



How to do a Course Evaluation

PDA instructors are required to provide the participants of an approved course with the opportunity to give feedback by way of a course evaluation. The evaluation is distributed to each participant at the conclusion of the course and can be delivered electronically or in paper form. Participants are not required to complete the course evaluation and their name is an optional field. Providers are required to keep the completed evaluations for seven years, either digitally or in paper form.

The evaluation is the instructor's performance improvement tool and should address, but is not limited to, the course content, materials, and instructor(s) abilities. Careful review by the PDA Provider and the instructor of the participant's feedback is important to maintain and/or improve the course quality and instructor's abilities in offering a PDA approved program.

A sample of the course evaluation is a required document and must be uploaded into the course application. Providers should complete the course information at the top of the page before uploading the evaluation. Due to the course delivery method, different questions are asked on a live evaluation versus that of distance learning.

As a courtesy to our Providers, the PDA Department has course evaluation templates in an Adobe fillable form available on the [PDA Provider Resource Center](#). Below are samples of the two course evaluations.



Live Face-to-Face Presentation, Webinar, Conference, Overseas Tour

Course Evaluation

Your feedback regarding this professional development training is valuable to us for learning the effectiveness of our courses. We thank you for taking the time to respond to our survey.

Name (Optional):

Program Title:

Presenter:

Date:

Please rate the questions below on the following scale:

5 – Excellent

4 – Very Good

3 – Good

2 – Fair

1 – Very Poor

_____ The content of the program met my expectations.

_____ The program met its stated goals and objectives.

_____ The length of the program was adequate to cover the required information.

_____ The instructor(s) was knowledgeable of the subject matter presented.

_____ I received an agenda and the instructor kept to the identified time frames.

_____ The handouts and teaching methods were well presented to impart the program information.

_____ I received a certificate that documented the number of PDA Points/CEU's awarded.

_____ I will be able to apply what I have learned in my professional life.

_____ Overall, how satisfied were you with the program presentation?

_____ The content of the program met my expectations.

What 3 areas of new information did you learn?

Comments:



Distance Learning

Course Evaluation

Your feedback regarding this professional development training is valuable to us for learning the effectiveness of our courses. We thank you for taking the time to respond to our survey.

Name (Optional):

Program Title:

Presenter:

Date:

Please rate the questions below on the following scale:

5 – Excellent

4 – Very Good

3 – Good

2 – Fair

1 – Very Poor

_____ The content of the program met my expectations.

_____ The program met its stated goals and objectives.

_____ The length of the program was adequate to cover the required information.

_____ The instructor(s) was knowledgeable of the subject matter presented.

_____ The hand outs and worksheet were well developed to impart the program information.

_____ I was able to navigate through the computer program (if applicable).

_____ I will be able to apply what I have learned in my professional life.

_____ The number of PDA Points/CEUs awarded was adequate for the amount of work I did for the course.

_____ I received a certificate that documented the number of PDA Points/CEU's awarded.

_____ Overall, how satisfied were you with the program presentation?

_____ The content of the program met my expectations.

What 3 areas of new information did you learn?

Comments: