

National Healthy Homes Training Center and Network Training Standards

Adopted from ANSI Standard-2009ⁱ

1. Scope, Purpose and Application

This standard establishes criteria for courses delivered through the National Healthy Homes Training Center (Training Center) and Network. The purpose of this standard is to provide accepted practices for training management by the National Center for Healthy Housing. The National Center for Healthy Housing recommends that all Training Center providers apply these practices.

2. Training Program Administration and Management

Training programs are most effective and efficient when managed under a well-defined and organized administrative system. Such a system is designed to ensure that training is in an integrated program, rather than a series of non-related training events. The training program shall, at a minimum, include the following elements:

- Training development, including needs assessment, learning objectives, course content and format, resource materials, and criteria for course completion
- Training delivery by a competent trainer in a suitable training environment
- Training evaluation and a continuous improvement system
- Program documentation and record keeping
- A written training program plan documenting how the above elements will be accomplished.

3. Resource Management and Administration

The Training Center and its training partners are responsible for ensuring that personnel are assigned and budgets are available to fund all elements of the training, sufficient personnel and expertise are available, the requirements of federal, state, and/or local agencies are met, technical expertise and information references are sufficient and suitable facilities are available for all training events.

4. Program Evaluation

The Training Center and the Curriculum Committee shall periodically evaluate the training program. The elements to be evaluated shall, at a minimum, include:

- Training program management,
- Training process, and
- Training results.

5. Training Development

New trainings and training revisions will be submitted to and reviewed by the Curriculum Committee. Training development shall follow a systematic process including needs assessment, learning objectives, adult learning principles, course design, and evaluation strategy criteria for completion, and continuous improvement.

6. Needs Assessment

The Curriculum Committee shall make a determination as to whether training is the correct response to a given proposed need.

7. Learning Objectives

Learning objectives shall be written for each training course. Learning objectives should include: written statements of the desired knowledge, skill, or ability to be demonstrated by trainees. The objectives shall be specific, measurable, achievable, reasonable, and timely (SMART objectives).

8. Delivery Methods

Multiple delivery methods may be used in a single training course or event. The Curriculum Committee should consider a variety of methods, including but not limited to on-the-job training, lecture, computer based training, discussion, classroom exercises, demonstrations, guided practice, activity-based interactive group(s), and distance learning. Alternative delivery methods should be specified.

9. Evaluation Strategy

The Training Center training provider shall use a strategy approved by the curriculum committee for evaluating the trainees' achievement of the learning objective(s). The evaluation strategy shall be developed during training development if one does not already exist.

10. Training Delivery

The training shall be delivered by trainers who meet Training Center criteria, such as appropriate technical knowledge, skills and ability for the subjects they teach. Trainers shall be competent in delivery techniques and methods appropriate to adult learning.

11. Training Evaluation

Training evaluation tools may measure trainee, trainer, training event, or training program performance. The Training Center training providers shall incorporate appropriate evaluation tools into each training event. Each course shall have an approved evaluation component that

measures the trainee's possession of some knowledge, skill, ability, and/or attitude; the trainee's satisfaction with the training experience; and trainer's ability to effectively transfer knowledge, skills, abilities, or attitudes to the trainees.

ⁱAmerican National Standard Z490. Criteria for Accepted Practices in Safety, Healthy and Environmental Training. American Society of Safety Engineers. 2009.