

01 / BEFORE ENROLLMENT

Is your laboratory ready to develop someone?

Use this working checklist with the medical director, lead technologist, operational sponsor, and candidate. Unchecked items become planning actions.

Organization / facility:

Planning owner and target start window:

Capacity and candidate fit

- ☐ Identify the specific shifts or beds that staffing could make usable.
- ☐ Confirm patient demand, scheduling capacity, and a realistic completion rate.
- ☐ Identify a candidate with reliable attendance, learning habits, and patient communication.
- ☐ Discuss overnight work, travel, study time, employment expectations, and career goals.
- ☐ Confirm the intended educational and registry route for the specific candidate.

Local teaching capacity

- ☐ Name a primary preceptor and a backup with suitable experience.
- ☐ Protect time for instruction, feedback, record review, and remediation.
- ☐ Agree on how clinical leadership will authorize the trainee's assignments.
- ☐ Confirm suitable supervised experience and access to required equipment.
- ☐ Define who maintains experience records and verifies competency documentation.

A six-month plan is a development target. The employer must continue appropriate supervision until the trainee meets applicable requirements and local clinical expectations.

02 / LAUNCH PLANNING

Make the next step specific and accountable.

Agree on responsibilities before the candidate begins. Use the written offer to confirm the exact purchased services.

Scope, cost, and support

- ☐ Choose Foundations, Accelerator, PLUS, or an employer partnership.
- ☐ For PLUS, confirm the full 12-month coaching term and included community access.
- ☐ Confirm cohort dates, locations, preparatory learning, and the 80 live hours.
- ☐ Budget training wages, burden, travel, exam fees, licenses, and local supervision.
- ☐ Estimate displaced productive work separately from cash spending.
- ☐ Set baseline measures for studies, preceptor time, learning progress, and retention.
- ☐ Assign progress review dates and a process for learning or performance concerns.

Unresolved items and next actions

Open item	Owner	Due date

Primary / backup preceptor and next review date:

Bring this checklist to the planning conversation

Email training@dreamsleepcenter.org. Include your organization, candidate count, local preceptor availability, and desired start window. Keep patient information out of your inquiry.