**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?**      |

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| 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.