

SAMPLE PROGRAM EVALUATION

Virtual Program

[INSERT CE Provider Name]

[INSERT Program Title]

[INSERT Program Date]

Identify your profession:

- Professional Counselor
- Social Worker
- Psychologist
- Psychiatrist
- Psychiatric Nurse
- Other: _____

How many years of experience do you have in your profession?

- 0-1
- 1-2
- 2-4
- 4+

Please indicate the degree to which you disagree or agree with the statements below.

	<i>Disagree (1)</i>	<i>Somewhat Disagree (2)</i>	<i>Neutral (3)</i>	<i>Somewhat Agree (4)</i>	<i>Agree (5)</i>	
1. The learning objectives were fully addressed.	1	2	3	4	5	
2. The program content was current.	1	2	3	4	5	
3. The program content enhanced my multicultural awareness and ability to work with diverse populations.	1	2	3	4	5	
4. The program content was appropriate to my education and experience.	1	2	3	4	5	
5. The program content was relevant to my profession.	1	2	3	4	5	
6. The presenter was knowledgeable about the content.	1	2	3	4	5	
7. The presenter presented the subject matter clearly.	1	2	3	4	5	
8. The presenter was responsive to participants.	1	2	3	4	5	
9. The program advertisement was accurate.	1	2	3	4	5	
10. The instructions for requesting accommodations for a disability were clear.	1	2	3	4	5	
11. The instructions for accessing the program were clear.	1	2	3	4	5	
12. The online technology/platform was appropriate for this event.	1	2	3	4	5	
13. The continuing education provider used the technology effectively.	1	2	3	4	5	
14. My questions or concerns were addressed effectively and in a timely manner.	1	2	3	4	5	
	<i>N/A (0)</i>	<i>Disagree (1)</i>	<i>Somewhat Disagree (2)</i>	<i>Neutral (3)</i>	<i>Somewhat Agree (4)</i>	<i>Agree (5)</i>
15. My request for accommodations was satisfactorily met.	0	1	2	3	4	5
16. The program materials enhanced my learning experience.	0	1	2	3	4	5
17. The program materials were professional in appearance.	0	1	2	3	4	5

How could we improve this program?

Other Comments:

Points to consider as you design your program evaluation:

- If you have more than one presenter, you must allow the participant to evaluate each separately. A good way to accomplish this is by repeating Items 6, 7, and 8 based on the number of presenters and inserting the presenter name. When the program is a conference with sessions, the best way to evaluate each presenter is to evaluate each session individually.
- Each item should only evaluate one concept.
- Items related to personal growth or applicability to personal issues are not appropriate for professional continuing education program evaluations.