



## ICE SHIELD INSTRUCTOR CHECKLIST

### STUNTRONICS DOCUMENTS TO RETURN POST TRAINING

Each Student is **required** to have **their own** User Manual. StunTronics will NOT accept copies of manuals or copies of the forms from manuals. ONLY original documents will be accepted from which individual certificates will be issued by StunTronics. Certificate Numbers are directly tied to the User Manual.

- 1) Class Control Sheet - Filled out by the Instructor (print or type), record scores (number of correct answers), User Certificate Numbers (located on the User Manual Cover and the loose student forms). Do not have students fill out this form. This form is NOT to be used as a "sign-in" sheet.
- 2) Class Roster – Each Student must sign the attendance sheet with the name that they want to appear on their Certificate.
- 3) Forms in Manual – Two copies of forms are included, one in the booklet and one loose. Both are filled out, the loose forms are returned to StunTronics.

ICE Shield Manual - There are a total of three (3) forms in the ICE Shield Manual with duplicates. One copy in the manual and one loose copy. Complete both. Return the loose copy of each form to StunTronics.

1. Registration Form – Ice Shield User
2. Student Performance Objectives
3. About Training Form

- 4) Graded Tests - If the student misses the following number of questions, he/she has failed. If a student fails, the Instructor MUST advise the student as to what they missed and give them a verbal test again. The Instructor MUST write "RETAKE" on the top of the written test.

ICE Shield - 8 or more wrong answers fail

5) Make copies of the tests and each of the forms signed by the student for your records.

6) Send to StunTronics:

- A. Control Sheet (Filled out by instructor only, one control sheet per course of instruction)
- B. Roster, signed by students (Attendance Sheet)
- C. Student forms (3)
- D. Original test, graded

7) StunTronics will return electronic copies of:

- A. Class Control Sheet
- B. Completed Certificates

8) The Instructor signs each certificate, makes copies for his/her files.

9) Issue certificates to Officers/Students

Note: If the above checklist is not followed correctly, we will return the paperwork for corrections. Allow 4 to 6 weeks for return of completed certificates

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Return to :

StunTronics LLC  
Training Department  
23020 Miles Rd.  
Bedford Hts, OH 44128