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Training Division
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UC Denielle J. Johnson



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Focus Groups

Instruments will be designed using some of the sample questions listed below as appropriate. Questions are typically given a simple Likert scale such as:

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree*

Sample Questions:

Focus Groups – Training Questions

Q1: Were there any administrative issues that were a challenge for you?

Q2: Did you gain new knowledge, skills or abilities?

Q3: What are the gaps in the training that you notice?

Q4: Do you feel the delivery methods for this lesson were appropriate?

Q5: Any other comments or suggestions to improve your overall orientation, introduction, and or orientation, introduction, and/or experience here at the Academy during the first few weeks?

Focus Groups – Leadership Questions

Q1: Do you believe the time spent reading the Self-Directed Studies was appropriate?

Q2: Do you feel the delivery methods for these lessons were appropriate?

Q3: What are the gaps in the training that you notice?

Q4: Are there any challenges which would inhibit you from gaining the required experience?



General Questionnaire

Instruments will be designed using some of the sample questions listed below as appropriate. Questions are typically given a simple Likert scale such as:

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree*

Sample Questions:

The following questions are geared towards the Academy operations:

Q1: I clearly understood the Academy's rules and regulations.

Q2: My counselor was helpful and engaged with the students.

Q3: Prior to arrival, the Agency prepared me for attendance at the Academy.

Q4: The variety of courses offered by the curriculum that is critical to my professional development was sufficient.

Q5: The Academy provided the resources I needed to successfully complete my assignments (Library, computers, etc.).

Q6: The atmosphere of the Academy was conducive to my learning experience.

Q7: The arrival and registration process was satisfactory (e.g., room assignments, meal badges/photo ID registration).

The following questions are used for facilities:

Q8: Maintenance/custodial requests were completed to my satisfaction.

Q9: There was a variety of food offered in the cafeteria.

Q10: The food offered was of nutritional value.

Q11: The cafeteria and tableware provided was satisfactory.

Q12: The custodial service provided in the common areas was satisfactory (e.g., restrooms, gym, and locker rooms).

Q13: The custodial service provided in the dormitory was satisfactory.

The below question allows for responders to provide information about what they were not able to obtain from the training program. This is specific to training programs that allow for student registration for various topics.

Q14: Were you unable to take a course due to lack of availability? If Yes, list the name(s) of the course(s).



Instructor or Presenter Questionnaire

Instruments will be designed using some of the sample questions listed below as appropriate. Questions are typically given a simple Likert scale such as:

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree*

Sample Questions:

Q1: The speaker was engaging and encouraged interest in the subject manner.

Q2: The instructor clearly demonstrated knowledge on this topic.

Q3: The instructor applied appropriate instructional delivery methods for this training.

Q4: The instructor was available to provide extra help when needed.

Q5: The instructor used real-world examples, details, illustrations, cases, etc. to make the course content meaningful.

Q6: The instructor encouraged me to participate actively in class.

Q7: The instructor motivated me by helping me understand how I could use the course content to improve my job performance.

Q8: The instructor applied hands-on practical exercises to reinforce the knowledge/skills that were taught.

Q9: The instructor made learning objectives clear to me.

Q10: The instructor clarified areas of confusion.

Q11: The instructor was well organized and prepared.

Q12: The instructor expressed clear expectations for my learning and performance in this class.

Q13: The instructor used real-world examples and illustrations to clarify course concepts.

Q14: The instructor was knowledgeable and effective.

Q15: The instructor addressed questions and concerns appropriately.



National Academy Level 1 Questionnaire

All instruments (Instructor, Course, or General Questionnaires) will be designed using some of the sample questions listed below as appropriate. Questions allow for a free text response.

Sample Questions:

Q1: The objectives of the course were made clear to me from the beginning of the course.

Q2: I felt the course content was well organized.

Q3: The knowledge/skills covered in this course are important for my professional development.

Q4: The coursework was intellectually challenging.

Q5: Assignments enhanced my understanding of the course content.

Q6: Methods of evaluating/grading student work here appropriate and fair.

Q7: The instructor was available to provide extra help when needed.

Q8: The instructor used real-world examples, details, illustrations, cases, etc. to make the course.

Q9: The instructor encouraged me to participate actively in class.

Q10: Overall, the quality of instruction was excellent.

Q11: What aspects of this training was the instructor MOST valuable to your overall learning experience.

Q12: What aspects of this training was the instructor LEAST valuable to your overall learning experience.

Q13: Please identify any improvement(s) that would be beneficial for this course of instruction.



Open Ended

All instruments (Instructor, Course, or General Questionnaires) will be designed using some of the sample questions listed below as appropriate. Questions allow for a free text response.

Sample Questions:

Q1: Please provide any additional suggestions or comments on the course.

Q2: Please provide any additional comments on your instructor.

Q3: Overall, how would you rate the quality of the course?

Q4: What aspects of this training was **MOST** valuable to your overall learning experience.

Q5: What aspects of this training was **LEAST** valuable to your overall learning experience.

Q6: Please identify any improvement(s) that would be beneficial for this course of instruction.

Q7: How helpful was your instructor to your overall learning experience?

Q8: Please use the space provided to suggest any additional topics which you feel would be appropriate for the training curriculum.

Q9: Please provide any additional comments you may have about the Academy.



Post Course Questionnaire

Instruments will be designed using some of the sample questions listed below as appropriate. Questions are typically given a simple Likert scale such as:

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree*

Sample Questions:

Q1: The objectives of the course were made clear to me from the beginning of the course.

Q2: I felt the course content was well organized

Q3: The knowledge/skills covered in this course are important for my professional development.

Q4: The coursework was intellectually challenging.

Q5: Assignments enhanced my understanding of the course content.

Q6: Methods of evaluating/grading my work were appropriate and fair.

Q7: I understood the connection of course content to my future job responsibilities.

Q8: Sufficient time was devoted to active learning, such as small group activities, hands-on practice, or extended practical exercises.

Q9: Class activities encouraged critical thinking, decision making, and/or problem solving.

Q10: The course included sufficient real-life examples, situations, cases, etc. to facilitate my understanding of course content.

Q11: I understood the objectives of the lesson.

Q12: The lesson achieved the learning objectives.

Q13: Classroom instruction prepared me to successfully participate in the practical exercise.

Q14: I feel prepared to use the knowledge and skills covered in this course.

Q15: I felt actively engaged during this training session.

Q16: Overall, the course was a valuable learning experience.

Q17: The information provided during this training was at an appropriate level of complexity.

Q18: Group activities were well organized, with a clear purpose.

Q19: The course materials were professional and free of grammar, spelling, and other distracting characteristics.

Q20: The overall design of the course (sequencing) was logical and provided a building block approach to learning.



Law Enforcement Basic Instructor Course Questionnaire

Instruments will be designed using some of the sample questions listed below as appropriate. Questions are typically given as multiple choice and likert scale:

Sample Questions (Pre-course):

Q1: Do you have any experience instructing adults in a law enforcement setting? (Y/N)

Q2: Approximately how much experience do you have? (multiple choice response)

Q3: How do you most often get the instructional materials you use? (multiple choice response)

Q4: What skill or behavior would you like to improve to be a more effective instructor?

Sample Questions (Level 1):

Q1: My class start date.

Q2: My class end date.

Q3: Rate the instructor for each lesson (Lessons 1 – 8)

Q4: I found this instructor communicative and engaging. (Likert scale)

Q5: I found this instructor knowledgeable and professional. (Likert scale)

Q6: Please expand on any of the above or provide additional comments.

Q7: What techniques or methods would you most likely apply as an instructor in the future?

Q8: Which aspects of the course were most valuable to your overall learning experience? Please provide examples.

Q9: What suggestions do you have for improving this course?