***Program Name / Certificate* *Type Certificate Code***

***Competency Title* (Competency *X*) *XXX-XXX***

|  |
| --- |
| Observation Checklist |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In the spaces provided, check off each behavior that the candidate demonstrates. | Names of Candidates | | | | |
| OBSERVATIONS  Examiner:  Date: |  |  |  |  |  |
|  | **Yes No** | **Yes No** | **Yes No** | **Yes No** | **Yes No** |
| The candidate respected… (Pass/Fail Condition) | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| **Step/Task 1:** | **Yes No** | **Yes No** | **Yes No** | **Yes No** | **Yes No** |
| **1. *Element of the Competency*** |  |  |  |  |  |
| 1.1 *Performance Criteria* |  |  |  |  |  |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| Tolerance: |  |  |  |  |  |
| 1.2 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| **2.** ***Element of the Competency*** |  |  |  |  |  |
| 2.1 *Performance Criteria* |  |  |  |  |  |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| **Step/Task 2:** |  |  |  |  |  |
| **3. *Element of the Competency*** |  |  |  |  |  |
| 3.1 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| **4. *Element of the Competency*** |  |  |  |  |  |
| 4.1 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In the spaces provided, check off each behavior that the candidate demonstrates. | Names of Candidates | | | | |
| OBSERVATIONS  Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **5.** ***Element of the Competency*** | **Yes No** | **Yes No** | **Yes No** | **Yes No** | **Yes No** |
| 5.1 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| 5.2 *Performance Criteria* |  |  |  |  |  |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| Tolerance: |  |  |  |  |  |
| **6.** ***Element of the Competency*** |  |  |  |  |  |
| 6.1 *Performance Criteria* |  |  |  |  |  |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| – Observable criteria, if any… | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| 6.2 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |
| **7.** ***Element of the Competency*** |  |  |  |  |  |
| 7.1 *Performance Criteria* | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 | 🞏 🞏 |

**Note to Examiner:** Record the results on each candidate’s *Evaluation Form.*