

PCMA Co-Training Checklist

PCM Instructors with co-training status may co-train up to three newly certified PCM instructors. The new instructors may be from any organization or affiliation. All new instructors **MUST** attend the entire co-training and the co-train **MUST** be an INITIAL certification course and **NOT** a re-certification course. The PCM co-trainer leads the course and asks the newly certified instructor(s) to assist in both explaining small sections of each chapter and to help teach the physical procedures. The new instructor is also responsible for calling out at least some of the repetitions for each checklist item and for giving corrective feedback and praise to each course participant.

Please complete the following for each Instructor that is co-training:

New instructor showed up on time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor dressed appropriately for the course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor could explain basic concepts/definitions when asked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor demonstrated the ability to call out repetitions or procedures after modeling by the co-trainer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor could spot errors in performance and give feedback in a helpful, non-critical manner that made practitioners comfortable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Although anyone can make mistakes, even as an instructor, the new instructor did not make multiple repeated errors in demonstration of the physical procedures resulting in confusion of course participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor demonstrated the ability to bring course participants back on task when they became distracted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor asked for clarification when uncertain about a concept or the performance of a physical procedure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor acted professionally at all times	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New instructor was attentive during the co-training and not distracted with phone calls, text messaging, email, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Approved co-trainer: _____

Signature of Approved co-trainer: _____ Date Signed: _____

Name of new instructor being co-trained: _____

Dates of co-training: _____ to _____

Comments/concerns regarding new instructor's performance: