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 (if a core class, this does not need repeated for each class if no changes): Classroom, small group, theater, etc.	☐	☐	
Performance Objectives/Training Notes: If core class, include the PO/TN number indicated in the core manual.	☐	☐	
Instructor Material(s)/Equipment Needed: All material and equipment needed, including handouts and reference material for the class or module.	☐	☐	
Time for Each Section or Exercise/Activity: The beginning and end time or amount of time needed for each exercise/activity, section, or topic.	☐	☐	
Trainer's Script: 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.	☐	☐	
Handout/Classroom Materials: The distribution of handouts and classroom materials should be noted in the section of the lesson plans where the distribution occurs.	☐	☐	
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), Behavior Skills Test (BST), and Written Skills Test (WST). Describe in writing each BST and WST to be completed in the class or module.	☐	☐	
Is there enough detail that a substitute instructor could teach from this lesson plan with little preparation time?	☐	☐	

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?	☐	☐	