

**CONTINUING EDUCATION
 DISTANCE EDUCATION CONTENT AND INSTRUCTOR EVALUATION SUMMARY**

COURSE TITLE: _____

CE #: _____ HOURS: _____ DATE: _____

DELIVERY METHOD: CORRESPONDENCE INTERNET OTHER: _____

SPONSOR: _____ INSTRUCTOR: _____

NUMBER OF LICENSED ATTENDEES: _____ NUMBER OF EVALUATIONS ON FILE: _____

I. <u>INSTRUCTOR:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Applicable</u>
Demonstrated knowledge of course content	_____	_____	_____
Responded satisfactorily to questions	_____	_____	_____
Gave examples to illustrate a point	_____	_____	_____
Preparation	_____	_____	_____
Availability	_____	_____	_____
II. <u>CONTENT/MATERIALS:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Clear course objectives	_____	_____	_____
Organization of materials	_____	_____	_____
Practical value of content	_____	_____	_____
Value of resource materials*	_____	_____	_____
Content and materials current	_____	_____	_____
III. <u>D.E. DELIVERY METHOD:</u>			
Ease of use of technology and access to course	_____	_____	_____
Support services to assist with technology and course access	_____	_____	_____
How was your experience with this self-paced study	_____	_____	_____
How was the course structure for self-paced study	_____	_____	_____
Satisfaction with the technology used	_____	_____	_____

Content question asked/ who responded/how quickly/satisfactorily: List comments exactly as on evaluation forms.

“Not Acceptable” rating reasons/other comments about the course: List comments exactly as on evaluation forms.

NOTE: Evaluation summary may be subject to audit.

* Any supplemental/additional information such as useful websites, case studies, articles from publications, etc.