

PRINCIPLES AND TECHNIQUES
OF TRAINING IN
STANDARDIZED FIELD SOBRIETY TESTING
THE SFST INSTRUCTOR TRAINING SCHOOL

TEACHER-TRAINER'S MANUAL

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U.S. DEPARTMENT OF TRANSPORTATION
Transportation Safety Institute
National Highway Traffic Safety Administration

**DWI DETECTION AND STANDARDIZED FIELD
SOBRIETY TESTING**

INSTRUCTOR - DEVELOPMENT TRAINING PROGRAM

ADMINISTRATOR'S GUIDE

PREFACE

The development of this training program was a joint effort between the National Highway Traffic Safety Administration (NHTSA) and the Transportation Safety Institute (TSI). It is designed to enable law enforcement officers to develop the knowledge, skills and attitudes necessary to effectively fill roles as instructors in support of NHTSA's Standardized Field Sobriety Testing (SFST) training program which targets impaired drivers.

This Administrator's Guide is intended to facilitate planning and implementation of this instructor training program. It describes the materials included in the curriculum package, outlines the administrative requirements for the training program, and offers suggestions for meeting those requirements. The Guide also describes preparations that must be made before the training can take place and the follow-up actions needed to ensure the desired outcome.

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**Standardized Field Sobriety Testing
Instructor-Development Training Program
Administrator’s Guide**

A. Purpose of This Course

The purpose of this course is to prepare law enforcement professionals to effectively administer and instruct in the SFST training program. The curriculum addresses the application of basic adult learning theory and the instruction skills needed to deliver this training.

B. Overview of the Course

This Administrator’s Guide provides an overview of the four-day Instructor-Development Training Program and two stand alone modules, **“Introduction to Drugged Driving”** (4-hours) and **“Drugs That Impair Driving”** (8-hours). Both modules are highly recommended additions to this course (see Appendix C).

1. For whom is the training intended?

In the SFST instructor-development training program the principal participants are law enforcement officers who have demonstrated proficiency in the administration of the standardized field sobriety tests (SFSTs), and actively involved in detecting and apprehending impaired drivers. They may be employees of any law enforcement agency. They may or may not possess basic presentation skills or knowledge of adult learning, but their reason for attending this training should be motivated by:

- o a desire to develop or strengthen effective presentation skills.
- o a desire to develop or strengthen skills as an SFST instructor.
- o a desire to learn how to conduct interactive participant-centered training.
- o a desire to become more familiar with the SFST curriculum available through NHTSA and the International Association of Chiefs of Police.

2. What is the purpose of this training?

The purpose of this training is to prepare law enforcement officers to effectively instruct in the NHTSA/IACP standardized field sobriety testing program. This curriculum addresses the application of basic adult learning theory and the skills related to technical teaching. Participants learn effective teaching techniques from experienced instructor demonstration and their own in-class participation. They will learn how to deliver this specific training program (SFST) and the basics on how to make effective presentations.

3. What will the participants achieve from this training?

The SFST Instructor-Development training program will enable participants to achieve these objectives:

- o importance of knowing adult learning principles and how they relate to effective training;
- o to apply the motivational techniques and presentation skills taught in this course;
- o demonstrate effective questioning techniques and how to handle challenging situations;
- o develop and use training aids; and,
- o the roles and responsibilities of instructors in conducting the SFST training program.

4. What subject matter does this course cover?

The contents of this training program focus on adult learning, effective presentation skills and techniques for conducting effective training. Specific topics include:

- o Introduction and Overview
- o Adult Learning Concepts
- o SFST Curriculum Package
- o Assignments for Practice Teaching
- o Getting Ready for Teaching
- o Techniques for Effective Classroom Presentations
- o Guidelines for Planning and Managing an Alcohol Workshop

- o Guidelines for Use of IACP/NHTSA Approved Videos of Drinking Subjects
- o Optional 4-Hour or 8-Hour Blocks on Drugs That Impair Driving

5. What activities take place during this training?

The most significant learning activities are the presentations made by the participants. Participants use NHTSA course materials to prepare their practice teaching presentations. Participants are expected to become thoroughly familiar with content, learning activities, training aids, etc. related to delivery of the SFST course.

A critical learning activity takes place in Session VIII, where participant-instructors learn how to manage and conduct a live alcohol workshop (controlled drinking lab). Participant-instructors are taught all the activities crucial to the SAFE operation of a live drinking session. All of the key control components needed to eliminate or minimize “glitches” that might occur if the workshop is not properly supervised are examined and discussed thoroughly.

NOTE: THE IACP STRONGLY BELIEVES THAT CONDUCTING LIVE ALCOHOL WORKSHOPS IS THE OPTIMAL WAY OF ACHIEVING THE LEARNING OBJECTIVES OF THE SFST TRAINING.

6. What is the length of the instructor-development training program?

The training course lasts approximately four days. If an administrator elects to include either of the two-drug related modules, then the course would be expanded by 4 or 8 hours. (See Overview of the Course, pg. 1)

7. What are the minimum instructor qualifications needed to teach this course?

Train-the-trainer instructors for this course **MUST** have successfully completed a state approved instructor-development course or its equivalent, and have clearly demonstrated all the techniques and skills required of a competent training. In addition, if more than one teacher-trainer is involved in presenting this course, at least half of the training staff must have successfully completed the NHTSA/IACP approved SFST training program and have experience in administrating the SFSTs as well as having provided testimony in court in the area of DUI/DWI enforcement.

NOTE: If an administrator elects to add either drug module to this course (see “**Overview of the Course**”, pg 1), it is preferred that the instructor for the 4-hour segment be a Drug Recognition Expert (DRE). If the 8-hour segment is chosen, the instructor **MUST** be a DRE.

8. What are the facility requirements?

The course requires a classroom with ample table/desk space for a maximum of 28 participants (24 participants are preferred). An additional room capable of holding half the class is needed for the third and fourth day of the course when participant presentations are made.

The facility should also provide two overhead projectors and screens; two video tape players and monitors, two flip charts and/or dry-erase boards. **NOTE:** The second set of equipment is only needed on the third and fourth days of the course.

If possible, the classroom should be arranged in a U-shaped manner to facilitate instruction.

9. What are the class size considerations?

A class of 24 participants is ideal. However, 28 participants can easily be accommodated. It is recommended that an “even” number of participants be assigned to attend this course since the practice teaching assignments are team-taught.

10. What planning and preparation requirements are needed?

The first step to take when planning, preparing, or participating in this course is to contact a NHTSA regional training coordinator or Governor’s Highway Safety Representative for assistance (see Appendix A for list of NHTSA regional offices and GHSO). The NHTSA person assigned training responsibilities for states in their jurisdiction can provide guidance, course materials, and technical assistance, if needed.

If considering sending participants to attend this course, a basic requirement is that candidate instructors must have successfully completed the NHTSA/ IACP approved basic SFST training program, have demonstrated an interest in DUI/DWI enforcement, and has voiced a desire to be a trainer.

If hosting this course, select your instructors, secure the required equipment, and prepare the facilities.

11. What are the requirements for successful completion of this course?

Participants must achieve a grade of at least 80% on the written test.
ANY SESSIONS MISSED DURING EXCUSED ABSENCES MUST BE MADE UP.

NHTSA REGIONAL OFFICES**New England Region**

Volpe National Trans. Systems Center
55 Broadway - Kendall Square - Code
903
Cambridge, MA 02142
(617) 494-3427
FAX (617) 494-3646

Eastern Region

222 Mamaroneck Ave, Suite 204
White Plains, NY 10605
(914) 682-6162
FAX (914) 682-6239

Mid Atlantic Region

10 South Howard Street, Suite 4000
Baltimore, MD 21201
(410) 962-0077
FAX (410) 962-2770

Southeast Region

Atlanta Federal Center
61 Forsyth Street, SW, Suite 17T30
Atlanta, GA 30303
(404) 562-3739
FAX (404) 562-3763

Great Lakes Region

19900 Governors Drive, Suite 201
Olympia Fields, IL 60461
(708) 503-8822
FAX (708) 503-8991

South Central Region and Indian Nations

819 Taylor Street Room 8A38
Fort Worth, TX 76102-6177
(817) 978-3653
FAX (817) 978-8339

Central Region

PO Box 412515 (Zip 64141)
6301 Rockhill Road Rm 100 (Zip
64131)
Kansas City, MO
(816) 822-7233
FAX (816) 822-2069

Rocky Mountain Region

555 Zang Street, Room 430
Denver, CO 80228
(303) 969-6917
FAX (303) 969-6294

Western Region and Pacific Territories

201 Mission Street, Suite 2230
San Francisco, CA 94105
(415) 744-3089
FAX (744-2532

Northwest Region

3140 Jackson Federal Building
915 Second Avenue
Seattle, WA 98174
(206) 220-7640
FAX (206) 220-7651

STATE OFFICES OF HIGHWAY SAFETY

Alabama

Dept Of Econ & Comm Affairs
401 Adams Ave (PO Box 5690)
Montgomery, AL 36103-5690
(334) 242-5803
FAX (334) 242-0712

Alaska

Alaska Hwy Safety Planning
Agency
450 Whittier St.
Juneau, AK 99811
(907) 465-4374
FAX (907) 465-5860

Arizona

Gov's Office of Hwy Safety
3030 N. Central, Suite 1550
Phoenix, AZ 85012
(602) 255-3216
FAX (602) 255-1265

Arkansas

AR State Hwy & Trans. Dept.
11300 Baseline Rd
Little Rock, AR 72203-2261
(501) 569-2648
FAX (501) 569-2651

California

Business, Transportation, and
Housing Agency
7000 Franklin Blvd., Suite 440
Sacramento, CA 95823
(916) 262-0990
FAX (916) 262-2960

Colorado

Department of Transportation
4201 E. Arkansas Ave.
Denver, CO 80222
(303) 757-9440
FAX (303) 757-9219

Connecticut

Department of Transportation
PO Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
(860) 594-2370
FAX (860) 594-2374

Delaware

Office of Highway Safety
Public Safety Bldg, Box 1321
Rte. 113 South & Bay Road
Dover, DE 19903-1321
(302) 739-3295
FAX (302) 739-5995

District of Columbia

DC Dept of Public Works
Frank D. Reeves Center
2000 14th St., NW, 7th Floor
Washington, DC 20009
(202) 671-0492
FAX (202) 939-7185

Florida

Department of Transportation
605 Suwanne Street, MS-53
Tallahassee, FL 32399-0450
(850) 488-3546
FAX (850) 922-2935

Georgia

Gov.'s Office of Hwy. Safety
1 Park Tower
34 Peachtree Street, Suite 1600
Atlanta, GA 30303
(404) 656-6996
FAX (404) 651-9107

Hawaii

Motor Vehicle Safety Office
Department of Transportation
601 Kamokila Blvd, Room 511
Kapolei, HI 96707
(808) 692-7650
FAX (808) 692-7665

Idaho

Department of Transportation
3311 W. State St.
Boise, ID 83707
(208) 334-8101
FAX (208) 334-3858

Illinois

Department of Transportation
PO Box 19245
3215 Executive Park Drive
Springfield, IL 62794-9245
(217) 782-4974
FAX (217) 782-9159

Indiana

Governor's Council on Impaired
and Dangerous Driving
ISTA Building, Suite 330
150 West Market
Indianapolis, IN 46204
(317) 232-4220
FAX (317) 233-5150

Iowa

Gov. Traffic Safety Bureau
307 East Seventh Street
Des Moines, IA 50319-0248
(515) 281-3907
FAX (515) 281-6190

Kansas

Bureau of Traffic Safety
Thacher Building, 3rd Floor
217 SE 4th Street
Topeka, KS 66603
(785) 296-3756
FAX (785) 291-3010

Kentucky

KY State Police Headquarters
919 Versailles Road
Frankfort, KY 40601-9980
(502) 695-6356
FAX (502) 573-1634

Louisiana

LA Hwy Safety Commission
PO Box 66336
Baton Rouge, LA 70896
(225) 925-6991
FAX (225) 922-0083

Maine

Bureau of Highway Safety
164 State House Station
Augusta, ME 04333
(207) 624-8756
FAX (207) 624-8768

Maryland

Office of Traffic and Safety
7491 Connelley Drive
Hanover, MD 21076
(410) 787-4017
FAX (410) 787-4082

Massachusetts

Gov. Highway Safety Bureau
10 Park Plaza, Suite 5220
Boston, MA 02116-3933
(617) 973-8904
FAX (617) 973-8917

Michigan

Office of Hwy. Safety Planning
4000 Collins Road
PO Box 30633
Lansing, MI 48909-8133
(517) 336-6477
FAX (517) 333-5756

Minnesota

Office of Traffic Safety
444 Cedar Street, Suite 150
St. Paul, MN 55101-5150
(651) 296-9507
FAX (651) 297-4844

Mississippi

Gov.'s Highway Safety Office
401 North West St., 8th Floor
Jackson, MS 39225-3039
(601) 359-7880
FAX (601) 359-7832

Missouri

Division Of Highway Safety
PO Box 104808
Jefferson City, MO 65110
(573) 751-4161
FAX (573) 634-5977

Montana

Department of Transportation
PO Box 201001
2701 Prospect Ave., Room 109
Helena, MT 59620-1001
(406) 444-3423
FAX (406) 444-7303

Nebraska

Office of Highway Safety
PO Box 94612
Lincoln, NE 68509
(402) 471-2515
FAX (402) 471-3865

Nevada

Office of Traffic Safety
Dept. of Motor Vehicles
& Public Safety
555 Wright Way
Carson City, NV 89711-0099
(775) 687-5720
FAX (775) 687-5328

New Hampshire

Highway Safety Agency
Pine Inn Plaza
117 Manchester Street
Concord, NH 03301
(603) 271-2131
FAX (603) 271-3790

New Jersey

Div. of Highway Traffic Safety
225 East State Street, CN-048
Trenton, NJ 08625
(609) 633-9300
FAX (609) 633-9020

New Mexico

Traffic Safety Bureau
604 W. San Mateo
P.O. Box 1149
Santa Fe, NM 87504-1149
(505) 827-0427
FAX (505) 827-0431

New York

Gov. Traffic Safety Committee
Swan St. Bldg., Empire Plaza
Albany, NY 12228
(518) 473-9007
FAX (518) 473-6946

North Carolina

Gov. Highway Safety Program
215 East Lane Street
Raleigh, NC 27601
(919) 733-3083
FAX (919) 733-0604

North Dakota

Drivers Lic. & Traf. Safety Div.
 Department of Transportation
 608 East Boulevard Avenue
 Bismarck, ND 58505-0700
 (701) 328-2601
 FAX (701) 328-2435

Ohio

Office of Gov. Hwy. Safety Rep.
 PO Box 182081
 1970 W. Broad Street (43223)
 Columbus, OH 43218-2081
 (614) 466-3250
 FAX (614) 728-8330

Oklahoma

OK Highway Safety Office
 3223 North Lincoln
 Oklahoma City, OK 73105
 (405) 521-3314
 FAX (405) 524-4906

Oregon

Transportation Safety Section
 555 13th Street, NE
 Salem, OR 97310
 (503) 986-4190
 FAX (503) 986-4189

Pennsylvania

Bureau of Highway Safety and
 Traffic Engineering
 555 Walnut Street
 7th Floor, Forum Place
 Harrisburg, PA 17105-2047
 (717) 787-7350 or 8069
 FAX (717) 783-8012

Rhode Island

Gov. Office of Highway Safety
 345 Harris Avenue
 Providence, RI 02909
 (401) 222-3024
 FAX (401) 222-6038

South Carolina

Department of Public Safety
 5400 Broad River Road
 Columbia, SC 29210
 (803) 896-7896
 FAX (803) 896-8393

South Dakota

Office of Highway Safety
 Dept Of Commerce & Reg.
 118 West Capitol
 Pierre, SD 57501
 (605) 773-4493
 FAX (605) 773-6893

Tennessee

Gov. Highway Safety Programs
 James K Polk State Office Bldg
 505 Deaderick Street, Suite 600
 Nashville, TN 37243
 (615) 741-2589
 FAX (615) 741-9673

Texas

Department of Transportation
 125 E. 11th Street
 Austin, TX 78701-2483
 (512) 416-3202
 FAX (512) 416-3214

Utah

Highway Safety Office
 Department of Public Safety
 5263 South 300 West, Suite 202
 Salt Lake City, UT 84107
 (801) 293-2481
 FAX (801) 293-2498

Vermont

Highway Safety Agency
 103 South Main Street
 Waterbury, VT 05671-2101
 (802) 244-1317
 FAX (802) 244-4124

Virginia

Transportation Safety Services
 Department of Motor Vehicles
 PO Box 27412
 Richmond, VA 23269
 (804) 367-1670
 FAX (804) 367-6631

Washington

Traffic Safety Commission
 1000 South Cherry Street,
 MS/PD-11
 Olympia, WA 98504
 (360) 753-6197
 FAX (360) 586-6489

West Virginia

Driver Services
 Department of Motor Vehicles
 Capitol Complex Bldg 3 Rm 118
 Charleston, WV 25317
 (304) 558-6080 Ext. 13
 FAX (304) 558-0391

Wisconsin

Bureau Of Transportation
 Hill Farms State Ofc. Bldg #933
 4802 Sheboygan Avenue
 PO Box 7936
 Madison, WI 53707-7936
 (608) 266-3048
 FAX (608) 267-0441

Wyoming

Highway Safety Program
 5300 Bishop Blvd., PO Box 1708
 Cheyenne, WY 82003-9019
 (307) 777-4450
 FAX (307) 777-4250

American Samoa

Office of Highway Safety
 Government of American Samoa
 PO Box 1086
 Pago Pago, AS 96799
 (684) 699-1911 or 2911
 FAX (684) 699-4224

Guam

Dept. of Public Works, OHS
542 N. Marine Drive
Tamuning, GU 96910
(671) 646-3211
FAX (671) 646-3733

**Commonwealth of The
Northern Marina Islands**

Department of Public Safety
Office of Special Programs
Commonwealth of No.
Mariana Islands
PO Box 791
Civic Center; Susupe Village
Saipan, MP 96950
(670) 664-9128
FAX (670) 664-9141

Puerto Rico

Traffic Safety Commission
Box 41289, Minillas Station
Santurce, PR 00940
(787) 723-3590
FAX (787) 727-0486

Virgin Islands

Office of Highway Safety
Lagoon Street Complex
Fredriksted
St. Croix, VI 00840
(340) 776-5820
FAX (340) 772-2626

Indian Nations

Indian Hwy. Safety Programs
Bureau of Indian Affairs
Dept. of Interior, Suite 1705
505 Marquette Avenue, NW
Albuquerque, NM 87102
(505) 248-5053
FAX (505) 248-5064

OVERVIEW OF OPTIONAL TRAINING ON DRUGGED DRIVING

OPTION ONE: 4-HOUR BLOCK ENTITLED “INTRODUCTION TO DRUGGED DRIVING”

The purpose of this module is to acquaint the participant with information on the recognition of individuals who may be medically impaired or under the influence of drugs other than alcohol, and to assist them in preparing to prosecute such cases.

Police officers responsible for traffic law enforcement will continuously encounter drug-impaired drivers. The best available data suggest that tens of millions of Americans routinely use drugs other than alcohol and some of these people drive when under the influence of those drugs.

Some drug-impaired drivers look and act very much like alcohol-impaired drivers. Others look and act very differently. All of them are dangerous, to themselves and to everyone else on the road.

Upon successfully completing this module of instruction, the participant will be able to:

- o define the term “drug” in the context of DWI enforcement.
- o describe in approximate, quantitative terms the incidence of drug involvement in motor vehicle crashes and in DWI enforcement.
- o name the major categories of drugs.
- o describe the observable signs generally associated with the major drug categories.
- o describe medical conditions and other situations than can produce similar signs.
- o describe appropriate procedures for dealing with drug-impaired or medically-impaired suspects.

OPTION TWO: 8-HOUR BLOCK ENTITLED “DRUGS THAT IMPAIR DRIVING”

THIS TRAINING WILL NOT QUALIFY AN OFFICER TO SERVE AS A DRE.

This module is designed primarily for police officers who meet the IACP/NHTSA National Standardized Field Sobriety Testing Program Standards and who have successfully completed an IACP/NHTSA approved curriculum. The officer must be able to administer and interpret the SFST's for alcohol-impaired suspects. The participant should be fully conversant with the procedural "mechanics" of HGN with the three clues of HGN and with the interpretation of those clues for assessing alcohol impairment. A major focus of this module is on the examination of a drug-impaired suspect's eyes, and the procedures for those eye examinations derive largely from HGN procedures.

The purpose of the module is to improve participants' ability to recognize suspects who may be under the influence of drugs other than alcohol, and to take appropriate action when they encounter such suspects (i.e., summon a DRE or request a medical examination. Note: This module does not require that the participant develop the ability to distinguish what type of drug is responsible for the observed impairment, but the participant should become more adept to recognizing the possible presence of some drug other than alcohol or a medical condition.

The participant who successfully completes the module should be able to:

- o define the term "drug" in the context of this course;
- o describe in approximate, quantitative terms the incidence of drug involvement in motor vehicle crashes and DWI enforcement;
- o name the major categories of drugs;
- o describe the observable signs of impairment generally associated with the major drug categories;
- o describe medical conditions and other situations that can produce similar signs of impairment; and,
- o describe appropriate procedures for dealing with drug-impaired or medically impaired suspects.

ALL MATERIALS ARE MASTERS – COPY AS NEEDED.**ATTENTION: LEAD INSTRUCTOR/COURSE ADMINISTRATOR**

In order to assist the National Highway Traffic Safety Administration in the validation of course materials, the Transportation Safety Institute is requesting your feedback. The purpose of conducting this evaluation is to determine:

- ◆ accuracy and completeness of course materials
- ◆ adequacy of course material design
- ◆ utility of course materials
- ◆ usability of course materials

Course materials are evolving documents which must be updated and refined in detail over the life of the course through a process of review, comment, analysis and revision in order to meet the training requirements of instructors as well as participants.

The attached questionnaire provides the expert users (lead instructors/course administrators) an opportunity to assess the viability of the course materials in relation to its capabilities and constraints. The goal of this questionnaire is to identify and set in motion actions to resolve course implementation issues as early as possible. The review and input that you provide is vital to the success of NHTSA's training mission.

DIRECTIONS: Fill out the **Lead Instructor/Course Administrator Questionnaire** at the completion of this course. Use this questionnaire to record your comments about the strengths and weaknesses of the instructional package provided for this course. Please provide detailed answers for each item requiring further explanation. (Use specific examples when available.) In addition, complete an **Instructor Roster and a Participant Roster** (*attachments are provided for your convenience*) **WITHIN 10 DAYS OF CLASS COMPLETION, RETURN BOTH ROSTERS AND QUESTIONNAIRE TO:**

**TRANSPORTATION SAFETY INSTITUTE
HIGHWAY TRAFFIC SAFETY DIVISION DTI-70
P.O. BOX 25082
OKLAHOMA CITY, OK 73125**

If further information is needed, or if you have any questions concerning this evaluation process, contact DTI-70, Phone: (405) 954-3112, FAX: (405) 954-8264.

INSTRUCTOR ROSTER

Course Name:

Course Date:

Course Location:

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

_____ Zip _____

Phone: _____ (_____) _____

(COPY THIS FORM FOR ADDITIONAL NAMES)

PARTICIPANT ROSTER

Course Name:

Course Date:

Course Location:

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

Name:_____

Title:_____

Organization:_____

Mailing Address:_____

_____ Zip _____

Phone:(____)_____

(COPY THIS FORM FOR ADDITIONAL NAMES)

**LEAD INSTRUCTOR/COURSE ADMINISTRATOR
QUESTIONNAIRE**

ACCURACY AND COMPLETENESS

1. The instructor manual and accompanying course materials **provide sufficient guidance** and information to plan, administer, and teach this course.

Strongly Agree Agree Disagree Strongly Disagree

Comments:

2. The **complete list of training aids**, devices and equipment needed to support this course are listed in the administrator’s guide.

Strongly Agree Agree Disagree Strongly Disagree

If not, what needs to be added or deleted?

3. The work session **directions are explained thoroughly** for both instructor and participant?

Strongly Agree Agree Disagree Strongly Disagree

Suggestions to clarify directions?

4. Are the instructional materials and media:

- | | | |
|---|-----|----|
| a. Easy to read and understand? | Yes | No |
| b. Easy to use? | Yes | No |
| c. Accurate and complete? | Yes | No |
| d. Congruent with stated objectives? | Yes | No |
| e. Appropriate to skill and knowledge level of course participants? | Yes | No |
| f. Clear in purpose , goals, and objectives for both participants and instructors? | Yes | No |
| g. Modern in format and appearance? | Yes | No |
| h. Free of extraneous details or distractions? | Yes | No |
| i. Un-biased (free of gender, ethnic, or racial bias?) | Yes | No |
| j. Relevant to the instruction (does it provide “real world” highway safety examples?) | Yes | No |

4. (Continued) Cite specific examples for any “no” response.

ADAPTABILITY

5. The course material **accommodates all learning styles** (auditory, visual, tactile, etc.)?

Strongly Agree Agree Disagree Strongly Disagree

Comments:

6. The course material and content are adaptable (**some content can be altered in sequence, length, or strategy**) according to the needs of the sponsoring organization? **NOTE:** *Some courses which contain technical or legal information cannot be altered. These courses are excluded from this question. Example: SFST and DEC courses.*

Strongly Agree Agree Disagree Strongly Disagree

Comments:

USABILITY

7. The course modules are **logically sequenced** in a manner that allows ease of learning.

Strongly Agree Agree Disagree Strongly Disagree

If not, what sequence would you suggest and why?

8. Were there any particular **portions** of the course material or work sessions that participants perceived as “**too difficult**”? If so, list and explain.

9. This course provides sufficient **opportunity for participant interaction and participation**.

Strongly Agree Agree Disagree Strongly Disagree

Comments:

10. The course content allows **sufficient work sessions** which reinforce the lecture sessions.

Strongly Agree Agree Disagree Strongly Disagree

Comments:

11. The course content is broken into **logical learning “chunks”** that are easy for participants to comprehend and retain.

Strongly Agree Agree Disagree Strongly Disagree

If you disagree, which segments need revision? Why?

12. Were you able to adhere to the **pre-determined time estimates**? If not, specify which segments need more time, which need less, and why.

RELEVANCE

13. The course materials will be used as a **future reference and resource tool** for participants.

Strongly Agree Agree Disagree Strongly Disagree

Which materials do you consider the most useful?

14. Do you believe that **additional content segments** are needed for this course? If so, please identify and describe how they will benefit this instruction.

15. Should any of the content **segments** of this course be **eliminated**? If so, which ones and why are they not needed?

16. Does this course provide participants with the **skills and knowledge** they needed to improve their job performance? If not, why?

17. What **recommendations** would you make for improving this course material?

Additional Comments?