

# College of Education and Human Development Department of Counseling, Health & Kinesiology EDHS 4330 Methods for Evaluating Practices & Programs FALL 2025

**Instructor:** Gillian Rodriguez, MA, LPC **Meeting Day & Time:** Asynchronous; online

Location: Blackboard

Contact Information: grodriguez@tamusa.edu

**Student Hours:** By appointment

Office Location: Classroom Hall Building Office 214K

## **Required Textbooks:**

Royse, D., Thyer, B., & Padgett, D. K. (2015). *Program evaluation: An introduction* (6th ed.). Cengage.

## **Course Description:**

This course discusses the knowledge, skills, perspectives, and reflective practice you will need to effectively evaluate policies and programs. This includes the use of theory, appropriate evaluation tools, creating a focus of evaluation and identify threats to validity.

## **Student Learning Outcomes:**

At the successful completion of this course:

- Students will demonstrate knowledge of the philosophical underpinnings of evaluation science;
- Students will demonstrate knowledge about ethical apaches to research and evaluation;
- Students will demonstrate knowledge about the characteristics and utility of various approaches to program evaluation;
- Students will demonstrate the ability to differentiate between objective and subjective information;
- Students will demonstrate knowledge of various evaluation designs and their related threats to validity;
- Students will demonstrate knowledge related to program planning and evaluation.

#### **COURSE ASSIGNMENTS**

The assignments for this course have been developed to estimate the progressive acquisition of learning and provide evidence of student learning outcomes. Descriptions of the assignments and their related submission portals are provided within your BlackBoard learning environment.

Overview of Assignments	Related Points (%)
Discussion Video Chats (4)	20 (20%)
CITI Training Completion	10 (10%)
Needs Assessment Review	10 (10%)
Article Review	10 (10%)
Logic Model Assignment	15 (15%)
Midterm Examination	15 (15%)
Final Examination	20 (20%)
TOTAL	100 (100%)

## **Description of Course Assignments**

#### **Discussion Video Chats Format:**

There is a How-To Guide for this assignment with detailed information on using Microsoft Teams for this purpose.

You will be randomly assigned to a group. The group will meet online via Microsoft Teams at a day and time mutually agreed upon between group members. Each week, one student will send the Teams meeting invitation, begin the meeting, and ensure the meeting is recorded. Please be respectful, and choose whatever works for your group dynamic. The student will record a 15–20-minute video chat wherein all students within the group will reflect on the week's material and any supplemental material they have reviewed. Once the meeting is concluded, locate the meeting transcript in your OneDrive. Then upload a copy of the transcript into the assignment opened in Blackboard.

Your individual grade will be based on your participation within the group as reflected in the transcript that you upload. Each video chat is worth 5% of your overall course grade, and there are a total of four video chats this semester, producing 20% of your overall course grade.

#### **CITI Training**

Students will compete the Social & Behavioral Research ethics training offered through the CITI Program (<a href="www.citiprogram.org">www.citiprogram.org</a>) using the log in instructions found at the end of this syllabus. Once you have completed the training with at least a 90% passing score download your completion certificate and upload it within the submission link in BlackBoard. This assignment is due by 11:59pm on the assigned date and is worth (10%) toward your overall course grade.

#### **Needs Assessment Review**

Review the Bexar County Community Health Needs Assessment included in your course materials.

## Choose one indicator from each of the three major sections:

- 1. Community Environment; Access to Care
- 2. Preventative Care and Health
- 3. Wellness, Illness & Injury

## Provide a paragraph for each that:

- identifies the selected area
- describes the findings reported
- explores the degree you can confirm this finding based on your community experiences
- offer examples of potential solutions

## This assignment should be five paragraphs:

- (P1): Introduction
- (PP2-4): Review of the indicators as described above
- (P5): Conclusions

This assignment is due by 11:59 p.m. on the assigned date and is worth (10%) toward your overall course grade.

#### **Mid-Term Examination**

Your midterm examination will consist of 30 multiple-choice (2 points each) and 4 short answer (10 points each) items from chapters 1-6 of your textbook and has a total of 100 points scored. This exam will be delivered online via Blackboard. It will be open for 24 hours on the date assigned and is due by 11:59 p.m. on the date assigned. Allow yourself a minimum of two hours to complete the exam. The exam is to be taken alone, without the aid of other student input, course material, and AI. Any work found to be produced unoriginally will result in an exam grade of zero. This exam is worth (15%) toward your overall course grade.

#### **Article Review**

This week you will use the library databases to identify and review a peer-reviewed journal article from the *Journal of Human Services* that reports the findings of primary research or a program evaluation. Choose an article published within the last 10 years and reflects your personal interests. Using 5 paragraphs to articulate: (P1) Introduction of the article that includes the problem addressed, participants characteristics and setting, as well as, the authors purpose for the study, (P2) Identification and description of the method that was implemented, (P3) Review of the key findings and how those align with the author(s) research questions and hypotheses, (P4) Identification of limitations to internal validity, and (P5) Your impressions of the practical value of the study for informing practice. Your submitted document should include an APA-formatted title page, main text, and reference list (even if just using the source document). This assignment is due by 11:59pm on the assigned date and is worth 10 (10%) points toward your overall course grade.

## **Logic Model Assignment**

This class will require you to conceptualize a community program that meets an existing need identified in the *Bexar County Community Health Needs Assessment*.

Using course materials and the guided template for tearless logic model development, identify:

- (1) name of your program
- (2) vision of meeting needs
- (3) inputs
- (4) activities
- (5) outputs
- (6) short-term outcomes
- (7) long-term impacts

Document all of these features using the template provided in your course materials. This assignment is due by 11:59pm on the assigned date and is worth (15%) toward your overall course grade.

#### **Final Examination**

Your midterm examination will consist of 30 multiple-choice (2 points each) and 4 short answer (10 points each) items from chapters 7-13 of your textbook and has a total of 100 points scored. This exam will be delivered online via Blackboard. It will be open for 24 hours on the date assigned and is due by 11:59 p.m. on the date assigned. Allow yourself a minimum of two hours to complete the exam. The exam is to be taken alone, without the aid of other student input, course material, and AI. Any work found to be produced unoriginally will result in an exam grade of zero. This exam is worth (20%) toward your overall course grade.

## FINAL GRADE ALLOCATION CRITERIA

Total Points Earned	Related Letter Grade
180 - 200	A
160 – 179	В
140 – 159	С
120 – 139	D
∑ ≤ 119	F

## **LATE WORK PENALTY (EXAMS NOT INCLUDED):**

1 DAY = 11 POINTS DEDUCTED; MAX = B 2 DAYS= 30 POINTS DEDUCTED; MAX = PASSING AFTER 2 DAYS = WORK WILL NOT BE ACCEPTED, ZERO POINTS

### **UNIVERSITY POLICIES & RESOURCES**

Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <a href="https://www.tamusa.edu/Disability-Support-Services/index.html">https://www.tamusa.edu/Disability-Support-Services/index.html</a> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120. All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit <a href="http://tamusa.edu/studentcounseling">http://tamusa.edu/studentcounseling</a>

Crisis support is available 24/7 by calling the Student Counseling Center at 210-784-1331. Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

**Emergency Preparedness:** JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <a href="https://tamusa.bbcportal.com">https://tamusa.bbcportal.com</a>

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: https://www.tamusa.edu/about-us/emergency-management/
Download the SafeZone App (https://safezoneapp.com/) for emergencies or call (210) 784-1911.
Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <a href="https://www.tamusa.edu/academics">https://www.tamusa.edu/academics</a>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

**Office Hours:** All faculty with teaching assignments should include regularly scheduled office hours on each syllabus in addition to "by appointment." Please review your appointment letter for the number of weekly office hours you are expected to set. Regularly scheduled office hours should also be posted outside your office door (where applicable).

**Military Affairs:** Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

**Religious Observances:** Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided

with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e. courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the students GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated agrades and will impact the students GPA.

## **Incompletes**

The spirit of the "Incomplete" is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances: 1. 70% of the class has been completed and student is passing with a "C" or better 2. The circumstance for which the "I" is requested is supported with documentation 3. Student has been attending class on a regular basis Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an "I", should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an "I", a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All "I"s will automatically revert to an "F" after one year.

## **Dropping a Course**

Each student is responsible for knowing the drop date for any given semester. Professors are not responsible, under any circumstances, for "dropping" a student from a course. Please be aware that if you do not formally drop a course and fail to fulfill the academic requirements, the professor will submit the earned grade.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or <a href="mailto:titleix@tamusa.edu">titleix@tamusa.edu</a>.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable modifications to pregnant students as would be provided to a student with temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars: can support parenting students with daycare who meet this criteria: Must be enrolled in classes at TAMUSA in the current semester. Must be Pell eligible or a single parent. They serve children ages 3 to 12-years-old. Children must be enrolled in Pre-K-3 through 6th grade. youngjaguars@tamusa.edu (210) 784-2636

<u>Students' Rights and Responsibilities:</u> The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

## Students' Rights

- 1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
- 2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
- 3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
- 4. Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

## Students' Responsibilities

- 1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
- 2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
- 3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- 4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
- 5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (https://www.tamusa.edu/university-policies/student-rights-andresponsibilities/documents/Student-Handbook-2022-23.pdf) or visit the resources available in the OSRR website (https://www.tamusa.edu/university-policies/student-rights-andresponsibilities/academicintegrity.html).

## **Cheating and Plagiarism**

Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by

the instructor via the department chair and college dean to the provost and vice president for Academic Affairs for disciplinary action. Expulsion from the University is a normal penalty for such offenses.

Plagiarism is a serious violation of academic integrity, and students who engage in plagiarism are subject to disciplinary action. The type of disciplinary action will depend on the severity of the plagiarism but may ultimately lead to the student's expulsion from the program and/or revocation of a student's degree, if the student has already graduated. Please review the Student Handbook for a complete description of the process.

# **Research on Human Subjects**

Any research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects at A&M-San Antonio prior to any data collection. Specific forms, instructions, and additional information are provided online:

http://www.tamusa.edu/graduatestudiesandresearch/irb/irbforms.html.

## **Broader Use of Generative AI Permitted Within Guidelines**

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who

wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that

informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

NOTE: Guidance for how to cite AI-generators, like ChatGPT, can be found here <a href="https://apastyle.apa.org/blog/how-to-cite-chatgpt">https://apastyle.apa.org/blog/how-to-cite-chatgpt</a>

# Important Dates: Fall 2025 Regular 16-Week Session

August 25 First day of class

September 1

September 10

November 14

Labor Day Holiday – No classes

Census Date

Last day to drop with an automatic "W"

November 25 Last day to withdraw from the University

November 26 Study Day – No classes

November 27-29 Thanksgiving Holiday – No classes

December 4 Last day of classes

December 5 Study Day – No classes

December 6-12 Final exams

December 16 Commencement

The complete academic calendar is available online:

https://www.tamusa.edu/academics/academiccalendar/index.html

Week	Topics and Assignments	Materials
1	Introduction to Course	Introduction Video
	Review Objectives, Materials, & Schedule	Syllabus
2	The Importance of Program Evaluation	Royse et al., Ch. 1
	<b>DUE 9/5/25: Discussion Video Chat #1</b>	Wanzer (2021)
3	Ethical Issues in Program Evaluation <b>DUE 9/12/25: CITI Training</b>	Royse et al., Ch. 2
4	Needs Assessment <b>DUE 9/19/25: Discussion Video Chat #2</b>	Royse et al., Ch. 3
5	Qualitative & Mixed Methods in Evaluation DUE 9/26/25: Needs Assessment Review	Royse et al., Ch. 4
6	Formative and Process Evaluation	Royse et al., Ch. 5
7	Single System Research Designs <b>DUE 10/10/25: Mid-Term Examination</b>	Royse et al., Ch. 6
8	Client Satisfaction	Royse et al., Ch. 7
9	Group Research Designs <b>DUE 10/24/25: Discussion Video Chat #3</b>	Royse et al., Ch. 9
10	Sampling <b>DUE 10/31/25 (Boo!): Discussion Video Chat #4</b>	Royse et al., Ch.8-10 Blankertz (1998)
11	Measurement Tools and Strategies  DUE 11/7/25: Article Review	Royse et al., Ch. 11
12	Selecting the Best Evaluation Measure	Royse et al., Ch. 12
13	Pragmatic Issues	Royse et al., Ch. 13
	Logic Models	Lien et al. (2011)
	DUE 11/21/25: Logic Model Assignment	
	HAPPY THANKSGIVING	
14	Study Days & Student Consultation	
15	DUE 12/5/25: FINAL EXAMINATION	

#### INSTRUCTIONS FOR ACCESSING THE BASIC CITI PROGRAM TRAINING

If you have never been certified in the Texas A&M University-San Antonio Education Program in the Protection of Human Research Participants, please follow the instructions below to take the required Basic program.

Go to the CITI home page at www.citiprogram.org

- Register or Log In
  - New users: If you have never taken the CITI program, please click on the "Register" button for new users and fill in steps 1-4.
    - Click "Select Your Organization Affiliation" Button.
    - Type in "Texas A&M University San Antonio" and check the "I agree" and "I affirm" checkboxes.
    - Click "Create a CITI Program Account" Button
    - Fill in your information using your TAMUSA student email as the primary, and your personal email account as the secondary. Continue to Step 3.
    - Create your username and password. WRITE THESE DOWN- I do not have access to your information and cannot retrieve it for you.
    - SKIP the ORCID box; select the US as your country of residence. Select "no" on the "may we contact" you question.
    - Click "no" on the "Are you a licensed professional" question.
    - Provide your institution (TAMUSA) email address
    - Type "Department of Counseling, Health and Kinesiology"
    - For "Role" select "Student Researcher- Undergraduate"
  - Returning CITI Users: Log in using your previous username and password. Click on the link "Affiliate with another institution."
     Choose Texas A&M University-San Antonio as your institution.
- The next page will be the "Select Curriculum" page.
  - O Question 1: Introduction to RCR for A&M-San Antonio
  - Question 2: "Social & Behavioral Research" and "Community Engaged and Community-Based Participatory Research"
  - Question 3: "Students Conducting no more than minimal risk research"
  - o Question 4: "HIPS for Students and Instructors"
  - Question 5: SKIP/LEAVE BLANK
  - O Question 6: "Not at this time"
  - O Question 7: SKIP/LEAVE BLANK
  - Ouestion 8: "Not at this time"
  - O Question 9: "Not at this time"
  - o Question 10: "No"
- Congratulations! You are now registered and ready to complete training.
  - o You must **COMPLETE & PASS ALL** modules to receive credit.