

## Instructions

The information listed below **MUST** be included in course evaluations in order to meet ACE requirements. Please feel free to adapt the example evaluation sections on pages 2-3; cut and paste applicable content for your use). Review [Section F.VI. Evaluation](#) for more information.

### Every evaluation must include the following:

1. List and rate each **learning objective** as stated in your promotional materials and course materials (see *Developing Learning Objectives*)
2. The course material was appropriate to my education, experience and/or licensure level
3. The course material was relevant to my practice
4. The course material was current
5. The course material presented the course content effectively
6. The handouts and teaching aids enhanced the content of the course
7. The instructions for requesting accommodations for a disability were clear
8. Program administration questions or concerns were addressed effectively, and in a timely manner (see 8. a. b. c. in **Sample Basic Evaluation**, below)

### For courses delivered in person (workshops and conference sessions; live webinars and synchronous online programs, if applicable), the evaluation must also include questions about the following:

- The instructor was knowledgeable about the content
- The instructor presented the subject matter clearly
- The instructor was responsive to participants
- The instructor used the technology effectively

### For onsite courses (workshops and live webinars, if applicable) and conferences, the evaluation must also include the following questions:

- The location was suitable
- The facilities were conducive to learning

### For asynchronous learning (self-paced home study, asynchronous online and recorded webinars) also include the following questions:

- The technology was user friendly
- The length of time to complete the course matches the number of CE credits awarded for the course

### For conference evaluations, also include the following questions:

If a sample course includes a conference and/or conference session:

- 1) Submit the evaluation for the overall conference and
- 2) Submit the evaluation for each sample conference session

## SAMPLE EVALUATION SECTIONS

Based on requirements above: Please adapt or cut and paste parts of the sample evaluation sections below for your use

<b>EVALUATION BASIC QUESTIONS (Use for ALL evaluations in combination with questions for other formats)</b>					
<b>Rating key: 5 = Strongly agree</b>	<b>4 = Agree</b>	<b>3 = Unsure, no opinion, NA</b>	<b>2 = Disagree</b>	<b>1 = Strongly disagree</b>	
<b>Rate each question</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. After completing this course, I am able to:					
a. Learning outcome 1					
b. Learning outcome 2					
c. Learning outcome 3					
2. The course/session material was appropriate to my education, experience and/or licensure level					
3. The course/session material was relevant to my practice					
4. The course/session material was current					
5. The course/session material presented the content effectively					
6. The handouts and teaching aids enhanced the content of the course/session					
7. The instructions for requesting accommodations for a disability were clear					
8. Program administration - Check items a, b, c below as appropriate					
a. Course registration was user-friendly					
b. My questions or concerns were addressed effectively					
c. My questions or concerns were addressed in a timely manner					

<b>If FACE TO FACE WORKSHOP, CONFERENCE &amp; CONFERENCE SESSION, LIVE WEBINAR add the following:</b>					
<b>Rate each question</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
10. The instructor/presenter					
a. Was knowledgeable about the content					
b. Presented the subject matter clearly					
c. Responded to participants					
d. Used the technology effectively					

<b>If ONSITE WORKSHOP, CONFERENCE &amp; CONFERENCE SESSION, LIVE WEBINAR, add the following, as applicable:</b>					
<b>Rate each question</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
11. The location was suitable					
12. The facilities were conducive to learning					

<b>If ONLINE AND HOME STUDY (enduring materials, asynchronous and recorded webinars), add the following:</b>					
<b>Rate each question</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
10. The technology was user friendly					
11. The length of time to complete the course matches the number of CE credits awarded for the course. (5 = strongly agree. 1 = strongly disagree)					