

STC LESSON PLAN POLICY CHECKLIST

Lesson Plan Title: _____ Date Submitted: _____

Instructor's Name: _____ Agency/Provider: _____

STC POLICY	Meets STC Policy Requirements		RECOMMENDATIONS
	YES	NO	
Room Set-Up: Classroom, small group, theater, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Instructor Material(s)/Equipment Needed: All material and equipment needed, including handouts and reference material for the class or module.	<input type="checkbox"/>	<input type="checkbox"/>	
Time for Each Section or Exercise/Activity: The beginning and end time or amount of time needed for each exercise/activity, section, or topic.	<input type="checkbox"/>	<input type="checkbox"/>	
Trainer's Speaking Notes: Any notes to remind the trainer of anything pertinent in that section. This may include key concepts, targeted responses, activity instructions, etc. This should be written to a level that a person that is familiar with the content and course could step in and complete the training.	<input type="checkbox"/>	<input type="checkbox"/>	
Handout/Classroom Materials: The distribution of handouts and classroom materials should be noted in the section of the lesson plans where the distribution occurs.	<input type="checkbox"/>	<input type="checkbox"/>	
Testing Type and Description of BST/WST completion (if app.): The type of test(s) to be given in the class or module; i.e., Multiple Choice Test (MCT), Job Knowledge Test (JKT), Behavior Skills Test (BST), and Written Skills Test (WST). Describe in writing each BST and WST to be completed in the class or module.	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough detail that a substitute instructor could teach from this lesson plan with little preparation time?	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL CONSIDERATIONS	Utilizes Best Practices		RECOMMENDATIONS
	YES	NO	
Active Learning: Does the class engage the learner with interactive activities instead of heavy on lecture and/or PowerPoint?	<input type="checkbox"/>	<input type="checkbox"/>	