

**NORTH CAROLINA
CERTIFIED PEER SUPPORT SPECIALIST
PROGRAM**

Course/Training Review Form



**North Carolina Certified Peer Support Specialist Program
School of Social Work
The University of North Carolina – Chapel Hill**

**NC Certified Peer Support Specialist Program
Training Review Form**

The North Carolina Certified Peer Support Specialist (NCCPSS) Program training review (observation) aims to ensure that the in-person portion of certification courses is conducted by Certified Trainers (CTs) in accordance with NCCPSS Program policies. The review also aims to provide technical assistance and feedback to Certified Trainers to ensure adherence to standards and enhance the quality of training.

COURSE/REVIEWER INFORMATION

Review Date: _____ Instructor Name: _____
Course Title: _____
Location of Review: _____ Number of Students in Class: _____
Reviewer Name: _____

Please provide feedback on each section by scoring the appropriate response using the scale below.
No (0); Yes (1)

COURSE MATERIALS/RESOURCES

Item	No (0)	Yes (1)
1. Did the CT provide an agenda, trainer, and participant manuals for the reviewers? The TAT team has manuals and an agenda.		
2. Are there sufficient learning materials (e.g., manuals, handouts, digital resources) available for all students?		
3. Are these supplementary materials helpful and relevant?		
4. Is the classroom equipped with the necessary technology (e.g., internet, computers, projectors, smart boards)?		
5. Is there reliable internet access in the classroom for both teachers and students?		
Column Total		
Total Scored		

Additional Comments:

Please respond to each statement for the sections below by scoring the appropriate response using the scale:
1 = Strongly Disagree 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree.

LEARNING ENVIRONMENT						
Classroom Conditions	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)	N/A
1. The classroom was easily located by training participants (and reviewers).						
2. The classroom seats were comfortable and arranged to facilitate learning.						
3. The classroom temperature, lighting, and ventilation were adequate.						
4. The classroom environment was inclusive and respectful of all students' backgrounds and abilities.						
5. The classroom environment encouraged participants to build positive relationships and collaborate.						
Column Total						
Total Scored						

PARTICIPANT ENGAGEMENT & CLASSROOM MANAGEMENT						
Action	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)	N/A
1. CT(s) navigated differing viewpoints and managed participants' involvement in a professional manner						
2. CT(s) facilitated and managed interactive discussions with participants and was able to assess and respond to participants' level of involvement						
3. CT(s) managed time well and demonstrated appropriate flexibility by following the agenda						
4. CT(s) effectively adapted teaching methods to the training venue						
5. CT(s) allowed participants to present their work and receive peer feedback						
Column Totals						
Total Scored						

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COURSE INSTRUCTION						
Items	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)	N/A
1. CT(s) used audio/visual supports appropriately in conjunction with the respective trainer's manual						
2. CT(s) was able to effectively explain, facilitate, and process roleplays						
3. CT(s) displayed mastery of content knowledge and managed questions professionally and credibly						
4. CT(s) modeled appropriate sharing of their personal recovery story and coached participants in this skill when/if teachable moments occurred						
5. CT(s) followed the written teaching methods, including the PowerPoint slides and prompts in the Instructor Manual						
6. CT(s) presented the material in a destigmatizing manner (use of person-first language and unconditional positive regard are modeled)						
7. CT(s) was able to set up and explain learning activities in a clear and succinct manner						
8. CT(s) exhibited confidence and enthusiasm						
9. CT(s) clearly explained homework or assignments to participants						
10. CT(s) has a method to assess the participant's completion and comprehension of material covered in homework/assignments						
Column Totals						
Total Scored						

ADDITIONAL COMMENTS

OVERALL SCORE	TOTAL MAXIMUM SCORE	REQUIRED MINIMUM SCORE	TOTAL SCORED
Course Materials	5	5	
Learning Environment	25	20	
Participant Engagement and Classroom Management	25	20	
Course Instruction	50	40	
Overall Total	105	85	

If you have any concerns or questions, you may submit them to:
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