VALIDATED TRAINING PROGRAM
PROCTOR EVALUATION

SWR
INSTITUTE
Sealant, Waterproofing
& Restoration Institute

Within six (6) months after the SWR Institute has validated the Company's Validation Application, the Company shall have a monitor or proctor review an actual course offered. The Company shall utilize a monitor or proctor (the "proctor") that is acceptable to the SWR Institute. Any cost for the proctor shall be borne by the trainer or Company. The training can be video recorded for proctor review off-site if so desired. The proctor shall be from a list of individuals that are familiar with the subject matter and whose identity has been previously submitted and approved by SWR Institute. The proctor must complete the following evaluation of said training course and which shall be retained by the Company in paper or electronic format for a minimum of five (5) years. The evaluation is subject to review by SWR Institute at any time.

Name of the Training _____

Date of the Training Program Proctored _____

Name of Instructor(s) _____

Proctor's Name_____

Proctor's Address _____

Proctor's email address _____

Proctor's phone number_____

CHECKLIST FOR THE PROCTOR

Please checkoff that the Training Course included each element of the Training Program:

☐ Overview of the trade (minimum of 1 hour)

☐ Safety (minimum of 1 hour)

☐ Material Science (minimum of 1 hour)

☐ Video or other demonstration (minimum of 1 hour)

☐ Quality control/Quality Assurance (minimum of ½ hour)

☐ Plans and Specification overview (minimum of 1 hour)

☐ Hand on performance of work (minimum of 2 hours)

☐ Examination/Course Evaluation (minimum of ½ hour)

Proctor's Printed Name _____

Proctor's Signature _____ Date_____