

# 5 Step CaPE Instructor Checklist

## 1 GET PAID

Sign and return instructor agreement/contract to the CaPE office **prior to the first day of class.**

## 2 BE PREPARED

Arrive at least **15 minutes** early to set up. It is required to request copies at least **2 weeks** in advance.

## 3 CHECK IT OUT

Ask students to verify the spelling of their name and confirm their attendance by writing their initials on the roster provided. **Students are required to show identification on the first night of class.** If an individual attends your class who does not have personal identification and/or is not listed on the roster, please have the student report to the CaPE office immediately.

## 4 WRAP IT UP

On the **first day** of class, return completed **Student Profile Surveys, Student Code of Conduct Agreements** and **5 Step CaPE Instructor Checklist** to the CaPE office in the envelope provided. If the CaPE office is closed, please leave your sealed packet in the labeled bin behind the front desk.

## 5 CLOSE OUT & MOVE ON

On the **last day** of class, a rep from CaPE will administer the process for completing Student Course Evaluations (**instructors are asked to leave the classroom during this process**). **Indicate on the final roster if a student has completed the course successfully or not.** Please remember to turn in your roster at the end of the final class.

*Two copies have been provided for your convenience. Please keep a copy of this checklist for your records.*

*To successfully complete this course, the learner must attend 80% of all class sessions and satisfactorily pass all course completion requirements.*

*By signing and dating this document, you agree to the 5 steps listed above.*

Instructor's Signature

Date