

## PROGRAM EVALUATION FORM

The Certification Specialist will use this form to evaluate applications for program approval.

	Yes	No	Comments
Has a target group been identified and is the program designed for the target group?			
Does the stated goal describe what the program will accomplish?			
Are the program objectives specific accomplishments that the participants shall be able to perform at the end of the program?			
Are the objectives measurable?			
Is the subject matter/content of the program described?			
Are the described instructional methods appropriate for the subject and the program objectives?			
Are the described instructional methods appropriate for the expected number of participants?			
Is the time allowed adequate for the number of participants?			
Does the number of CEU's requested match actual instructional time?			
Do the qualifications listed for the instructor relate to the subject that will be covered?			
Is an evaluation instrument included in the application?			