

USW Tony Mazzocchi Center: Final Proficiency Assessment – Guide

Instructions for the trainer/facilitator:

1. Have the **trainee/participant** fill out the name of the training course in which you are facilitating. If you are using the blank sheet, the books or training materials will have the course title included at the top.
Example: Hazard Mapping
2. Have the **trainee/participant** fill out their full name as the trainee (please print).
3. Have the **trainee/participant** fill out their trainee ID number following the instructions listed on the form.
* The trainee ID number is the first letter of the trainee's first name, the first three letters of the trainee's last name, and the two-digit month and two-digit day of the trainee's birth date. For example, if the trainee's name is John Smith and he was born on June 10, the ID would be: jsmi-0610. Add the dash "-" between the letters and numbers.
4. Fill out **your** full name, as the trainer/facilitator (please print).
5. Please read and acknowledge the statement below your name as the trainer/facilitator.
6. Each book will have a list of activities which are labeled by "activity number" and "activity title." Please have the **trainee** initial each activity in which they participated and completed. If the training is adapted and a full book was not used (for example, a two-hour conference workshop), utilize the blank form hosted on the TMC website. On this form, you will need to write out the activity number and title into the blanks. The trainee will again initial each activity in which they participated and completed.
7. The form continues on the following page. Please have the **trainee** read, acknowledge, sign and date the two entries under "To be completed by the **trainee**."
8. Please read, acknowledge, sign and date the two entries under "To be completed by the **trainer/facilitator**" as a member of the team of trainers.
9. After the form is completed, please collect and submit it to the training coordinator or upload it to the TMC grant-tracker database along with the sign-in sheets and other class information.