

CalEPA Basic Inspector Academy

Virtual Course Agenda

Tuesday

Time	Presentation Title	Summary	Instructor
8:30	Sign-in/Course Prep	<ul style="list-style-type: none"> Download Course Materials 	
9:00	Introduction and Overview	<ul style="list-style-type: none"> Instructor and Student Introductions Introduce Course Content/Objectives 	
9:50	<i>Break</i>		
10:00	Access, Entry, and Warrants	<ul style="list-style-type: none"> Authority and Consent to Inspect Inspection and Search Warrants 	
11:00	Elements of a Violation <i>(continued after lunch if needed)</i>	<ul style="list-style-type: none"> How to Determine Compliance Key Components Needed to Cite Violations of a Permit/Regulation/Statute 	
12:00	<i>Lunch</i>		
1:00	Evidence to Prove a Violation	<ul style="list-style-type: none"> Types of Evidence Evidentiary Standards Photographs, Samples, Documentation 	
2:45	<i>Break</i>		
3:00	Note Taking	<ul style="list-style-type: none"> Pre-Inspection and Inspection Notes Documents and Evidence Collected 	
4:00	Mock Inspection Introduction	<ul style="list-style-type: none"> Preparation for Mock Inspection on Wednesday 	
4:30	<i>Adjourn</i>		

Wednesday

Time	Presentation Title	Summary	Instructor
8:30	Introduce Agenda	<ul style="list-style-type: none"> Introduce Course Content and Speakers 	
8:45	Interviewing Skills	<ul style="list-style-type: none"> Interview Preparation Rapport-Based Interviewing 	
9:45	<i>Break</i>		
10:00	Report Writing	<ul style="list-style-type: none"> Identify your Audience Documenting Observations, Corrective Action, and Compliance 	
12:00	<i>Lunch</i>		
1:00	Mock Inspection Instructions	<ul style="list-style-type: none"> Review Virtual Mock Inspection Process Including Documents and Materials 	
2:00	Mock Inspections	<ul style="list-style-type: none"> Group Breakout Sessions 	
4:30	<i>Adjourn</i>		

Thursday

Time	Presentation Title	Summary	Instructor
8:30	Introduce Agenda	<ul style="list-style-type: none"> Mock Inspection Report Instructions 	
8:45	Prepare Mock Inspection Reports	<ul style="list-style-type: none"> Group Breakout Sessions Deadline for Mock Reports: 11:00 AM 	
11:00	Case Study	<ul style="list-style-type: none"> Enforcement Case Study 	
12:00	<i>Lunch</i>		
1:00	(Prosecutor Introduction) Case Preparation and Enforcement Options	<ul style="list-style-type: none"> Review Mock Inspections Enforcement Options Case Preparation and Referrals 	Prosecutor
2:00	Testimony Skills and Mock Testimony	<ul style="list-style-type: none"> Mock Testimony Conducted with Each Group Based on Mock Inspection Report 	Prosecutor
4:30	<i>Adjourn</i>		