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
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