

SAMPLE PROGRAM EVALUATION

Online 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.

	Disagree (1)	Somewhat Disagree (2)	Neutral (3)	Somewhat Agree (4)	Agree (5)	
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.