Appendix A.1 may be used as a handout for the 40-Hr FTP Course (Block 8 – HO4 and Block 10 – HO5) and for the 24-hr FTP Update Course (Block 7 – HO3).

APPENDIX 1

Standardized Evaluation Guidelines (SEGs)

The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. The SEGs are intended to provide a fair and uniform scoring method to assess each trainee's progress. It is through the use of these guidelines that the field training program achieves a recognized level of standard, competency, and credibility.

Overview

Throughout the Field Training Program, the FTO rates the trainee's performance. Each observed behavior is rated using the Daily Observation Report (DOR) described in <u>Appendix 2</u> in the FTP Guide. The rating scales can be scored in two ways: the Numeric Scale (1 – 7) or the NtCS Scale (NI – Needs Improvement/C – Competent/S – Superior). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. The NtCS scale provides a more direct scoring method. Agencies decide which method best meets their particular training approach.

A rating of "1" or "N/1" indicates the observed behavior is Unacceptable or Needs Improvement, a rating of "4" or "C" meets the **minimal** standard of Acceptable or Competent, and "7" or "S" indicates the trainee's performance is at a Superior level.

Any rating of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale requires a Documented Situation (DS) to describe the event which resulted in the observed rating. The FTO fills out the Narrative Evaluation portion of the DOR to document the event (see <u>Appendix 2</u>).

The following SEGs correspond to the numbered observable behaviors listed in the DOR for each performance category. Use these value definitions when rating a trainee's level of performance.

Performance Categories

ATTITUDE

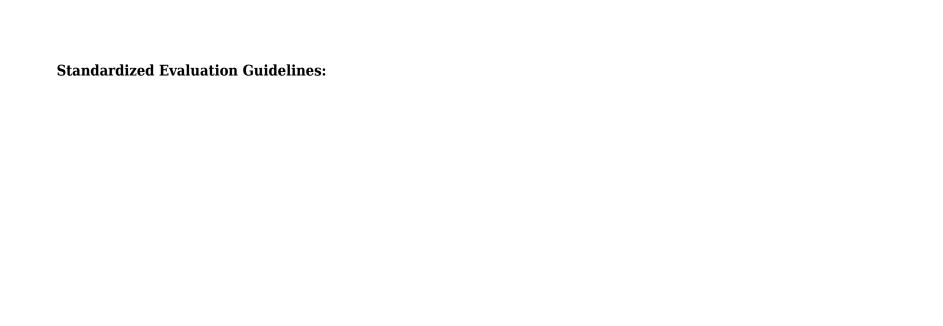
1. Acceptance of Feedback/FTO/FTP

Evaluates the way the trainee accepts criticism, how the trainee interacts with the FTO, and how the trainee accepts the training program, including how the FTO's feedback is received and used to further learning and improve performance.

- 1 or N/I Unacceptable Rationalizes mistakes. Denies that errors were made, is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
- 4 or C Acceptable Accepts criticism in a positive manner and applies it to improve performance and further learning.
- 7 or S Superior Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

Standardized Evaluation Guidelines

Mason Ross, Al



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Table of Contents Standardized Evaluation Guidelines

- 1. Understanding the eBook Standardized Evaluation Guidelines
 - The Rise of Digital Reading Standardized Evaluation Guidelines
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Standardized Evaluation Guidelines
 - Exploring Different Genres
 - o Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Standardized Evaluation Guidelines
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Standardized Evaluation Guidelines
 - Personalized Recommendations
 - Standardized Evaluation Guidelines User Reviews and Ratings
 - Standardized Evaluation Guidelines and Bestseller Lists

- 5. Accessing Standardized Evaluation Guidelines Free and Paid eBooks
 - Standardized Evaluation Guidelines Public Domain eBooks
 - Standardized Evaluation Guidelines eBook Subscription Services
 - Standardized Evaluation Guidelines Budget-Friendly Options
- 6. Navigating Standardized Evaluation Guidelines eBook Formats
 - o ePub, PDF, MOBI, and More
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 - Standardized Evaluation Guidelines Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Standardized Evaluation Guidelines
 - Highlighting and Note-Taking Standardized Evaluation Guidelines
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 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Standardized Evaluation Guidelines
- 9. Balancing eBooks and Physical Books Standardized Evaluation Guidelines
 - Benefits of a Digital Library
 - $\circ\,$ Creating a Diverse Reading Collection Standardized Evaluation Guidelines
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Standardized Evaluation Guidelines
 - Setting Reading Goals Standardized Evaluation Guidelines
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Standardized Evaluation Guidelines
 - Fact-Checking eBook Content of Standardized Evaluation Guidelines
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
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