

PLACE THIS COVER SHEET ALONG WITH APPLICATION FEE OVER APPLICATION FORMS

ATTN: DC BOARD OF REAL ESTATE

(Please check one)

- PRELICENSING APPLICATION
- CE APPLICATION
- WAIVER APPLICATION

MAKE CHECK PAYABLE TO PROMISSOR

MAIL ENTIRE PACKET TO:

PROMISSOR
DEPARTMENT: DC-OPLA
CORPORATE DRIVE
METRO-PLEX II, SUITE 400
LANDOVER, MD 20785

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION
P.O. BOX 37200, WASHINGTON, D.C. 20013-7200
BOARD OF REAL ESTATE

ADDRESS ALL COMMUNICATIONS
TO THE BOARD

2007

Dear Education Provider:

Thank you for your interest in providing quality educational courses for current and/or future DC real estate professionals. Our goal is to make the application process smooth and hassle-free.

Attached you will find the instructions and application (Forms A-E) that allow your organization to offer continuing education (CE) and/or prelicensing courses for the District of Columbia Board of Real Estate. Along with these forms, you will also be required to submit samples of the List of Attendees (sign-in sheet), Certificate of Completion and Course/Instructor Evaluation forms you will use. Examples have been included in this packet and may be revised to meet the needs of your organization, provided the essence of the information is preserved. Please ensure that all forms are completed in their entirety and that all required documents are submitted with the application. Failure to do so may delay processing of your application.

Form F- Distance Education- this form should be used by CE providers who will provide ARELLO-certified, mastery-based elective courses via non-classroom formats. See form for complete instructions.

Form G- Reciprocity Registration- this form should be used by CE providers who are already approved by a real estate licensing board or commission. This form simply requires the course titles, schedules, instructors and original state approval letter.

Once you have been approved, you will receive an approval letter and instructions on how to use the EZ Bank system. Course rosters must be banked in this system within 10 days of the course completion. Once the courses are banked, you must submit to the Board a certified List of Attendees, and a cover letter (with authorized signature) verifying that the DC licensees have been banked into the EZ Bank System.

Should you have any questions or need assistance with the forms or application process, please feel free to contact me by email at Staci.Mason@dc.gov or by phone on (202) 442-4461. I am happy to be of service.

Sincerely,

Staci Mason/cg

Staci Mason
Education Liaison Specialist
District of Columbia Board of Real Estate

Attachments

District of Columbia Board of Real Estate
Continuing Education and Prelicensing Education
APPLICATION INSTRUCTIONS (2007-2009)

APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS. Effective July 29, 2005, the revised DC real estate rules and regulations of the *Non Health-Related Occupations and Professions Licensure Act of 1998* were published as final rulemaking. Among other areas of licensure, the revised rulemaking, updated some continuing education requirements, including establishing new guidelines for the regulation of approved distance education programs in the District of Columbia. Real estate education schools or organizations must use the application attached to receive approval for the District of Columbia Board of Real Estate continuing education **or** prelicensing courses. Applications must be presented to the DC Board of Real Estate in a professional manner. Notebook submissions are not required. Applications may be typed or handwritten in legible handwriting. **Per course application fee: \$65. Make checks payable to Promissor. A charge of \$65.00 will be imposed for dishonored checks (public law 89-208.)**

APPLICATION SUBMISSION. 1) New CE and prelicensing school applications must be submitted 60 days prior to the course being offered (**Ch 26, sec 2606.9, 2607.6, 7-29-05.**) The attached application includes forms for course outlines, dates, locations, instructors, and number of instructional hours. Providers must also submit supporting documents of training materials that will either be used or covered in each class. 2) Providers must submit a new course application with a new or revised course outline when **ANY** information is added or deleted to/from an outline/course that was approved during the cycle of approval.

INSTRUCTOR CERTIFICATION FORM. 1) Use this form to demonstrate the proposed instructor's ability, qualifications, and expertise to teach the proposed courses by way of education and/or experience. The instructor should show that she/he is fully capable of teaching the proposed course(s). For example, someone with no experience or education in hazardous materials or environmental issues should not submit an application to teach the course (**2607.8[d,e].**) 2) Instructors may not represent themselves as approved by the DC Board as a separate entity. Each instructor must be affiliated with an approved school and must teach approved courses according to the schedule they submit to the Board. Providers must notify the DC Board 30 days in advance of the address, time, title of course and instructor if it will hold an approved course or courses at a real estate office, hotel, or any location not shown on the original course application. Consideration will be given for emergencies. 3) If a provider wants to add an instructor to a course during the cycle after the course has been approved by the board, the provider must submit a separate complete instructor application with a \$65 fee.

WHEN TO USE THE CE AND PRELICENSING COURSE APPLICATION. Use this application (Forms A-E) to submit the following course applications to the DC Board of Real Estate: 1) All DC-mandated continuing education courses offered for instruction; 2) All real estate courses located in the District of Columbia territory; 3) All DC-mandated prelicensing courses. Prelicensing schools located in the District of Columbia must first complete an application with the State Education Office (202) 727-1000. Prelicensing schools located in other states must present an approval letter from that state's Department of Higher Education, along with this application (Forms A-E.)

CE RECIPROCITY COURSE APPLICATION. Use this application (Form G) (attached) to register all courses that have already been approved by other real estate state licensing boards and commissions. The state's approval letter must accompany the reciprocity application. DC will expire the courses submitted based on the expiration dates shown on the state's approval letter, unless that expiration date supersedes 8-31-09. That expiration date will be reflected on the DC approval letter. If reciprocity courses have dates that expire within the 9-1-07 to 8-31-09 cycle, providers are automatically responsible for renewing those courses, and for submitting the renewed schedule to the DC Board. No additional application fee will be required for course renewal within the cycle.

COURSE APPROVAL CYCLE. The course application coincides with the salesperson licensing cycle, which is September 1, 2007 through August 31, 2009.

CE REQUIREMENTS FOR 2007-2009 CYCLE. The 15 hour CE requirement for the 2007-2009 licensing cycle is as follows: Fair Housing -3hrs; DC Legislative Update-3hrs; Ethics-3hrs; and 6 hours of electives. *However, course outlines should be updated to reflect current changes in federal and jurisdictional legislation, current real estate trends and issues, and updated case study in lawsuits (2607.8[f].)* In addition, providers are encouraged to broaden the instructional style, to include Power Point, videotapes, Internet references, games, and pop quizzes as a means to enliven classes and to help with information retention. Within the approval cycle, the Board may broaden the requirements to include various courses for commercial real estate licensees.

CERTIFIED LIST OF ATTENDEES. This list must include the student's name, license number, and the employing broker's name and address. Send the list to the board within 10 days after the final class session (2607.14.) This certified list can either be an original, or photocopy. The board reserves the right to request an original for auditing purposes. A sample attendees list is enclosed.

CERTIFICATE OF COMPLETION. Each application must include a sample certificate of attendance/ completion for each course. This certificate must be issued to each attendee who successfully completes the course taken. A certificate must not be issued to licensees who fail to complete the entire course (2607.13.) See sample attached for the language that should be included on the certificates.

EVALUATIONS. The rulemaking published on 7-29-05 requires all providers to establish a system of written evaluations (2607.8[g].) Providers must submit a form that evaluates the course and instructor. This evaluation form must accompany the course application, and be kept on file for 4 years. See sample evaluation attached. The board may conduct an audit of the written student evaluations at any time (2607.8[h].)

COURSE RENEWAL WITHIN THE APPROVAL CYCLE. Providers may renew approved courses within the approved licensing cycle by submitting additional dates by e-mail or postal mail. Course renewals must be submitted 30 days prior to the course offering (2607.11.) Any changes in the course outline, or instructor requires submission of a new course application. Renewal dates, times, and locations may be submitted to: Staci.Mason@dc.gov, or by postal mail. A complete certified List of Attendees must be submitted to the DC Board of Real Estate within 10 days of the course offering. The roster of currently licensed DC real estate licensees must be banked into the Promissor EZ Bank system using the instructions and PIN number that you get from the board once the course is approved.

CE EZ BANK SYSTEM. Providers must submit to the board only the certified CE List of Attendees, along with a cover letter or form letter on letterhead (with authorized signature) that certifies that the DC real estate CE licensee roster has been banked into the EZ Bank System. **NOTE:** The CE EZ Bank Roster system is only programmed for currently licensed DC real estate licensees. Providers cannot bank CE courses for: 1) persons licensed in states other than DC (ie, people who take the DC Fair Housing course to obtain their DC RE license; 2) formerly licensed DC real estate licensees (ie, people on Inactive, must Reinstate, or have Expired, Suspended or Revoked DC real estate licenses).

PRELICENSING SIGN-IN SHEET. Prelicensing schools must send the sign-in sheet with the student's name and mailing address within 10 days after the session is completed. The EZ Bank system is not relevant for prelicensing coursework.

DISTANCE EDUCATION. Effective July 29, 2005, the revised DC real estate rules and regulations of the *Non Health-Related Occupations and Professions Licensure Act of 1998* were published as final rulemaking (2605.11, 2607.5[d], 2607.9.) One major change in this rulemaking is the addition of distance education for DC real estate licensees. The rulemaking allows distance education for DC real estate licensees in the following capacity: **1)** DE learning courses shall be **elective** courses only (no mandated CEs and no prelicensing courses; **2)** DE learning courses shall be mastery-based and equivalent to in-class continuous instruction and attendance formats; **3)** Primary distance learning providers located outside of DC must use DC-approved secondary providers to offer courses. Secondary providers must also be ARELLO-certified **prior** to submitting applications to the DC Board. See Form F for more information.

CONTACT INFORMATION. Contact the board's education liaison specialist for application questions or additional information. Send an e-mail to Staci.Mason@dc.gov or call (202) 442-4461 to reach her directly or (202) 442-4340 for the main office.



District of Columbia Board of Real Estate
**Continuing Education and Prelicensing Education
PROVIDER INFORMATION (FORM A)***

* See Application Instructions page before completing this application. Submit this form with the initial course approval application. Please type or print legibly.

SECTION 1 - PROVIDER DEMOGRAPHIC INFORMATION		Provider ID # <i>(If previously approved)</i>
Provider (School) Name		
Mailing Address		
City	State	Zip Code

SECTION 2 - CONTACT INFORMATION	
Director or Coordinator Title	
First Name	Last Name
E-mail Address	Alternate E-mail
Area Code and Phone Number:	Fax Number

SECTION 3 - PROVIDER ORGANIZATION TYPE	
<input type="checkbox"/> Provider FEIN (Federal ID Number): _____	
Indicate the type of organization your organization represents (<i>check one</i>):	
<input type="checkbox"/> Professional/Proprietary School	<input type="checkbox"/> College/University/Community/Junior College
<input type="checkbox"/> Real Estate Association	<input type="checkbox"/> Other (<i>specify</i>) _____

SECTION 4 - PROVIDER CERTIFICATIONS
I certify that this provider is in compliance with all Federal and District laws, including laws regarding discrimination based on sex, race, religion, age, physical disability, sexual orientation, or national origin. I further certify that the information contained in this application is true and complete, and that the school/organization named above will employ an instructor approved by the DC Board of Real Estate. If this is a renewal application, I certify that all rosters and sign-in sheets have been submitted to the DC Board and that this school/organization is compliant with the requirements of the DC real estate licensure law.
Date: _____
Signature of Director/Executive (<i>this signature must match name shown in Section 2</i>) _____

Send this form and the complete application to: Promissor Department: DC-OPLA 8201 Corporate Drive Metro-Plex II, Suite 400 Landover, MD 20785
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District of Columbia Board of Real Estate
Continuing Education and Prelicensing Education
COURSE APPROVAL (FORM B)

See Application Instructions page before completing this application. The per course application fee is \$65.

SECTION 1 - PROVIDER AND COURSE IDENTIFICATION	Provider ID # <i>(If previously approved)</i>
PROVIDER NAME:	
TYPE OF COURSE: <input type="checkbox"/> CONTINUING EDUCATION <input type="checkbox"/> DISTANCE EDUCATION <input type="checkbox"/> PRELICENSING	
COURSE TITLE:	

SECTION 2 - MANDATORY SUPPORTING MATERIAL CHECKLIST
The following must be included with this application for it to be considered complete and ready for review:
<input type="checkbox"/> Course outline with time allotted and a summary of instruction for each detailed segment. <input type="checkbox"/> Full course schedule with dates, times and breaks for the 2-year cycle for which the course will be approved. Use the Course Schedule Form. Additional course dates may be requested at a later date by submitting an e-mail notice at least 30 days prior to the requested date. Send the e-mail notice to Staci.Mason@dc.gov <input type="checkbox"/> Copy or description of all course materials <input type="checkbox"/> Instructor Certification Form. If instructor is currently certified with the DC Board of Real Estate, provide instructor ID #: _____ <input type="checkbox"/> Correct fee (\$65 per course). Make check payable to Promissor. <input type="checkbox"/> Certificate of Attendance (sample attached) <input type="checkbox"/> Attendance / Sign-In Sheet (sample attached) <input type="checkbox"/> Copy of all proposed advertising <input type="checkbox"/> Evaluation Form (sample attached)

SECTION 3 - COURSE INFORMATION
A. Clock Hours Requested: _____ (Note: Hours cannot be less than 1.0hrs)
B. Completion Method / Type of Delivery (<i>select one</i>):
<input type="checkbox"/> Classroom (seminar) <input type="checkbox"/> ARELLO Distance Education-certified <input type="checkbox"/> Computer-Assisted <input type="checkbox"/> Satellite Delivery <input type="checkbox"/> Internet <input type="checkbox"/> Correspondence (not approved in DC)

SECTION 4 - ADDITIONAL COURSE INFORMATION
A. Teaching Aids <input type="checkbox"/> Agenda <input type="checkbox"/> Powerpoint <input type="checkbox"/> Videotape <input type="checkbox"/> Television <input type="checkbox"/> Computer-software <input type="checkbox"/> Other: _____
B. Attendance / Monitoring Policy (Explain attendance, monitoring, refund policies/requirements) _____ _____
C. Exam / Re-exam Procedures (If applicable, explain exam procedures and policy for make-up exams) _____ _____
D. Records Maintenance (Explain your procedures for maintaining all records for this course for a minimum of 5 years). _____ _____
E. Explain the main benefit to a licensee who attends this course. _____ _____

SECTION 5 - AUTHORIZED SIGNATURE
<i>I, the undersigned, do hereby certify that all information provided herein is true and correct:</i>
DATE: _____
Signature of Director/Executive _____



District of Columbia Board of Real Estate
Continuing Education and Prelicensing Education
COURSE SCHEDULE (FORM C)

See Application Instructions page before completing this application. Complete Sections 1 and 2. Providers may attach an already published schedule of courses in lieu of Section 2. The schedule must show locations, dates, times, and titles of courses.

SECTION 1 -- PROVIDER AND COURSE IDENTIFICATION	Provider ID # <i>(If previously approved)</i>
Provider (School) Name	
Course Title	Course ID # <i>(if previously approved)</i>

SECTION 2 -- COURSE DATES AND LOCATIONS
Street Address(es) - Where Class Will Be Held
1. _____
2. _____
3. _____

Month / Day / Year	Class Start Time	Class End Time	Break	Clock Hours	Days

ADDENDUM INSTRUCTIONS (see Instructions Page for full application instructions): Copy this form for additional course entries. This form can only be submitted in conjunction with a course approval application or as an update to an approved course. After the course has been approved, the provider may submit e-mail notifications 30-days in advance of the course offering. Send this complete form *along* with a course approval application to:

Promissor
Department: DC-OPLA
8201 Corporate Drive
Metro-Plex II, Suite 400
Landover, MD 20785



District of Columbia Board of Real Estate
Continuing Education and Prelicensing Education
INSTRUCTOR CERTIFICATION (FORM D)

Use this form to demonstrate the proposed instructor's ability, qualifications, and expertise to teach the proposed course(s) by way of education and/or experience. See Application Instructions Page before completing this application.

SECTION 1 - INSTRUCTOR IDENTIFICATION	Provider ID # <i>(If previously approved)</i>
Provider Name	
Instructor Name	Instructor ID # <i>(if previously approved)</i>
Social Security Number <i>(New Instructors Only)</i>	

SECTION 2 - INSTRUCTOR QUALIFICATIONS TO TEACH COURSES SUBMITTED
<p>A. List All Professional or Educational Licenses (ie, GRI, CCIM, CRS, BA, MBA, PhD, etc): _____</p> <p>B. Please attach Bio or Resume.</p> <p>C. Has the instructor received ARELLO Fair Housing training (mandatory for DC Fair Housing courses)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I am not teaching DC Fair Housing</p> <p>D. SCREENING QUESTIONS. All applicants must complete the following questions. If you answer "Yes" to any of the questions below, please explain in Section D below.</p> <p>1. <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been involved in any lawsuits, either as plaintiff or defendant, in the last 3 years, or are there any pending lawsuits?</p> <p>2. <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of any criminal offense, or are there any criminal charges now pending against you (do not include minor traffic violations)?</p> <p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever received a fee for conducting a real estate transaction in the District of Columbia? If Yes, please provide your DC real estate license number: _____</p> <p>E. Explain "YES" answer to questions above:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

SECTION 4 - INSTRUCTOR AUTHORIZATION
<p>The instructor's signature below certifies that the instructor represented in this application meets all DC jurisdictional requirements.</p> <p style="text-align: right;">Date _____</p> <p>Authorized Provider Signature _____</p> <p>I, the undersigned, do hereby certify that all the information provided on this form is, to the best of my knowledge, true and correct.</p> <p style="text-align: right;">Date _____</p>

<p>ADDENDUM INSTRUCTIONS (see Instructions Page for full application instructions): Complete at least one Instructor Certification form for each course and use multiple forms for any course conducted by multiple instructors. Submit this form 1) as a new application 2) as an update to a previously approved course 3) along with any mandatory attachments 4) and with the Course Approval Application to:</p> <p style="text-align: center;">Promissor Department: DC-OPLA 8201 Corporate Drive Metro-Plex II, Suite 400 Landover, MD 20785</p>



District of Columbia Board of Real Estate
Continuing Education
DISTANCE EDUCATION (FORM F)
(ARELLO CERTIFICATION REQUIRED)

SECTION 1 - PROVIDER AND COURSE INFORMATION		Provider ID # <i>(If previously approved)</i>
PROVIDER NAME:		
PROVIDER STATUS:	<input type="checkbox"/> PRIMARY*	<input type="checkbox"/> SECONDARY*
TITLE OF PROPOSED DE COURSE:		
TYPE OF MASTERY DELIVERY:		

SECTION 2 - DISTANCE EDUCATION REQUEST	
TITLE OF PROPOSED DE COURSE:	
ARELLO APPROVAL CERTIFICATION ATTACHED:	<input type="checkbox"/> YES <input type="checkbox"/> NO

<p>SECTION 3 - DC DISTANCE EDUCATION RULEMAKING</p> <p>*Effective July 29, 2005, the revised DC real estate rules and regulations of the <i>Non Health-Related Occupations and Professions Licensure Act of 1998</i> were published as final rulemaking. Among other revisions, the rulemaking allows distance education for DC real estate licensees in the following capacities: 1) DE courses must be continuing education electives only (no mandated CEs and no prelicensing); 2) DE courses must be mastery-based; 3) Primary providers must use DC-approved secondary providers to offer courses. Secondary providers also must be ARELLO-certified. Secondary providers must use this form as part of the full application to notify the DC Board of Real Estate that the school is certified by ARELLO to offer distance education in the District of Columbia. Providers must contact ARELLO. Visit www.arello.net, email information@arello.net, or call (334) 260-2928 to get certified prior to submitting DE applications to the DC board for approval. Primary providers who are already DE certified by ARELLO should contact the DC Board to obtain a list of currently approved secondary providers [call (202) 442-4461]. The secondary providers will make application with the DC Board for DE approval.</p> <p style="text-align: center;">DC DISTANCE EDUCATION REGULATIONS</p> <p>2605.11 An applicant may satisfy the general elective courses portion of the continuing education requirement by taking distance learning courses approved by the Board pursuant to section 2607 of this chapter.</p> <p>2607.9 Distance learning courses may be approved as follows:</p> <p>(a) Distance learning courses that are certified by the Association of Real Estate Licensing Law Officials (ARELLO) shall be considered for approval by the Board under this section if they provide the Board with appropriate documentation that ARELLO certification is in effect, that the distance learning course meets the content requirements of section 2607.8 of this section, and the course meets the following other requirements of the Board:</p> <ul style="list-style-type: none">(1) Distance learning courses shall not include pre-licensing education courses;(2) Distance learning courses shall only include elective continuing education courses;(3) Distance learning courses shall be a mastery-based format defined as follows:<ul style="list-style-type: none">(i) Having at least one objective;(ii) Having a method for measuring student progress;(iii) Having delivery formats that are interactive, which may include computer-based instruction via CD-ROM or the Internet; and(iv) Having a delivery format that does not deliver course material in a passive, text only format consisting primarily of questions similar to those found on the licensing examination.(4) Distance learning courses shall be equivalent to in-class continuous instruction and attendance formats; and(5) Distance learning providers located outside of the District of Columbia (District) approved by ARELLO shall offer courses through District based and approved distance-learning providers. <p>(b) Approval under this section shall be revoked immediately should ARELLO certification be discontinued for any reason;</p> <p>(c) The distance learning provider shall inform the Board immediately if ARELLO certification is discontinued for any reason; and</p> <p>(d) A student shall complete the distance learning course within three months of the date of enrollment in the course.</p>
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District of Columbia Board of Real Estate
Continuing Education
RECIPROCITY REGISTRATION (FORM G)

SECTION 1 - PROVIDER AND COURSE INFORMATION	Provider ID # <i>(If previously approved)</i>
PROVIDER NAME:	
ADDRESS:	
PHONE:	FAX:
E-MAIL:	
AUTHORIZED SIGNATURE:	DATE:

SECTION 2 - INSTRUCTIONS

Use this form if you are a provider currently approved by a state licensing board or commission and desire to offer elective continuing education credit to District of Columbia real estate licensees. Approved providers must submit course renewals (additional dates, times, locations) via e-mail or postal mail at least 30 days prior to the course offering. Consideration will be given for emergencies. Duplicate this blank form as needed.
NOTE: Use Forms A-F to apply for all distance education courses.

The following must be included with this application for it to be approved:

- Course title
- List of instructors for each course
- Full course schedule with dates, times, and locations
- Correct fee (\$65 per form - allows up to 5 courses per form). **Make check payable to Promissor.**
- Copy of the approval letter issued from the original approving real estate licensing board or commission.

SECTION 3 - COURSE LIST	Approved credit hours	Original approving state	Approval date-- Submit approval letter	Date CE expires	OFFICE USE - EZ BANK ID#
1. Course Title <i>(type or print legibly)</i>					
Instructors:					
2. Course Title <i>(type or print legibly)</i>					
Instructors:					
3. Course Title <i>(type or print legibly)</i>					
Instructors:					
4. Course Title <i>(type or print legibly)</i>					
Instructors:					
5. Course Title <i>(type or print legibly)</i>					
Instructors:					

Send this form to:
Promissor
Department: DC-OPLA
8201 Corporate Drive
Metro-Plex II, Suite 400
Landover, MD 20785

(Title of School / Organization)

Sample

CERTIFICATE OF COMPLETION

for

(Title of Course)

(Number of Approved Clock Hours)

This Certificate of Completion certifies that

(Name / License Number)

Has completed the above-stated continuing education course, as approved by the District of Columbia Board of Real Estate, in Compliance with Chapter 19, Section 45-1927(d) of the District of Columbia Code.

Date of Completion

Authorized signature

SEAL (if available)

Title

Address

Phone number

DC Approval Number: _____

Sample Certified List of Attendees / Sign-in Sheet

(Title and Address of School)
(Use 8 ½ x11 or 8½ x 14 paper)

Title of DC-Approved Course Date of Course: _____ Page _____ of _____
 Instructor: _____ Time: _____

	Licensee Name	License # with Prefix	Broker of Record & Address	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

COURSE EVALUATION REPORT: 2007-2009

INSTRUCTIONS: Please answer questions below. Return evaluation to instructor or class monitor.

School: _____

Instructor: _____

Course Title: _____

Course Date: _____

Time: _____

Where Was Course Taught: _____

Student's Name (optional): _____

Day Phone: () _____

Estimate how many students were in the classroom? _____

COMMENTS:

PLEASE RESPOND	YES	NO
1. Did the class start on time?	1.	
2. Did anyone (students or instructor) arrive 10 minutes or more late?	2.	
3. Was a course outline distributed?	3.	
4. Was the outline complete and current?	4.	
5. Did the instructor follow and sufficiently discuss the course outline for easy comprehension?	5.	
6. Did the instructor appear to know the subject?	6.	
7. Did the instructor involve students in the class by asking questions, and waiting for a response?	7.	
8. Were there disruptions from attendees (i.e., cell phones, pagers ringing, newspaper reading)? if yes, please explain:	8.	
9. Was class dismissed early?	9.	
10. Were handouts or other teaching materials sufficient?	10.	
11. Did the instructor use teaching tools, i.e., blackboard, overhead projector, or PowerPoint Presentation, handouts to help students understand the course?	11.	
12. Did the instructor allow any one student to dominate discussions?	12.	
13. Did the instructor use case studies, examples or games in the course?	13.	
14. Was public transportation or parking nearby?	14.	
15. Was the room temperature comfortable?	15.	
16. Were there adequate facilities for breaks, i.e., rest rooms, pay phones?	16.	
17. Were you required to sign-out or sign-in to leave the classroom temporarily?	17.	

ADDITIONAL COMMENTS: