



Reviewed & Approved by:
[1] _____
[2] _____
[3] _____
[4] _____
[5] Co-Chair _____
[6] Co-Chair _____
Forwarded to the Institute for accreditation:
Date: _____

Knowledge Transfer Questionnaire for Clerk Certification Class Credit

- **The purpose of the Knowledge Transfer Questionnaire (KTQ) is to provide participants an opportunity to reflect on their learning and apply what they have learned to their work setting.**
- **Please answer each question completely using correct spelling and grammar and providing specific details and examples to explain your response.**
- **A complete response is considered to be at least 5-7 complete sentences per question.**
- **Please type your responses if possible.**
- **If additional space is needed, please attach a separate page to complete your responses.**
- **A KTQ must be submitted within 30 days of course completion to the Certification Committee Chair for each course seeking certification credit.**

Class Name: _____

Date of Class: _____

Clerk's Name: _____

1. List at least two ways you and your organization/community are affected by the issues covered during this session. Please offer two ways you were impacted in the past, two ways you are currently impacted, and two ways the issues covered impact the future of your organization/community.

2. What new skills or knowledge did you gain during this session?
What information or ideas made an impact on you?

3. What new insights or ways of looking at people or processes have you gained? How have conversations with other participants impacted your thoughts and views?

4. List at least two specific ways the information presented can be applied in your work setting. What practices or procedures would you consider changing as a result of this session? Why and how would you implement any change?

5. What actions can you take to transfer this information? What are some of your ideas on implementation? Who else should be involved?
