

How to Complete Your Training Evaluation

Step 1: Go to your personal data page

Go to professionalregistry.astate.edu

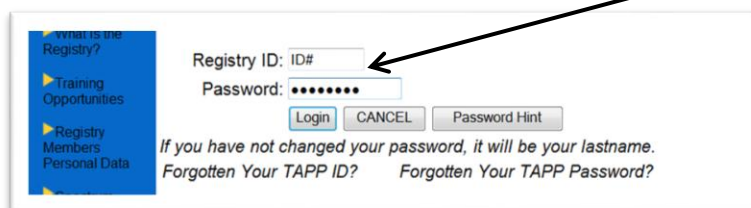
Click on “Registry Members Personal Data”



Step 2: Sign in

Type in your TAPP ID and password. If you have not changed your password, it will be your last name.

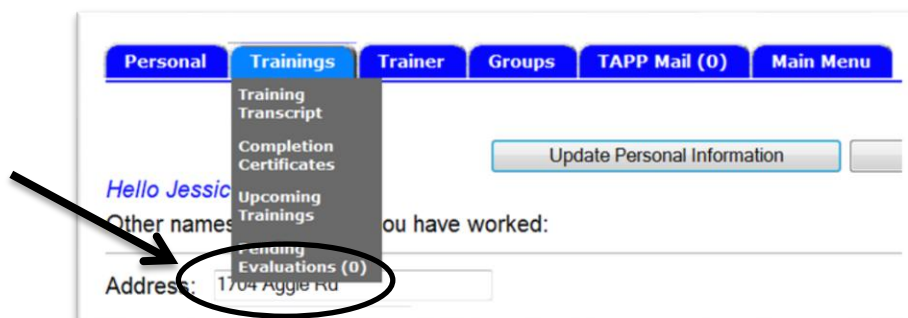
Click “Login”.



Step 3: Go to “Pending Evaluations”

Click on the “Trainings” tab. A list of choices will drop down.

Click on “Pending Evaluations”.



Step 4: Chose the workshop or course title

Click the title of the workshop or course.



| EVALUATIONS THAT NEED COMPLETION | |
|--|-----------------|
| Topic Title | Date Last Class |
| <i>Click the course title of the class for which you have completed your work and need to enter your session evaluation.</i> | |
| Test for Mobile Attendance | 3/3/2013 |

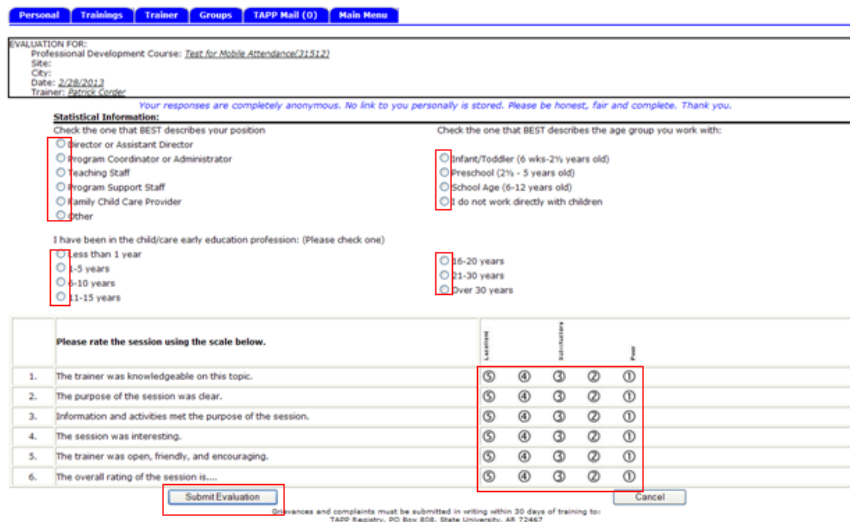
Step 5: Fill out the evaluation

This form looks exactly like the evaluation form you fill out in workshops.

To answer each question, click on the circle for the answer you choose.

Click submit.

The course will now be on your TAPP Training Transcript.



Personal Trainings Trainer Groups TAPP Mail (0) Main Menu

EVALUATION FOR:
Professional Development Course: [Test for Mobile Attendance/11512](#)
Site:
City:
Date: 2/28/2013
Trainer: [Rynce O'Leary](#)

Your responses are completely anonymous. No link to you personally is stored. Please be honest, fair and complete. Thank you.

Statistical Information:

Check the one that BEST describes your position

- Director or Assistant Director
- Program Coordinator or Administrator
- Teaching Staff
- Program Support Staff
- Family Child Care Provider
- Other

Check the one that BEST describes the age group you work with:

- Infant/Toddler (6 wks-21/2 years old)
- Preschool (21/2 - 5 years old)
- School Age (6-12 years old)
- do not work directly with children

I have been in the child/care early education profession: (Please check one)

- Less than 1 year
- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-30 years
- Over 30 years

Please rate the session using the scale below.

| | Excellent | Very Good | Good | Fair | Poor |
|---|-----------|-----------|------|------|------|
| 1. The trainer was knowledgeable on this topic. | 5 | 4 | 3 | 2 | 1 |
| 2. The purpose of the session was clear. | 5 | 4 | 3 | 2 | 1 |
| 3. Information and activities met the purpose of the session. | 5 | 4 | 3 | 2 | 1 |
| 4. The session was interesting. | 5 | 4 | 3 | 2 | 1 |
| 5. The trainer was open, friendly, and encouraging. | 5 | 4 | 3 | 2 | 1 |
| 6. The overall rating of the session is... | 5 | 4 | 3 | 2 | 1 |

Comments and complaints must be submitted in writing within 30 days of training to:
TAPP Registry, PO Box 808, State University, AR 72467

Step 6: Check your TAPP training transcript

Click on the blue "Trainings" tab.

Click "Training Transcript".

Scroll down to see this class listed.

We are here to help you!

If you have any questions, please call the Registry Office.

870-972-3055 or 1-888-429-1585