

**Request for Approval under the "Generic Clearance for the Collection of
Routine Customer Feedback" (OMB Control Number: 1615-0121)**

TITLE OF INFORMATION COLLECTION: Teaching Civics and Citizenship to
Immigrants Training Evaluation

PURPOSE:

The USCIS Office of Citizenship (OoC) conducts teacher training events for adult citizenship educators to enhance the skills needed to prepare immigrants for U.S. citizenship. The evaluation form is completed by the teachers to evaluate the training and provide feedback on the topics discussed at the training. The feedback/responses received is used to improve or maintain the quality of training provided to the educators.

The evaluation form is completed on-site, directly after the training, and submitted to USCIS OoC staff.

DESCRIPTION OF RESPONDENTS:

USCIS OoC offers training opportunities to adult citizenship education teachers and administrators. These stakeholders are representatives of immigrant serving organizations, providing educational and legal services to legal permanent residents.

TYPE OF COLLECTION: (Check one)

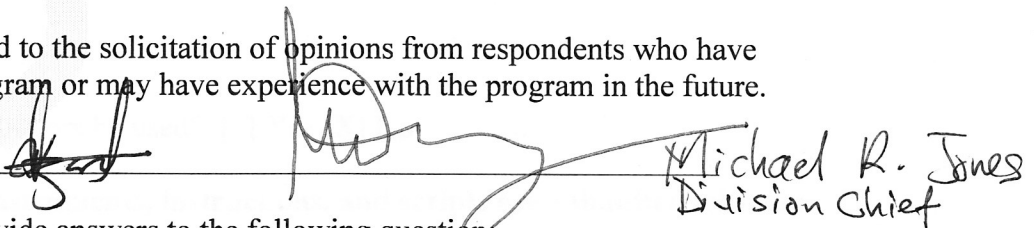
- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Natasha I. Lester


Michael R. Jones
Division Chief

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	1,960	.05 hours (3 minutes)	98 hours
Totals	1,960		98 hours

FEDERAL COST: The estimated annual cost to the Federal government is **\$13,328**

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Respondents are participants who register and attend our training events. The evaluation forms are provided to all participants and are voluntary.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.