**Form 5G: Development of Policy and Procedures**

## Credit Value: 10 Credits per Policy and Procedure developed Issued: 2019

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| **NAME:** Name. | **CTFNno:** CTFNno. |

**DATE COMPLETED:** Click or tap to enter a date.

**NOTE**: The information provided should not exceed two pages.

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| **Name of Policy/Procedure:** |
| **What needs prompted the development of the policy/procedure?** |
| **Summary of research done to inform the policy/procedure.** |
| **Summary of policy/procedure implementation and the evaluation process.** |
| **Who worked on the development/implementation/evaluation of the policy/ procedure?** |
| **What was your role in the development/implementation/evaluation of the policy?** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager’s/Researcher’s Name: (print)  Manager’s Name. | | Manager’s/ Researcher’s Signature: | | Date:  Date |
| Phone #  Phone. | Email:  Email. | | CFTNno. (signing CDE® only)  CTFNno. | |

Another CDE® may sign **only** if the Manager/ Researcher’s is unavailable to sign. Signing CDE® must also indicate their CFTN No.