

Evaluation of Proposed Training Course

**TO: USACE Learning Center
ATTN: CEHR-ULC
P.O. Box 1600
Huntsville, AL 35807-4301**

Originator will complete Part I and forward form to the QA-QC office of the USACE Learning Center. If the originator is also the proponent, complete Parts I and III.

Part I - New Course Proposal

1. Proposed Course Title

2. Explain why this course is needed and what knowledge, skills, and abilities trainees should obtain from the course.

3. Suggested tasks/topics to be covered by this course

a.	e.
b.	f.
c.	g.
d.	h.

4. Target audience (List the functional areas, job series, and grade level of potential students.)

5. List any knowledge or skills required before attending this class.

6. Comments

Name, Title, Organization	E-Mail	Signature
	Telephone Number	Date

Part II - ULC Proposed Course Review

1. Course Duplication Research

2. Proposed Course Recommendation	Develop Course	Do Not Develop Course
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3. Comments

Name, Title, Organization	E-Mail	Signature
	Telephone Number	Date

Part III - CoP Leader/Proponent Recommendation of Proposed Course

Proposed Course Recommendation		Concur with ULC		Do Not Concur with ULC
1. Are there any existing courses in this area?	Yes	No	Explain in comments section.	
2. Why does this training need to be developed? (Select all that apply)				
a. Legal or regulatory requirement		f. New equipment		
b. Career Program Development		g. New Corps process or procedure		
c. Career Program Change (ACTEDS)		h. Changed legal or regulatory requirement		
d. Skill development		i. Safety		
e. New industry process or procedure		j. Other (list)		
3. Required National Technical Competencies				
4. Distributed/Distance Learning (DL) considerations (Select all that apply*)				
a. Basic skills/knowledge		f. Diverse target population (multiple career fields)		
b. Stable content		g. Learners already use computers		
c. Large population (100 or more annually)		h. Course Manager complete DL Review		
d. Informational using lectures		h.(1) Entire Course		
e. Minimum hands on		h.(2) Portions/Sections (explain in 7 below)		
*Selection of two or more items is an automatic DL review.				
5. Are there personnel identified to develop and/or teach this proposed course? Yes <input type="checkbox"/> No <input type="checkbox"/>				
6. Approximately how many student require this training annually?				
7. Comments				
Name, Title, Organization		E-Mail		Signature
		Telephone Number	Date	

Part IV - CEHR Final Review and Recommendation

Recommendation		Concur with CoP Ldr/Proponent		Do Not Concur with CoP Ldr/Proponent
Comments				
Name, Title, Organization		E-Mail		Signature
		Telephone Number	Date	

Part V - Final Approval

Final Recommendation		Develop Course		Do Not Develop Course
Comments				
Name, Title, Organization		E-Mail		Signature
		Telephone Number	Date	

Part VI - Learning Center Course Delivery Recommendation for Approved New Course

1. Recommended Method of Delivery		Classroom		Distance Learning		Blended	
2. Proposed survey schedule		3. Assigned Control Number		4. Development cost			
5. Class Size		6. Suggested Community of Practice					
7. Comments							
Name, Title, Organization		E-Mail		Signature			
		Telephone Number	Date				
						Submit to CoP Ldr/Proponent	

Part VII-Continuation Sheet

1. Continuation Part I
2. Continuation Part II
3. Continuation Part III
4. Continuation Part IV