SHORT LIST OF COURSE ADMINISTRATIVE TASKS

START OF THE COURSE

- ☐ Check for any messages from Regional Coordinator
- ☐ Confirm attendance. Report no-shows or absences to the RC
- ☐ Confirm candidate contact information (email, mailing address, phone)
- ☐ Confirm daily meeting point

END OF THE COURSE

- ☐ Finalize results of the course in the CASI application
- ☐ "Share" results with candidates in the CASI application (hit the share button)
- ☐ "Close" the course in the CASI application
- ☐ Count and collect remaining course materials
- ☐ Complete the packing slip and return it to the correct person
- ☐ Complete the Rookie Report (if applicable)
- ☐ Complete the Mentor Report (if applicable)
- ☐ Return the course kit by mail within 3 days - Keep the receipt
- ☐ Invoice - Make a single PDF with Invoice on the first page and expense receipts following