



CG COOL Group Training Checklist



This is an optional guide to help keep you on track.

My Advisor's Contact Information:

Name: _____

Email: _____

Phone: _____

- ESO has assessed demand for the program (min 8 for virtual, 14 for in-person U.S., 20 for in-person international)
- ESO has assessed best delivery format and dates i.e days, evenings, virtual or in-person
- ESO has filled out the "Enroll Now" form on PM-ProLearn.com with the details of the request to get in touch with an advisor
- ESO has worked with advisor to get class scheduled
- ESO has provided a roster of students for the class to the advisor
- All students have submitted requests and received their funding IDs
- ESO and advisor have enrolled and payed for all students

Congratulations!