

**Addendum to Trainer Agreement:**

**Evaluation Surveys**

**Illinois**

The goal of the Child and Youth Training and Technical Assistance Project (CYTTAP) is to improve the quality and quantity of child care services for off-installations military families. One of the ways to accomplish this goal is to train child care providers using evidence-based curriculum. Trainers play a key role in the evaluation process by distributing training surveys and collecting responses from participants. As a result of being a trainer, I agree to:

1. Distribute a training survey. The two options include:

(a) Download and print the surveys for participants to fill out on paper visit CYTTAP Website:

<http://child.unl.edu/instructor-resources>

(b) Provide the online survey web site link for participants to fill out on their laptops/tablets/smartphone immediately following the training:

[https://ssp.qualtrics.com/SE/?SID=SV\\_2ulchqFtoauyLaJ](https://ssp.qualtrics.com/SE/?SID=SV_2ulchqFtoauyLaJ)

2. Allocate time at the end of each training for participants to fill out the survey. The online option is to be used on-site and not at home to ensure a good number of completed surveys.

3. At the end of each training, **tell participants** that there will be a six-month\* follow-up training survey e-mailed to them by University of Nebraska-Lincoln\* for the purposes of the CYTTAP.

4. Pass on completed paper training surveys to a coordinator.

**Contact Information for Survey Coordinator**

Scan/email or mail surveys to:

Janice McCoy, MS

Family Life Educator

University of Illinois Extension

173 IL Route 2—1F5

Dixon, IL 61021

Email: [janmc@illinois.edu](mailto:janmc@illinois.edu)

Phone: 815-835-2070

**\*Changes to previous addendum. Effective date: 12/1/2015**