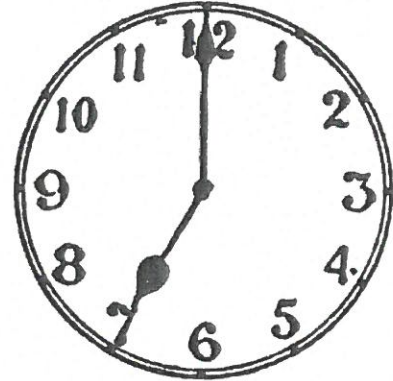


HOUR BY HOUR AGENDA FOR SCAPPA TRAINING APPROVAL



BEST Sample:



8:30-8:40: Goals for Today
8:40-9:00: Defining Prevention
9:00-9:15: Purpose/Theory behind Prevention Practices
9:15-9:45: Activity 1: What is the Purpose?
9:45-10:00: Writing the Prevention Theory
10:30-11:00: Delivering the Theory
11:00-11:15: Break
11:15-12:00: Prevention Delivery
12:00-1:00: Lunch
1:15-1:45: What is the Mission and Vision of Prevention?
1:45-2:15: Carrying your "Bag of Tools" in Prevention
2:15-2:30 Closing Activity

THIS DOCUMENTS A 4.0 HOUR EVENT

WORST Sample:



Goals for Today (10 minutes)
What is Prevention? (?)
Purpose/Theory behind Prevention Practices (30 minutes)
Activity 1
Writing the Prevention Theory (15 minutes)
Delivering the Theory (30 minutes)
Lunch
What is the Mission and Vision of Prevention? (30 minutes) Prevention?
Carrying your "Bag of Tools" in Prevention (?)
Closing Activity

REQUESTING 4.0 HOURS OF TRAINING

THANK YOU FROM THE SCAPPA TRAINING REVIEW COMMITTEE!!!

THINGS TO REMEMBER:

- If the Training Event doesn't have an hour by hour agenda when you arrive make notes about what topic areas are covered so that you can develop your own for submission to SCAPPA.
- If you are requesting 4 hours make sure that the document clearly represents the time of 4.0 hours.
- If a Training Event doesn't include a BREAK or LUNCH after 8.0 hours one may be added by the Training Review Committee.
- College Courses DO NOT REQUIRE an hour by hour agenda...they are awarded by credit hours.
- College/University courses should include a copy of the course description and course number that can be taken from a course catalog.
- Online courses require a copy of documentation from the course provider listing the number of hours and that the course is credited.
- PLEASE LOOK TO THE FOLLOWING: The SCAPPA Manual (which can be accessed on the SCAPPA website) has specific instructions for submitting a request for training hours in Appendix E pages 55-61.



**THANK YOU FROM THE SCAPPA TRAINING REVIEW
COMMITTEE!!!**