**Section 1 – Basic Information**

1.1 Name of Respondent

1.2 Training Program

1.3 Entry Level or Advanced Level Training

1.4 Total training cost

1.5 Minimum Number of students to be trained

1.6 Location of Training Program:

**Section 2 – Length/Timeline**

2.1 Program Length

2.2 Flexibility of Start Dates

2.3 Start Up Activities

2.4 Over Arching Timeline

**Section 3 – Specifics of Program**

3.1 State if basic skills/foundational skills are included

3.2 State if this is a blended/combined program

3.3 State if there is an option for Distance Learning

3.4 Certificates to be obtained by participants and the end of the training program

3.5 Clinical experience/internship component

3.6 Demonstrated ability to provide classroom based training/curriculum:

 3.6.1 Curriculum

 3.6.2 Intended Learning Outcomes

 3.6.3 Course Work

 3.6.4 Work based learning components

3.6.5 Does this program prepare the student to move onto the next training program of a given career ladder

 3.6.6 Other

3.7 Outcomes (As listed in Section 2.6: training completion rate of 75% and training completion rates of 90%)

3.8 Partners

3.9 Communication Plan (How will information on students progress, training completions, certification statues, etc be communication with the program Navigators?)

3.10 Subcontractors **-** Will there be any subcontractors for this contract/training program? If so, please describe their role and responsibility

**Section 4 – Past Performance**

4.1 Past performance of the training program, including number served annually

4. 2 Completion rate

4.3 Credential attainment rate

4.4 Describe how the program will meet the 75% training completion rate and 90% credential attainment rate

**Section 5 - Management and Staffing Plan (It is encouraged to include key staff resumes as attachments)**

5.1 Who will be managing the contract/training program

5.2 Who has fiscal responsibility for the contract/training program

5.3 Staff that will be involved