

Addendum to Trainer Agreement:

Evaluation Surveys

Virginia

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

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 Coordinators:

Scan/email or mail surveys to:

Jane Henderson
16360 Dunn Street, Suite 202
PO Box 229
Amelia, VA 23002
Email: Johns59@vt.edu

***Changes to the previous addendum. Date effective: 12/1/2015**