

Training Verification Form* Scoring Rubric

Scoring Category	Descriptive Indicators and Point Values For approval, each category must receive a minimum score of 2.			
	1 - Inadequate	2 - Acceptable	3 – High Quality	SCORE
Completeness	<p>The verification form is inadequate for any of the following reasons:</p> <ul style="list-style-type: none"> • Applicant information is incomplete/missing • Conference/session(s) information is incomplete/missing • Session descriptions lack the information specified in the application • No/vague explanation of how the topic and content aligns with the applicant's IPDP • No/vague explanation of how the information learned will be incorporated into practice 	<p>The form is complete and adequately articulates the required information for each of the following elements:</p> <ul style="list-style-type: none"> • Applicant information • Conference/session(s) information • Session description • Alignment with the applicant's IPDP • Explanation of how the information learned will be incorporated into practice 	<p>The form is complete and demonstrates a thorough description/explanation of:</p> <ul style="list-style-type: none"> • The conference/session(s) • Strong alignment with the applicant's IPDP • How the information learned will be incorporated into practice 	

***PD approval for individual participation in out-of-state conferences or workshops and non-credit-bearing online training.**

Scoring Category	Descriptive Indicators and Point Values For approval, each category must receive a minimum score of 2.			
	1 - Inadequate	2 - Acceptable	3 – High Quality	SCORE
Summary: Session Descriptions	The response is inadequate for any of the following reasons: <ul style="list-style-type: none"> The description is a vague summary of the conference, not the sessions attended The session descriptions do not list the presenters and their credentials The summary does not explain how the sessions align with specific Rhode Island Workforce Knowledge and Competencies The summary does not explain how the sessions align with RIELDS' domains (when appropriate) 	The response is adequate and provides a summary that includes: <ul style="list-style-type: none"> An overview of <u>each session</u> attended The names and credentials of the presenter(s) An explanation of how the sessions align with specific Rhode Island Workforce Knowledge and Competencies An explanation of how the sessions align with RIELDS' domains (when appropriate) 	The response is strong and includes: <ul style="list-style-type: none"> A concise description of <u>each session</u> attended The names of the presenter(s) and a full articulation of how the presenter's credentials are linked to the session topic A thorough explanation of how the sessions align with specific Rhode Island Core Knowledge and Competencies A thorough explanation of how the sessions align with RIELDS' domains (when appropriate) Evidence from the session that supports the explanation of alignment to the WKC's Evidence from the session that supports the explanation of alignment to RIELDS 	
Individual Professional Development Plans (IPDP)	The response is inadequate for any of the following reasons: <ul style="list-style-type: none"> The response does not explain how the topic is aligned with the applicant's IPDP The response does not articulate how the applicant will incorporate the information learned into practice. 	The response adequately explains: <ul style="list-style-type: none"> How the topic is aligned with the applicant's IPDP How the applicant will incorporate the information learned into practice. 	The response is strong: <ul style="list-style-type: none"> The response thoroughly explains how the topic is aligned with the applicant's IPDP The response thoroughly articulates how the applicant will incorporate the information learned into practice. 	
TOTAL SCORE				