

FINAL

April 20, 2009

MEMORANDUM

Subject: Availability of Module 4, *Measurement and Data Collection, Basic Training for Compliance Assistance Providers Course*

From: Karin Koslow, Acting Director /s/
Compliance Assistance and Sector Programs Division
Office of Compliance

To: Enforcement Division Directors
Enforcement Coordinators
Compliance Assistance Managers
Compliance Assistance Coordinators
Environmental Assistance Network Members
Director, Office of Small Business Programs

I am pleased to transmit Module 4, *Measurement and Data Collection*, the final piece of the *Basic Training for Compliance Assistance Providers* (BCAP) course. This module explains why, what, and how we measure results from EPA's national compliance assistance program and the various data collection methods and analysis. It is fitting that "measurement" is the focus of the final module in the BCAP series. Measurement plays a critical role in communicating how and why compliance assistance work is such an integral component of the compliance and enforcement program. Module 4 is designed for new EPA compliance assistance (CA) providers, managers and staff who need to learn how to measure and report the results of compliance assistance activities.

The other three currently available modules are:
BCAP Module 1 – Overview of Compliance Assistance
BCAP Module 2 – Using Compliance Assistance Strategically – the Integrated Strategic Approach
BCAP Module 3 – CA Tool Development and Marketing

We have designed flexibility in the way the four BCAP modules can be delivered. Each module should last about 60-90 minutes including pre and post tests. All four modules are currently available for classroom delivery and can be downloaded through the National Enforcement Training Institute's www.netionline.com. Depending on the time constraints or the needs of the audience, the modules can be delivered individually or combined as a one-day course. By late summer, all the modules will also be available for on-line delivery with audio.

We hope that the *Measurement and Data Collection* module of BCAP is a useful resource for you and that you will circulate it to other managers and staff who would benefit from having a better understanding of how to measure compliance assistance activity results. Because there is an audience for BCAP outside EPA for those who are interested in learning more about the national compliance assistance program, please share it with external parties as well.

If you have questions about the training or suggestions on BCAP marketing opportunities, please contact Beverly Updike, on my staff, at 202-564-7142 or at updike.beverly@epa.gov.

Attachment

cc: Seth Heminway
Beverly Updike
Joanne Berman
Rebecca Barclay
Pat Straw