

CACFP TRAINING RESOURCE CHECKLIST

The purpose of the voluntary Child and Adult Care Food Program (CACFP) Training Resource Checklist is to assist you, as you review a training resource, in making an informed decision regarding the appropriateness of the training resource for use in your program.

Title of training resource:

Reviewed by:

Date reviewed:

Training subject:

Training technique:

Type of publication: Manual Video One-sheet CD-ROM Other: _____

Number of pages:

Date published:

Unit cost:

Author/Agency/Producer:

Author/Agency/Producer address:

Training resource contact person:

Phone number:

Fax number:

E-mail:

Web site:

Other languages available: Yes No Reading level provided: Yes No If yes, what level?

PDF format: Yes No Camera-ready format: Yes No

Audiovisual equipment needed: Yes No If yes, identify:

Suggested target audience: Recommended training delivery time:

Copyright release required to duplicate? Yes No If yes, to whom?

Fulfills a training need: Yes No Recommend for Purchase: Yes No Identify training need:

Evaluation included: Yes No

Purchase recommendation forwarded to:

Date forwarded:

Additional information:



Characteristics of Training Resources

✓YES

✓NO

✓NA*

Content accurate

Content credible

Content supports educational objectives

Content appropriate in length

Content practical

Content technically appropriate

Content well-organized

Readability appropriate

Main ideas clear

Key concepts contribute to understanding

Format design appropriate

Graphics communicate training message

Graphics support training message

Provides opportunity for hands-on learning

Stereotyping eliminated

Organized in a manner that supports learning

Tone personal, positive, and respectful

Instructional handouts provided

Instructional handouts appropriate

Information supports behavior change of targeted audience

Appropriate for targeted audience

* *Not applicable*

Comments to consider:

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For training resources, contact NFSMI at 1-800-321-3054 or www.nfsmi.org.

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