

ELIGIBLE TRAINING PROVIDER'S ANNUAL MONITORING TOOL
Program Performance Review

Date:

Name of Person Completing the Form:

Training Provider's Name:

Address:

Location of the training facility:

Equal Opportunity & Access Review

1. Have any of the following policies/procedures changed since your initial approval for the Eligible Training Provider List? *(If so, please provide updated documentation of these items.)*

| | | |
|--|------------------------------|-----------------------------|
| Grievance/Complaint Procedure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Equal Opportunity is the Law poster prominently displayed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Limited English Proficiency Process | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reasonable Accommodations <i>(for individuals with disabilities)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Are the following items available for individuals attending training through your organization:

| | | |
|---|------------------------------|-----------------------------|
| Auxiliary aids for individuals with hearing and/or visual impairment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Accessible workstations with accessible software | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Interpreters (spoken language & sign language) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Please provide the following information regarding equal access and services to limited English proficient (LEP) individuals attending training through your organization:

How is training provided to LEP students? _____

Has training been provided to instructors on services available to LEP students?

 Yes No

(If yes please describe.) _____

 Is material and posters displayed in alternate languages? Yes No
(if so, what languages?) _____