

TRAINING COURSE CHECKLIST

The checklists below are to be used as a reference ensure all appropriate steps are taken before, during, and after a training event.

BEFORE TRAINING

- Submit **TRAINING COURSE FORM** to GDPH (EPR.Training@dph.ga.gov)
- Submit **EVENT LOGISTICS FORM** to UGA IDM (CoalitionSupport@uga.edu) for catering and venue logistics and/or the training cost exceeds \$2499.99 (cumulative amount)
 - Be sure to include GDPH approval with submission (e.g. signed **TRAINING COURSE FORM** or approval email)

DURING TRAINING

- A representative from the coalition **must** be in attendance for the duration of the training
 - This coalition representative should serve as the host for the training session and provide any new members/organizations with information and direction on how to become more involved in the coalition.
 - The thought is to have the coordinator and/or facilitator present, but this could also be extended to include members of the executive committee. In the absence of either of the above, a trusted representative from among the membership could be assigned this role to meet the needs as described. This would be at the discretion of the coalition leadership.
- Any walk-up students must register for training in TRS by the scheduled end of the training

AFTER TRAINING

- Submit **EVENT FOLLOW UP FORM** to UGA IDM (CoalitionSupport@uga.edu) **within 10 BUSINESS DAYS** of event
 - Include agenda/event announcement, registration list, and sign-in sheet(s)
 - Include invoices and/or reimbursements associated with the training
 - Include zero-balance receipt for each expense listed
 - Clearly indicate who is being reimbursed
- Submit a copy of the sign-in sheet(s) to GDPH (EPR.Training@dph.ga.gov)