

Assessment Required for Registry-Approved Trainings

Recently, the Trainer/Training Approval Committee reviewed and approved a policy change that requires most **Registry-approved trainings** to include a written **Knowledge and Skill Assessment**. The policy change was made as part of the Palm Beach County Registry's ongoing commitment to ensure quality trainings. A **Knowledge and Skill Assessment** will be required of all single session trainings and training series that require **Quality Assurance Goal Sheet** and **PACES** forms for approval.

As of **April 1, 2010**:

Any new training submitted for **Registry-approval** is required to include a **Knowledge and Skill Assessment**, along with the necessary **Goal/PACES forms**

Any **Training Approval Request Form** that is submitted for a new training event that was previously **Registry-approved** must include a **Knowledge and Skill Assessment**

A Quality Assurance Coordinator will review the **Knowledge and Skill Assessment**, along with the **Goal/PACES**, and provide feedback and technical assistance as necessary. At this time, trainers are able to choose the format of the assessment they feel will best capture their participants' knowledge of the **Training's Objectives**. This can be in the form of multiple choice, true/false, open-ended questions, etc. At the conclusion of their training, trainers are to administer their **knowledge and skill assessments** to participants. After the training, trainers are encouraged to read through and analyze their assessments to help them reflect on their training and determine how successful it was in meeting the **Training Objectives**. Trainers then submit their scored **Knowledge and Skill Assessments** to the Registry, along with their Workshop Evaluations and sign-in sheets.

Those trainers who do not already include a **Knowledge and Skill Assessment** in their training, and would like assistance in the creative process, can contact Katie Johnson, Quality Assurance Coordinator, at 561-868-3694 or johnsokm@palmbeachstate.edu.