Course Evaluation Instructions

The Course Evaluation is required for submission with an application. The purpose of this documentation is to satisfy the requirements of Standard 14. The course evaluation is meant to establish a means for evaluating learning activity quality with respect to content and presentation, and to increase subsequent program effectiveness. The course evaluation also provides a mechanism for participants to assess whether learning objectives were met. Please see below for more information and guidelines regarding the certificate of completion.

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Required Components:

The components listed below must be present on the course evaluation in order to maintain compliance.

- 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 self study and nano learning programs.)

Guidelines:

- Course evaluations can be administered in written or electronic formats and must be solicited from the participants and instructors. If the instructor is actively involved in the development of the program materials, it is not necessary to solicit an evaluation from the instructor. <u>The course evaluation submitted in your application should be a representation of the format your organization plans to use; it *should not* be tailored for the specific course in review.</u>

- The Standards do not require participants submit the course evaluation in order to earn CPE credits for a course; however, sponsors can make this request at their own discretion.

- Even if there are no stated prerequisites for the program, the topic needs to be included in the evaluation form so that a participant can comment on whether or not the participant believed that a certain knowledge, skill or experience was needed prior to taking the program.

    o Course prerequisites and advance preparation are two separate requirements for programs, not one in the same. Course <u>prerequisites</u> 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 <u>advanced preparation</u> 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

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 Live, Group Internet Based, and Blended Learning delivery methods.

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.					

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