ Unit 2
- _____ Unit 3
- _____ Unit 4
- _____ Unit 5
- _____ Unit 6
- _____ Unit 7
- _____ Unit 8
- _____ Unit 9
- _____ Wrap-up

MEETS STD.	NEEDS IMP.

Score lower than 3 on any one item = Needs Improvement for entire section

Evaluates Understanding

Section Rating

- _____ Asks Questions
- _____ Uses Direct and Indirect Questions
- _____ Question Closure

8 or greater=Meets Standard

TOTAL	
MEETS STD.	NEEDS IMP.

Guided Discussion

Section Rating

- _____ Controls Discussion
- _____ Limits Noise
- _____ Involves All Students

8 or greater=Meets Standard

TOTAL	
MEETS STD.	NEEDS IMP.

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course
5

Delivery/Content

Section Rating

- Presents Accurate Info
- Covers All IG Bullets
- References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Time Management

Section Rating

- Unit Times
- Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructional Support

Section Rating

- Whiteboard Use
- Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Administration

Section Rating

- Paperwork Organized
- Course Roster Completed
- K-Test Analysis Completed
- Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching:

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
(Score of 1 on any item = "Needs Improvement" for that section.)

Date:
Mentor:

Achieves Unit Objectives	Section Rating		
_____ Unit 1		MEETS STD.	NEEDS IMP.
_____ Unit 2			
_____ Unit 3			
_____ Unit 4			
_____ Unit 5			
_____ Unit 6			
_____ Unit 7			
_____ Unit 8			
_____ Unit 9			
_____ Wrap-up			
<p>Score lower than 3 on any one item = Needs Improvement for entire section</p>			

Evaluates Understanding	Section Rating		
_____ Asks Questions		TOTAL	MEETS STD.
_____ Uses Direct and Indirect Questions			
_____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
_____ Controls Discussion		TOTAL	MEETS STD.
_____ Limits Noise			
_____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent – 4

Meets Standard: Y / N

Course
6

Delivery/Content

Section Rating

- _____ Presents Accurate Info
- _____ Covers All IG Bullets
- _____ References Rider's Guide

8 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Time Management

Section Rating

- _____ Unit Times
- _____ Breaks

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Instructional Support

Section Rating

- _____ Whiteboard Use
- _____ Audio/Visual Use

5 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Course Administration

Section Rating

- _____ Paperwork Organized
- _____ Course Roster Completed
- _____ K-Test Analysis Completed
- _____ Problems/Shortages Noted

11 or greater=Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.
<input type="text"/>		

Coaching:

APPRENTICE-CLASSROOM SIGN-OFF

_____ *Name*

has achieved “Meets Standard” ratings in all

categories during two (2) consecutive classroom assignments. With this accomplishment, Apprenticeship in the classroom is complete. This instructor no longer requires the oversight of a Mentor in the classroom.

_____ *Mentor's Signature*

Inst. #

Month	Day	Year

Return completed **white copy** of form with course file. Yellow copy to remain in logbook.

APPRENTICE-CLASSROOM SIGN-OFF

_____ *Name*

has achieved "Meets Standard" ratings in all

categories during two (2) consecutive classroom assignments. With this accomplishment, Apprenticeship in the classroom is complete. This instructor no longer requires the oversight of a Mentor in the classroom.

_____ *Mentor's Signature*

Inst. #

Month	Day	Year

APPRENTICE-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Management

Range Control

- Demonstrates basic ability to control the range. Has awareness of other instructor and all students in area of responsibility. Takes initiative to fix problems/needs identified. No running motorcycle(s) behind the Apprentice except momentarily as required in specific exercises.

Staging

- Basic ability to load and unload staging while maintaining safety. Signals are given early - no surprises.

Instructor Positions

- Uses correct positions and orientation to the range.

Coaching

Simulated Coaching

- Demonstrates basic ability to provide signals that are relatively large, smooth and consistent. Signals provide direction for students rather than responding to students. Signals provide adequate time for students to respond. Simulated coaching is used when appropriate.

Accurate

- Coaching is relatively brief and is relevant to "WHAT TO COACH".

Supportive/Encouraging/Non-Threatening

- Uses positive correction (telling what to do, rather than what not to do). Limited to one or two items per pass. Includes a lot of "well done." Limits coaching remarks to 3 - 5 seconds. Avoids verbiage and tones that are demeaning, condescending, harsh, etc.

APPRENTICE-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Instructions/Demo

Reads Cards

- Reads cards without adding information. Reads in such a way as to emphasize and provide meaning as appropriate.

Demo/Narration Per Cards

- Provides demonstrations that show correct techniques. Speed in the range specified for each exercise. Path Of Travel (P.O.T.) correct and complete. All riding gear is worn anytime Apprentice is on a motorcycle.
- Narration limited to stating 'things to watch for' and answering students' questions regarding technique or the demo. Otherwise students are allowed to observe in silence.

Static Practice

- Follows the process outlined in the cards (Static Practice pp. 52-53 and Range Principles pp.54-55).
- Provides coaching as appropriate.

Course Management

Time Management

- Exercise time includes range setup, directions, demo, exercise, staging and briefs. Exercises are run to time, and finished on time. Breaks are completed on time. Training day is completed on schedule.

Equipment Management

- Basic understanding and ability to: (A) prepare bikes and equipment for the training day, (B) store bikes and equipment properly at end of training day.

Course Administration

- Basic understanding and ability to complete course paperwork, including: Skill Test Score Sheet, Course Roster.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Control and Safety

No Runners Behind

- Except for very brief period defined in specific exercises, the instructor ensures bikes that are running are in front of the instructor.

Situational Awareness

- The instructor is aware of where students are and what they are doing at all times. Continually ensures appropriate riding gear. The instructor is also aware of where the other instructor is and what his/her needs might be.

Reversals

- Uses reversals defined for each exercise. Uses reversal procedures outlined in cards (Reversals pp. 56-57).

Path Of Travel (P.O.T.) Managed

- Based on Situational Awareness, instructor corrects students who stray from the P.O.T.
- Ensures safety and controls students at all times.

Instructor Positions

- Utilizes positions and orientation that afford control, evaluation and coaching as defined by the range cards.

Takes Initiative

- Prepares range, bikes and responds to students' needs without waiting for direction.

Staging

Load/Unload Day 1

- Directs each rider out of staging. Does not stand in or blade riders' P.O.T.
- In position at head of staging, giving stop signal until all riders are stopped. Is not in immediate P.O.T. of first rider.

Load/Unload Day 2

- Movement in and out of staging is observed for safety and controlled as needed.

Communicates Effectively

- Capably projects directions/debrief to all students. Alternatively, directs students safely off bikes and gathers them closer.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Equipment Managed

Cold-Starting Procedures

- Is able to identify bikes with chokes
- Proper use of choke
- Understands fuel valve location and position

Shutdown/Storage Procedures

- Tanks filled
- Fuel valves off
- Keys in Key Box
- Plugged into charger
- Name plates clean
- Bikes not touching
- Trash taken out
- Helmets disinfected

Problems Noted

- Bike maintenance problems noted on back number plate and in course file.

Simulated Coaching

Large

- Signals are big enough to be seen clearly from the far end of the range.

Smooth

- Signal motion is smooth, the same way we want to see the students use the controls.
- Avoids abrupt motions that could startle students or cause them to over-control.

Timing

- Simulated signals given early enough for students to respond.

Appropriate Per Cards

- Uses signals relevant to “WHAT TO COACH” and/or safety.
- Doesn’t give “slow” signal when “brake” is prescribed.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Verbal Coaching

Accurate and Timely

- Coaching based on student's current performance and correctly identifies how the student can improve/correct technique.

As Needed

- Verbal coaching reflects and is limited to safety and "WHAT TO COACH" items.

Brief/Concise

- Limited to one or two items.
- Uses as few words as possible.
- Word/phrases that are very specific.

Supportive/Encouraging/Non-Threatening

- Uses positive correction (telling what to do, rather than what not to do).
- Gives recognition for good or improved performance.
- Coaching is friendly, avoiding verbiage and tones that are demeaning, condescending, harsh, etc.

Static Practice

Follows Process

- Group is split evenly so each instructor is responsible for half.
- Follows the process for static practice in cards (Static Practice pp. 52-53 and Range Principles pp.54-55).

Coaches Students As Needed

- Watches for errors in student technique and makes appropriate corrections.
- Coaching is provided while all students practice.

Enough Reps To See All Succeed

- Repeat Static Practice several times.
- Ensure each student has succeeded at least once.

Exercise Instruction

Reads Cards

- Reads the cards without adding information.
- Points out locations on range as appropriate.
- Pace is prompt but not too fast. Students learn by doing - economizes talk time to provide more riding time.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Inflection

- Reads in such a way as to emphasize and provide meaning as appropriate.

Encourages Student Attention

- Keeps students in relatively small group.
- Positions group in an area that allows students to see demo, but out of P.O.T.
- Keeps students' attention and focus during instructions and demo.

Demo/Narration

Speed

- Demo Speed in the range specified for each exercise.

Path Of Travel (P.O.T.)

- Exercise P.O.T. is complete and correct.
- Instructor demonstrates only paths the students will travel.

Technique

- Technique for each exercise is clearly and correctly demonstrated.
- Timing of techniques is correct and early enough as to be recognizable to students.

Limited Narration

- Narration is limited to 'things to watch for' and answering questions regarding technique or the demo. Otherwise students are allowed to observe in silence.

Constant Improvement

Team Player

- Treats students and instructors with respect.
- Willing to discuss and/or point out topics related to the course or its conduct regardless of other instructor's tenure or title.
- Follows Team Oregon guidelines as written in course materials and Policy and Procedures Manual.

Seeks To Improve Knowledge and Skill

- Asks for feedback regarding their performance from those they work with.
- Open to coaching that is offered from other instructors regardless of tenure or title.
- Seeks information on skills, techniques and/or strategies not fully understood.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Time Management

Promotes Riding Time/Limits L.I.M. (Lips In Motion)

- Limits discussion during and between parts of exercises (i.e., directions, demo, static practice, eval, staging, debrief).

Stays On Time

- Tracks time (complete exercises, breaks, etc.) throughout the day to ensure range day ends on time.

Breaks

- End on time, with students ready for next exercise.

Course Completion

Students Properly Debriefed

- Group end-of-course debrief completed.
- All students given individual debrief and end-of course form(s).

Course Roster Completed

- Knowledge Test and Skill Test scores completed.
- Pass/Fail/DNF/No-Show completed.
- Instructor hours adjusted (as appropriate).

Problems/Shortages Noted

- Needed bike repairs noted on back plates of bikes and online in "site needs."
- Needed supplies/forms noted online in "site needs."

Course File Processing

- Return roster, waivers, and skills test form to office.

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

|

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Achieves Unit Objectives

- Apprentice facilitated students' success.
- All objectives were met in each unit.

Evaluates Understanding

Asks Questions

- Course information is presented in the form of questions, evaluating the students' understanding of the material.
- Lecture is not used.

Uses Direct and Indirect Questions

- Uses a combination of direct and indirect questions to keep students engaged.
 - Direct-question delivery includes asking the question first then directing to a specific student.
 - Indirect questions are asked to all students.
- Questions asked by students are turned back to the class giving them the opportunity to be the source of information.
- Doesn't ask easy questions, get easy answers, then provide detailed information.
- Allows sufficient time for students to answer questions; doesn't answer own questions.

Question Closure

- Questions and answers that came from the students are repeated so that all in the room can hear.
- When answers are repeated back to the class, minor adjustments are made to make the answer "most correct".
- If an answer is wrong, class is told so in a polite manner.

Guided Discussion

Controls Discussion

- Uses direct questions as needed to limit number of responses.
- Uses direct questions to take back control from an overly enthusiastic student.
- Politely stops off-topic discussions.
- Politely defers questions that will be covered in future units.
- Stops/discourages students from telling personal stories.

Limits Noise

- Sticks to topics and information in the IG and Rider's Guide without adding.
- Does not tell personal stories.
- Avoids information irrelevant to current topic.

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Involves All Students

- Ensures all students are engaged in discussions.
- Keeps enthusiastic students from answering all questions.

Delivery/Content

Presents Accurate Information

- Information presented is technically accurate.
- If Apprentice isn't sure of an answer, doesn't make up something, tells class they'll find out and get back to them.

Covers All IG Bullets

- Stays on the left page of the Instructor's Guide.
- Using appropriate presentation technique, covers all IG headings, bullets and sub-bullets.

References Rider's Guide

- Keeps students aware as the course progresses through the Rider's Guide so they can participate in discussions.

Instructional Support

Whiteboard Use

- Supplements information in the course with the whiteboard as appropriate.
- Writing is large and legible.

Audio/Visual Use

- Displays the correct slides at the appropriate times.
- Does not leave slides up after topic has been covered.
- Turns off projector when it is no longer relevant.

Time Management

Unit Times

- Engages class for full allotted time.
- Doesn't allow unit to run over time.

Breaks

- Breaks are not cut short.
- Students are ready to go when break is completed.

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Course Administration

Paperwork Organized

- Like items are grouped together and organized as requested on the course file.
- All items are attached to binder clips.
- Small items are placed in the appropriate small envelope attached to binder clips.

Records Site Needs, As Appropriate

- Supplies and forms that need replenishing noted on course file.
- Needed bike repairs listed on course file.
- Other site needs noted on course file.

Course Roster Completed

- Knowledge Test and Skill Test scores are completed.
- Pass/Fail/DNF/No-Show completed.
- Walk-in students listed, with scores and completion status.
- Adjustments to teaching hours made (as appropriate).

K-Test Analysis Completed

- Instructor name
- Date
- Location
- Group: Group A (AM) or Group B (PM)
- List of all questions missed.
- How many times each question was missed.

Instructor Zone Reporting

- Student scores entered online.
- Site needs entered in Site Needs tool.

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