This checklist serves three main purposes:

- Identify which components are present or absent from the prepared materials.
- Identify which components do and do not need adaptation.
- Track which components are created or adapted.

Component	Present	No Adaptation Required	Adaptation Required	Changes Made
1. Lesson Topic				
2. Allotted Time				
3. Level of Instruction				
4. Authority				
5. Terminal Learning Objective (Condition, Task, Standard)				
6. Enabling Learning Objective(s)				
7. Materials Needed • Available resources • Instructional environment • Class size				
8. References				
9. Preparation				
10. Presentation • Course content • AHJ SOPs/SOGs • Safety emphasis				
11. Application				
12. Summary				
13. Evaluation • Match behavioral objective?				

14. Test Instrument • Based on skill sheet? • Match behavioral objective? • Consistent with how you train?				
Skills Sheet	**Present**	**No Adaptation Required**	**Adaptation Required**	**Changes Made**
15. Title				
16. Sequence and Detail • Step-by-step • In performance order				
17. Operational Steps • Performance units • Smallest step • Action verbs				
18. Key Points (knowledge units)				
Test Instrument	**Present**	**No Adaptation Required**	**Adaptation Required**	**Changes Made**
19. Directions • Are they clear?				
20. Performance Objectives • Consistent with learning objectives?				
21. Rating Factors • Performance accuracy • Time standard • Care in handling equipment/tools				
22. Use of Test Instrument • Changes in materials used? • Changes in location or test site? • Appropriate number of evaluators?				