

Inspection Guidelines for F-5 and Report of Training Compliance

#	ITEM	YES	NO	N/A
1	Does the department forward all F-5 forms to ODOP within 7 business days as required by TCOLE?			
2	Does the department report training to ODOP within 15 days as required by TCOLE?			
3	Does the department post training calendars-schedules on the internet no later than 30 days prior to the beginning of each calendar quarter or academic semester as required by TCOLE?			
4	Does the departmental training officer maintain original Lesson Plans, PowerPoints, exams, original completed exams, and completed original instructor evaluation forms for every in-service class taught at that campus?			