



Course Evaluation Instructions

As part of the National Registry application process, applicants must submit a representative course evaluation. The evaluation should demonstrate how the organization will evaluate learning activity quality and participant feedback consistent with [Section 4, Paragraphs 4.04- 4.04.2](#). The objectives of evaluation are to assess participant and instructor satisfaction with specific programs and to increase subsequent program effectiveness. Evaluations, whether written or electronic, must be solicited from participants and instructors for the overall program. Sponsors may elect to solicit evaluations for each session within an overall program. Sponsors must periodically review evaluation results to assess program effectiveness and should inform developers and instructors of evaluation results, as applicable. Please see below for more information and guidelines regarding the course evaluation.

*Formal learning programs under the [2026 Standards](#) are group programs, self study programs, or blended learning programs. For purposes of this application, the Registry uses “delivery method” to refer to the formal learning program type, including any applicable sub-delivery method such as Nano Learning or QAS Self Study, for which the organization is seeking approval and must demonstrate compliance with the applicable Standards.

Required Components:

The course evaluation should address the following topics to support compliance with [Section 4, Paragraphs 4.04–4.04.2](#).

- The stated learning objectives were met.
- The stated prerequisite requirements were appropriate and sufficient.
- The program materials, including the qualified assessment, if any, were relevant and contributed to the achievement of the learning objectives.
- The time allotted to the learning activity was appropriate.
- The instructors were effective.

(Note: This topic does not need to be included in evaluations for QAS™ Self Study and Nano Learning delivery methods.)



Guidelines:

- Evaluations must be solicited from participants and, where applicable, instructors for the overall program. If the instructor also served as the program developer, the sponsor should document how instructor feedback or post-program review is obtained or why a separate instructor evaluation is not applicable.
- The course evaluation submitted in the application should be a representation of the format the organization plans to use; it should not be tailored for the specific course in review.
- The Standards do not require participants to submit an evaluation as a condition of earning CPE credit. Sponsors may request or require evaluation completion as an administrative matter, provided the sponsor's CPE completion requirements remain consistent with the applicable Standards.
- If the program has stated prerequisites, the evaluation should ask whether those prerequisites were appropriate and sufficient. If the program states that no prerequisites are required, the organization may include a prompt allowing participants to indicate whether they believed prior knowledge, skill, or experience would have been helpful.
 - Course prerequisites and advance preparation are two separate requirements for programs, not one in the same. Course prerequisites reference specific content knowledge that a participant must have exposure to prior to enrolling in a program. This prior knowledge may have come from formal education, or practical real-life experiences. The identified advanced preparation for a course references anything that the participant must have in place prior to beginning an enrolled program. This could include specific computer programs or platforms or acquiring specific materials needed to complete the course. Pre-reading requirements for participants to complete before the program begins should also be listed in this section.

*** Please see pages 3 & 4 below for Course Evaluation Template Examples. Applicants may use the sample evaluation format provided or submit an equivalent evaluation form that addresses the required evaluation elements.**

Page 3: Course Evaluation example for Group and Blended Learning programs

Page 4: Course Evaluation example for QAS™ Self Study and Nano Learning programs

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Course Evaluation Form

Please rank each item below, with 1 being the lowest score and 5 being the highest score.

| Criteria | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| The stated learning objectives were met. | | | | | |
| The stated prerequisite requirements were appropriate and sufficient. | | | | | |
| The program materials, including the qualified assessment, if any, were relevant and contributed to the achievement of the learning objectives. | | | | | |
| The time allotted to the learning activity was appropriate. | | | | | |
| The instructors were effective. | | | | | |

**** This template applies to Group and Blended Learning delivery methods.**

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| The stated learning objectives were met. | | | | | |
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| The program materials, including the qualified assessment, if any, were relevant and contributed to the achievement of the learning objectives. | | | | | |
| The time allotted to the learning activity was appropriate. | | | | | |

**** This template applies to QAS™ Self-Study and Nano Learning formal delivery methods.**