APPLICATION FOR EVALUATION OF CONTINUING EDUCATION

- All programs to be evaluated must be submitted with supporting documentation for the program. This shall be in the form of an agenda, brochure/flyer, syllabus, program, etc.
- Non-Live programs must be accompanied by a post-program test or evaluation.
- All materials received for evaluation will be retained by the Board.
- After the course has been evaluated by the CE Committee, this form will be returned via email to the person designated below.

1. Individual submitting program for evaluation: ______________________________________________________
2. Email address to send evaluation form: ___________________________________________________________
3. Name of Sponsoring Individual or Organization: ____________________________________________________
   _______________________________________________________________________________________
4. Title of Program: ____________________________________________________________________________
5. Date of Program: _________________________________  6. Time of Program: __________________________
6. Estimated CE Contact Time: ___________________________________________________________________
7. Program Objectives: __________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________
8. Type of Course (i.e. Live, Correspondence, Webinar, etc.): __________________________________________
9. Proof of Attendance or Completion: ______________________________________________________________
10. Special Request(s): __________________________________________________________________________
    ________________________________________________________________________________________

- CE SPONSORS MUST PROVIDE A CERTIFICATE OF ATTENDANCE/COMPLETION TO EACH PARTICIPANT.
- SPONSORS: ALL MATERIALS USED, PLUS A LIST OF PARTICIPANTS RECEIVING COMPLETION CERTIFICATES,
  MUST BE RETAINED BY THE SPONSOR FOR FOUR (4) YEARS.

FOR BOARD USE ONLY:

Date of Evaluation: ___________________________________

The program has been evaluated and is approved for ____________ hours of CE credit.

________________________________   __________________________________
(Initials of CE Committee Members)   (Signature of Evaluator)

Remarks:

July 2020