BORROWER TRAINING COURSE EVALUATION

INSTRUCTIONS FOR PREPARATION

Purpose: This form is prepared by the borrower upon completion of the course to evaluate the training.	
Handbook Reference: 3-FLP	**Number of Copies:** Original
Signatures Required: Borrower (optional)	
Distribution of Copies: Instructor distributes and collects forms and forwards original to State Office.	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) N/A	

Part A - Items 1 through 6 completed by instructor.

Fld Name / Item No.	Instruction
1 Course Title	Enter the title of the course.
2 Instructor's Name	Enter the instructor's name who conducted the course. If there was more than one instructor, enter the names of all instructors involved in conducting the course.
3 Vendor's Name	Enter the vendor's name.
4 Address of Vendor	Enter the business address of the vendor or organization.
5 Date of Training	Enter the dates the training course was held. If the course met for more than one session, enter the range of dates for the course. For example, if the course met once a week from December 1st through February 28th, indicate the range December 1, 20XX to February 28, 20XX in the space provided.
6 Location of Training	Enter the city and state where the training was held.

Part B - Items 1 through 13B to be completed by the borrower trainee.

1-10 Select Appropriate Response	In Items 1-10, check the appropriate response to indicate the borrower's opinion of the course.

Fld Name / Item No.	Instruction
11 Strong Points	Enter comments regarding the strong points of the course.
12 Weak Points	Enter comments regarding the weak points of the course.
13(a) Signature	Sign the form in the space provided, signing the form is optional. If more than one individual from an entity attended the course, each individual should complete a separate evaluation form.
13(b) Date	Enter the date the form was completed.