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**ONLINE FORMS:**Rookie Report: [www.casi-acms.com/rookie](http://www.casi-acms.com/rookie)Accident Report: [www.casi-acms.com/accident](http://www.casi-acms.com/accident)Incident Report: [www.casi-acms.com/incident](http://www.casi-acms.com/incident)Feedback Survey: [www.casi-acms.com/feedback](http://www.casi-acms.com/feedback)

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**EVALUATOR'S RESSOURCES DRIVE : <https://casi-acms.com/evals>**

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**Start of the course :**

- Check for any comments or specific details provided per the RC prior to the course (email or CASI application).
- Check off all candidates on the Course List, from the CASI app, as being present (✓) or not (X). Report no-shows or absences to the RC
- Confirm any address, email or contact information changes and note on the Course List in the CASI app.
- Ensure the daily meeting area stays the same as Day 1 for re-test days as this is the place written on candidates' course confirmation.

**End of the course :**

- Ensure you have completed the Candidate Results in the course app** with neatness and accuracy ensuring all applicable boxes are checked and final results are clearly indicated.
- Make sure you share (share button) the results with the candidates on the course and that you close the course in the course app.
- Collect all leftover course materials; QR Booklets, Die cut stickers, Pins, etc. and place them in the course kit. *This is important for inventory.*
- Ensure original course kit packing slip is filled properly and returned per email in a pdf format or if your RC sent you a printed copy you can also return it the course kit.
- Make sure the inventory items are counted and quantities indicated in the "Returned" and "Damaged/Lost" columns if applicable.
- Complete Rookie Report if applicable and review with the Rookie immediately following the course. The Program Director will receive a copy electronically and will send it to the Rookie.
- Ship course kit leftovers and forms back to your RC and or to Head Office according to who hires you to teach the course (RC, Gen or ICP) **within three days of the completion of the course**. Make sure you keep the receipt and include it in your pdf invoice for the course.
- Fill your invoice available in the Evaluator's drive and make sure to include all course expenses.
- Make **one single pdf** with invoice on the first page followed by all course expenses receipts on the other pages. \*To assist you with this, you can use the help of free applications on your phone (e.g. : Genius Scan) or Adobe or other software that works for you on your computer.