

Training and Certification Course Instructor Checklist

This list is the items required to facilitate the classroom portion of a saw training course. Although much of this course is done in the field, it is necessary to have a classroom setting with electricity for the first day.

Classroom Equipment and Supplies:

	Who Is Responsible:
_____ Laptop with CD/DVD player/PowerPoint/Speakers	Instructor
_____ Projector	Host
_____ Laser Pointer	VSI Instructor Kit
_____ Electrical Cords (20' and 6')	VSI Instructor Kit
_____ Multi-Outlet Cord	VSI Instructor Kit
_____ Screen/White Board/White Wall for Projection	Host
_____ Projector Table	Host
_____ Pencils/Pens	VSI Instructor Kit
_____ White Board/Flip Chart with Markers	Host
_____ Saw Buck (for classroom demonstrations)	Host (optional)
_____ VSI Binder	VSI Instructor Kit
_____ VSI Instructor Kit	VSI Instructor Kit

Electronic Media:

_____ Complete Saw Training PowerPoint Presentation	Instructor
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Required Paperwork:

_____ Course Roster with Emergency Contact & Medical Information	PCTA Office
_____ Appropriate JHA	PCTA Office
_____ Project Report/Volunteer Sign In Sheet	PCTA Office
_____ Trailhead Communications Plan	Host
_____ Emergency Action Plan	PCTA Office
_____ Event Evaluation	PCTA Office
_____ Field Evaluation Forms	PCTA Office
_____ Addressed Return Fed Ex Envelope	PCTA Office

Student Handouts:

_____ Tool Checklists	PCTA Office
_____ OHLEC Handouts	PCTA Office
_____ OHLEC Cards	PCTA Office

Handouts (sent to students before course):

_____ Pre-course Quiz	PCTA Office
_____ MTDC <u>Chain Saw & Crosscut Saw Training Course Student's Guidebook</u> (2006)	PCTA Office
_____ MTDC <u>Saws That Sing</u>	PCTA Office

Saw Tool Kit Checklist Items:

For local trainings, instructor is expected to provide the full range of tools and PPE. For training events where instructor uses commercial transportation, the Host will be required to provide all large tools, supplies, and PPE for the class.