

Assessment of Training Needs (ATN) Pilot Project

BACKGROUND:

Purpose of the ATN Pilot Project

The purpose of the pilot project is to assess the appropriateness and clarity of the performance elements included in the Assessment of Training Needs (ATN) – Field Training Worksheet and to solicit feedback from regulatory jurisdictions concerning the logistics and process for conducting the Assessment of Training Needs. Based on the results of the pilot project, the Conference for Food Protection (CFP) Certification of Food Safety Regulation Professionals work group will determine necessary or recommended changes that need to be made to the ATN process and forms.

One of the **objectives of the ATN Pilot Project** is to gather and analyze data from the pilot study and prepare an Assessment of Training Needs Pilot Project Summary Report for submission at the 2008 Conference for Food Protection Meeting. The results from the pilot study will be used to develop CFP Issues for deliberation that focus on recommendations to enhance the ATN process and/or forms.

The other objectives of the pilot project include:

1. An evaluation of the CFP *Guide for Conducting an Assessment of Training Needs*.
2. An evaluation of the Assessment of Training Needs Forms which include the Field Training Worksheet and the Documentation of Successful Completion.
3. A comprehensive review of the ATN training process.

ATN Pilot Project Time Line

Completion Date	Pilot Project Action Item/Initiative	Status
April, 2006	Solicitation of jurisdictions for Pilot Project at the CFP meeting and distribution of Fact Sheet to prospective Pilot Project participants.	Completed
May, 2006	Gap analysis / solicitation of jurisdictions with emphasis on selection of demographically representative jurisdictions.	Completed
May 31, 2006	Final date for receipt of applications from jurisdictions interested in participating in the pilot project.	Completed
June, 2006	Selection of jurisdictions to participate in the pilot project.	Completed
June, 2006	Jurisdictions notified of their selection to participate.	
July, 2006	Send out Pilot Project packages to selected jurisdictions	Completed
July, 2006	Conference calls with selected jurisdictions (Participants in the Pilot Project will be provided an overview of Pilot Project objectives, goals, methodology, data collection, etc.)	Completed
January, 2007	Interim conference call with jurisdictions (Overview of progress; solicitation of questions, reminder of deadlines etc.)	
June, 2007	Conference call with selected jurisdictions (Preparing the final pilot project feedback report; solicitation of questions; clarification of expectation, etc.)	
July, 2007	Completion of field component of Pilot Project and collection of completed pilot project feedback reports from jurisdictions. Jurisdiction's pilot project feedback reports are due no later than July 31, 2007	
Aug. – Nov., 2007	CFP Workgroup review, analysis, summary and development of Pilot Project results into Conference report and issues.	
November, 2007	Conduct a focus group with 6-8 randomly selected jurisdictions from the pilot project to review Project outcomes and conclusions drafted by the CFP work group.	
December, 2007	Review and revise, if necessary, Issue recommendations prepared for the 2008 Conference for Food Protection based on feedback obtained through the focus groups.	
January, 2008	Deadline for submission of Issues to the 2008 Conference for Food Protection.	