

TRAINING CENTER COURSE APPROVAL REQUIREMENTS CHECKLIST

The information below will assist in collecting the documentation to complete your training center course approval application in the Wisconsin [E-Licensing \(link is external\)](#) system. The training center program director will need to have the items below prepared to upload into the training center course approval application.

TRAINING CENTER COURSE APPROVAL REQUIREMENTS	
A training center shall obtain prior department approval for each initial or refresher course it offers. Once a training center obtains approval, all subsequent course offerings based on that approval are automatically approved when entered in the department's training database, provided the training center has renewed its certification under s. DHS 110.18 (3) . If the training center changes any component of an approved course, it shall submit the change to the department for approval prior to implementation. To request course approval, the training center shall submit all of the following to the department:	
<input type="checkbox"/> A fully and accurately completed department application form signed and dated by the applicant.	Wis. Admin. Code § DHS 110.19
<input type="checkbox"/> Identification of the number of hours that will be devoted to classroom training, clinical training, and supervised field training.	Wis. Admin. Code § DHS 110.19(1)
<input type="checkbox"/> If modifying the course curriculum, identification of the specific changes to all of the following:	Wis. Admin. Code § DHS 110.19(2)
<input type="checkbox"/> Any changes to content and behavioral objectives for classroom, clinical training, or supervised field training.	Wis. Admin. Code § DHS 110.19(3)
<input type="checkbox"/> Any increase in hours for classroom, clinical training, or supervised field training.	Wis. Admin. Code § DHS 110.19(3)(a)
<input type="checkbox"/> Any additional skills or medications that are taught.	Wis. Admin. Code § DHS 110.19(3)(b)
<input type="checkbox"/> A written explanation of how students will be screened for acceptance into the course and a list of any prerequisites to entrance.	Wis. Admin. Code § DHS 110.19(3)(c)
<input type="checkbox"/> A list of the locations of classroom training and an explanation of how the training will be conducted.	Wis. Admin. Code § DHS 110.19(4)
<input type="checkbox"/> A list of the locations of classroom training and an explanation of how the training will be conducted.	Wis. Admin. Code § DHS 110.19(5)
If applicable, a written description of the clinical training, which shall include all of the following:	
<input type="checkbox"/> The names and physical addresses of the clinical sites.	Wis. Admin. Code § DHS 110.19(6)
<input type="checkbox"/> At least one sample of a written agreement that will be used with the clinical sites.	Wis. Admin. Code § DHS 110.19(6)(a)
<input type="checkbox"/> How the clinical training will be conducted.	Wis. Admin. Code § DHS 110.19(6)(b)
<input type="checkbox"/> A list of the emergency medical care and training capabilities of the clinical site.	Wis. Admin. Code § DHS 110.19(6)(c)
<input type="checkbox"/> A list of the emergency medical care and training capabilities of the clinical site.	Wis. Admin. Code § DHS 110.19(6)(d)

<input type="checkbox"/> A list of the areas of the clinical site that will be used for hands-on experience and observation for all skills specified in the curriculum.	Wis. Admin. Code § DHS 110.19(6)(e)
<input type="checkbox"/> Name and qualifications of each person supervising the students at the clinical site.	Wis. Admin. Code § DHS 110.19(6)(f)
<input type="checkbox"/> A list of the qualified preceptors for each clinical site.	Wis. Admin. Code § DHS 110.19(6)(g)
<input type="checkbox"/> Examples of any records or forms that will be used to document the clinical process.	Wis. Admin. Code § DHS 110.19(6)(h)
<input type="checkbox"/> A written description of the audit process used to assure accuracy of the clinical documentation.	Wis. Admin. Code § DHS 110.19(6)(i)
If applicable, a written description of the supervised field training, which shall include all of the following:	
<input type="checkbox"/> The names and physical addresses of the field sites.	Wis. Admin. Code § DHS 110.19(7)
<input type="checkbox"/> At least one example of a written agreement that will be used with the field sites.	Wis. Admin. Code § DHS 110.19(7)(a)
<input type="checkbox"/> An explanation of how the supervised field training will be conducted.	Wis. Admin. Code § DHS 110.19(7)(b)
<input type="checkbox"/> A list of the emergency medical care and training capabilities of each field site.	Wis. Admin. Code § DHS 110.19(7)(c)
<input type="checkbox"/> Name and qualifications of the persons supervising the students at the field site.	Wis. Admin. Code § DHS 110.19(7)(d)
<input type="checkbox"/> A list of the qualified preceptors for each field site.	Wis. Admin. Code § DHS 110.19(7)(e)
<input type="checkbox"/> Examples of records or forms that will be used to document the clinical and supervised field training.	Wis. Admin. Code § DHS 110.19(7)(f)
<input type="checkbox"/> A written description of the audit process used to assure accuracy of the clinical and supervised field training documentation.	Wis. Admin. Code § DHS 110.19(7)(g)
<input type="checkbox"/> An explanation of how student performance and practical competencies will be evaluated and how the effectiveness of the training program will be evaluated.	Wis. Admin. Code § DHS 110.19(7)(h)
<input type="checkbox"/> Samples of the handouts and checklists used, which shall be consistent with the knowledge and skills standard of the department-approved curriculum appropriate to the level of instruction and the Wisconsin Standards and Procedures of Practical Skills manual.	Wis. Admin. Code § DHS 110.19(7)(i)