

YOU

1. How many years of experience do you have in processing financial aid programs?
 less than 2 years
 more than 2 years but less than 5
 more than 5 years but less than 10
 more than 10 years
2. Which best describes you primary responsibilities?
 managerial or supervisory
 counselor or advisor
 other (Please specify.) _____
 expert in one program area (Please specify.)
 one person office

YOUR INSTITUTION AND ITS PROGRAMS

3. Are your academic programs measured in credit hours or clock hours?
 credit hours with standard terms
 credit hours with non-standard terms
 clock hours
 both credit and clock hours
4. In which of the following Title IV (federal) student aid programs does your school participate?
 Pell
 Federal SEOG
 Federal Work-Study
 Federal Perkins
 Stafford (Direct Loan Program)
 Stafford (FFEL Program)
 PLUS (Direct Loan Program)
 PLUS (FFEL Program)

TRAINING DELIVERY

5. Which type of training delivery do you prefer? (Rank, starting with 1)
 Federal trainer in-person
 Federal and non-Federal trainer in-person
 Video-conference
 Other (Please specify.) _____
 Self-instructional modules on-line
 Self-instructional modules on CD-ROM
 Internet based or other distance education format (*CCC Confer*)
6. What is the best location for you to attend financial aid training? (Rank, starting with 1.)
 FSA's Regional Training Facility
 Institution in your state
 Other (Please specify.) _____
 Spring Fling meeting (1 north, 1 south)
 Annual Conference (December)
7. What was (were) the most significant reason(s) that limited your participation in financial aid training?
 Distance to training site
 Training provided at inconvenient time
 FSA did not cover topics relevant to your needs
 Travel cost
 Insufficient coverage in office
 Did not know training was being offered
8. What is the best method for informing you of financial aid training? (Rank, starting with 1.)
 FAO All listserv
 CCCSFAAA listserv
9. CCCSFAAA web site
 Email or written notice

_____ Other (Please specify.) _____

TRAINING TOPICS

10. On which of the following topics related to *general administrative capability* do you want or need more training? (Rank starting with 1.)

_____ Reading and understanding laws and regulations	_____ Institutional participation and eligibility (e.g.,
_____ Institutional participation and eligibility issues	recertification process, adding new programs
_____ Fiscal responsibilities and cash management issues	and/or locations)
_____ Developing policies and procedures	
_____ Other _____	

11. On which of the following topics related to *electronic processes* do you want or need more training? (Rank starting with 1.)

_____ Common Origination and Disbursement records
_____ E-Campus-Based processing: completing the FISAP Report
_____ NSLDS on the Web (e.g, Inform/Monitor/Alert, Student Status Confirmation Reporting)
_____ FAA Access to CPS On-line
_____ Other _____

12. On which of the following topics related to *processing student applications* do you want or need more training? (Rank starting with 1.)

_____ FAFSA and ISIR questions	_____ Verification
_____ Needs analysis/EFC calculations	_____ Professional Judgment
_____ Overawards and overpayments	_____ Satisfactory Academic Progress
_____ Other _____	_____ Processing students in non-traditional programs

13. On which of the following topics related to *disbursing aid* do you want or need more training? (Rank starting with 1.)

_____ Determining payment periods	_____ Required authorizations and notifications related to disbursing aid
_____ R2T4 (Return of Title IV funds)	
_____ Entrance and exit loan counseling	
_____ Other _____	

14. On which of the following topics related to *preparing, providing, and sending required reports* do you want or need more training?

_____ Reading, interpreting, and appealing your cohort default rate	_____ Student consumer information requirements
_____ Campus Security Report	_____ Family Education Rights and Privacy Act (FERPA) requirements
_____ Other _____	_____ Overview of all Institutionally required reports

15. In the remaining space, please provide any other suggestions for training topics and delivery of training, (e.g., Do you need training at a basic, intermediate, or advance level on particular topics? Do you need one-on-one training/technical assistance?)

16. Indicate what level of training needed:

_____ Basic	_____ Intermediate
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_____ Advanced

_____ Leadership development

_____ Personal Development

_____ Other _____

17. Are you willing to host training at your school (can accommodate 300 + attendees; 1 main room for lunch and general sessions and 3 to 4 breakout rooms; attendees can travel to your site fairly easily; parking)
18. Are you willing to be a presenter to give training sessions? If yes, indicate training area:
- 19.