Steps for Trainers

BEFORE the Training

1. Complete a Training Registration form and submit to the Registry office.
   Submit to the Registry office
   Via mail: TAPP Registry
            PO Box 808
            State University, AR 72467
   Or via email: prof_registry@astate.edu

2. If requested for training to be listed on the Registry’s website, check the website to ensure the information about the training (title, location, city, county, date, and time) is displayed accurately. If any changes need to be made, these must be received in writing in the Registry’s office.

3. If requested for participants to register online, be sure to check your Preliminary Roster to see how many participants have registered for your course. This will help you to prepare for your training, in regards to how many participants to plan for.

DURING the Training

4. Have each participant complete the TAPP Attendance form.

5. Have each participant complete an evaluation form on each trainer that presented during the training.

AFTER the Training

6. Mail attendance forms and evaluation forms to the Registry office within 30 days of the conclusion of the training.

7. Final attendance rosters are available through the Registry’s website once your forms are received in the Registry office and processed.

8. Evaluation summaries are also available through the Registry’s website once your forms are received in the Registry office and processed.

All current forms are available under “Downloads” on the Registry’s website: http://professionalregistry.astate.edu