



Technical Assistance Center on Social Emotional Intervention



www.challengingbehavior.org

Consultant Bank Procedures

Prior to training/TA event:

1. Client reviews list of consultants on website and contacts individuals directly. TACSEI is copied on initial email inquiry.
2. Once a client selects a consultant, all specific plans (including the arrangement for honorarium, travel, and preparation of materials) are made directly between the client and the selected consultant.
3. Monthly, TACSEI sends an email out to all consultants who have been contacted requesting that they fill out short survey updating TACSEI on status of inquiry.
Email will include link to:
 - 1) Online update survey
 - 2) Printable Attendee Evaluation Form for consultant to take to event
 - 3) Online Consultant Feedback survey
4. TACSEI will send out one follow-up email to consultants who report they are either in the process of scheduling an event or have an event scheduled.
Email will include link to:
 - 1) Consultant Bank Procedures
 - 2) Printable Attendee Evaluation Form for consultant to take to event
 - 3) Online Consultant Feedback survey

During/after event:

1. Consultant brings blank Attendee Evaluation Forms to event for participants to complete.
2. Consultant sends completed Attendee Evaluation Forms to TACSEI within one week of event.
3. Attendee Evaluation Forms are compiled by TACSEI and results are shared with consultant.
4. Consultant completes the online Consultant Feedback survey within one week of event.