

**Division of Public Health
Training Proposal Checklist**

Name of Training Program	
Subject	
Training Need Justification (needs assessment, Federal grant requirement, licensing requirement)	
Target Audience(s)	
Learning Objectives (what do they need to know)	
Learning Outcomes (results achieved)	
Learners Preference (environment, format, instructional design)	
Format/Technology (instructor lead, web-based, videoconference, electronic formats: CD, DVD, streaming video)	
Location	
Time (hours)	
Duration (when offered)	
Dates (if applicable)	
Continuing Education Credits	
Authorizations Required (Program Level, Bureau Level, Division Level)	
Cost	
Other	

Frequently Asked Questions:

1. Where is the need for this learning/knowledge demonstrated?
2. How has this been assessed?
3. What are the specific learning objectives and outcomes?
4. Has there been an assessment of current educational and training opportunities that are available?
5. What format, learning environment do the target audience prefer and have access to?
6. Who is the target audience and what are their learning needs?
7. What continuing education units will be offered and through what accrediting body?
8. If developing training, who is on the course development team?

