

CORI/TRAINING PACKET SUBMISSION CHECKLIST

Please remember that every authorized trainer is required to submit training packets at a minimum of once per month for every month in which trainings are held!

Before submitting a packet to the OCP, please review these points and make sure that all are completed. Doing so will ensure a timely processing of your paperwork as well as eliminating the need to return forms to you for correction. Thank you!

Checklist

- Confirm that you are using the correct color for the Volunteer CORI form. The color for **2011 is lavender or lilac. NO other color will be accepted.** All other forms never change color.
- Check all CORI forms to be certain that they are filled out completely and correctly. (Ideally, this is done at the training session, to avoid having to track down applicants.) [Please see the example, if needed.](#)
- Staple a copy of the photo ID (front of ID only) to the back of the correct, current CORI form, **not over the front of it, please.** The proper order for stapling items for each individual is: the CORI first, then the ID, then the Volunteer Questionnaire, if needed.
- Review the Sign-In Sheet for completion. This includes the following: name and title of trainer; name of parish or school; checking the appropriate box for parish or school; the training date; the trainer's initials next to each trainee's name; and the post-test scores, if applicable. [Please see example, if needed.](#)
- Make a copy of the Training Sign-In Sheet for your own records.
- Make a copy of the CORI for each trainee, if you keep files at your site.
- Make sure that if you do keep copies of confidential information at your site, they are behind at least one lock and preferably two, such as in a locked filing cabinet in a locked office.