

# Clinic Checklist for DDRIs, ADRIs and Instructors supporting STSR Clinics (Rev: 6/12/2009)

## Pre-Clinic Work

1. Print Roster of clinic attendees for Check-In and recording Scores, Payment
2. Print two copies of registration forms for Entry Level Clinics (1 copy for Recerts)
3. Prepare books for distribution at the clinic as follows:
  - a. Grade 8 Entry and Bridge Clinic – LOTG, RAH, GTP
  - b. Grade 7/8 Recert Clinics – LOTG Only
  - c. Grade 9 Clinics – Recert (LOTGME only), Entry (LOTGME, GTP)
  - d. We do not have enough materials for a student being given both Spanish and English version nor LOTG and LOTGME
4. If clinic cancelled or postponed did you:
  - a. Change clinic cutoff date online to a past date?
  - b. Change the clinic hours online to say CANCELLED or POSTPONED?
  - c. Notify the clinic host of the clinic change (with acknowledgement) and ensure that the facility reservation was cancelled, or changed
  - d. Email all registered for the clinic to notify them of the cancellation or postponement?
  - e. Copy the operations manager ([dir@stsr.org](mailto:dir@stsr.org)) on the cancellation or postponement notification?
  - f. Call anyone registered that did not list a valid email address or where the email bounced?

## During Clinic

1. Hand out both copies of registration form and have students sign (Entry Clinics) , check the accept box and date both of them
  - a. Note it is not necessary to circle felony conviction, they had to actively answer this question online.
2. Hand out Referee Checklist for all Grade 7 or Grade 7 Candidate attendees.
3. Collect Registration forms when students turn in their Test answer sheets
4. When grading test, put test scores on both copies of registration form (entry) or the single copy and your ROSTER for Recert clinics.
5. For Entry, If passed test, keep one copy, give other as receipt, if failed test - give both copies with test score to student. For Recert give the single copy to the student.
6. Always record grade next to name on ROSTER sheet
7. Hand registration form receipt (or both copies if failed) back to student along with graded answer sheet for review
8. After test review collect answer sheets, test booklets and provide badges to all 9,8,7s that passed test (made 75 or greater)

## Post-Clinic Work

1. Lead Instructor Enters test scores online, when information verified – checks “Lead Instructor Verified Box”
2. Complete Clinic Summary work including any checks collected, copying clinic roster from web, and adding ER information for instructors
3. For Entry Clinics Mail registration forms and any checks to STSR office. For Recert clinics if you have checks to turn in Mail checks with a copy of the Roster.
4. Email Clinic Summary to the SDI ([sdi@stsr.org](mailto:sdi@stsr.org))

## Completing Clinic Summary Checklist

1. Are you using the current version of the Clinic Summary?
2. Date, location and lead instructor listed on Clinic Summary?
3. ER properly filled out for each instructor, including phone numbers and signatures?
4. Remember, mileage currently at \$0.50/mile for round-trips over 50 miles, or over 50 miles total travel if over two day clinic

5. Did you fill out the number of registrations and separate grade 7s, Emeritus, etc?
6. Did you copy over the roster information on the clinic list after you entered their scores online?
7. Did you complete Retest Entries for anyone retested in your clinic?
8. Were there any notes to the SDI?
9. Checks properly listed on clinic list and clinic summary?
10. Book and badge information filled out on clinic summary?