Gateways to Opportunity Registry
Registry Training Approval Score Sheet

Training Name_____

Please follow up with the trainer regarding any areas marked as "no" below.

For All Training Applications	Yes	No
1. The training description outlines the training structure and expectations for the attendee.		
2. The trainer allots sufficient time for the events/activities listed on the training agenda.		
3. A variety of training methods are used to support adult learners.		
4. The description, objectives and agenda are aligned and consistent.		

For Distance Learning Applications Only	Yes	No	N/A
1. Technical assistance is available to those participants that may have difficulty with the technology for the training delivery system.			
2. There is an acceptable reporting process for online attendance.			
3. Technology requirements for the training delivery system utilized are communicated to the participant prior to the training (e.g. system checks are available).			

Date applicant contacted for follow up TA_____   **Deadline provided to applicant to submit corrections** _____

	2 points "None"	4 points "Some"	6 points "All"	Score
Demonstrates quality writing	Application and supporting materials are disorganized and do not effectively describe the overall training.	Application and supporting materials are lacking some details to describe the overall training.	Application and supporting materials are coherent, organized, and effectively describe the overall training.	_____
Training objectives reflect the Level of Learning identified on the application	None of the objectives are written to the Level of Learning identified.	Some of the objectives are written to the Level of Learning identified.	All of the objectives are written to the Level of Learning identified.	_____
States measurable objectives	None of the objectives are written in measurable terms.	Some of the objectives are written in measurable terms.	All of the objectives are written in measurable terms.	_____
Assesses participant progress toward meeting objectives	There is no assessment of progress for any of the objectives.	There is an assessment of progress for some of the objectives.	There is an assessment of progress for all of the objectives.	_____

TOTAL SCORE _____**/24** (Minimum score of 17 needed for approval)

Scored by:_____   Date:_____