

**Energy Kinesiology Association  
Certification & Accreditation Board**

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**EnKA<sup>©</sup>CAB**  
**Course Accreditation**  
**Submission Packet**

(Version May 2016)

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## EnKA® Course Accreditation/Submission Requirements: *Revised May 2016*

### **Our objectives are to ensure that all EnKA® accredited courses:**

1. Are clear, well thought out, and have been tested through prior teaching.
2. Meet the standards set forth in this document.
3. Prove to be valuable for certified Energy Kinesiologies and add to the Energy Kinesiology community.
4. Adhere to EnKA® CAB standards and the Code of Ethics (*Attachment 6*)
5. Place no infringement of the United States copyright laws. It is the responsibility of the Course Authors to ensure that their material complies with all the current United States and International laws regarding copyright.
6. Have completed the prerequisites prior to submission. Applications are complete based on the Category A, B or Elective Course Submission Form (*Attachment 1, 2 or 3*)

*Any incomplete applications may/will be returned to the applicant to reorganize and complete!*

### **Course Prerequisites:**

1. The course submitter is a certified EnKA® member in good standing, at a Professional level.
2. Must have taught this class: **at least 3 times and to a total of at least 25 different students**

### **Required Documents Overview:**

***Submit via Email, or in hard copy and on computer disc***

1. Signed, dated and completed Category A, B or Elective Course Submission Form *-if mailing, please attach to the top of your package submittal (Attachment 1, 2 or 3).*
2. Manuals and all Class Handouts / Printed Materials.
3. Applicant's resume including Kinesiology & other qualifications.
4. Evaluations from students - each student must complete a Standard Course Evaluation (*Attachment 8*). Include the evaluations with your submittal.
5. Certificate of Proficiency provided to students, and the instructor's testing requirements to pass the course.

### **Payment:**

Submission and resubmission must include fee. Payment may be by credit card, check or money order. Please see attachment 4 for fee amounts.

*All material and manuals become the property of CAB for the purposes of reference and review and will remain strictly confidential. CAB board members adhere to strict standards of confidentiality. Any materials reviewed by the CAB members are strictly for review and accreditation purposes only.*

## Other Relevant Information:

1. EnKA<sup>®</sup> CAB reserves the right to refuse to accredit any material submitted which is deemed to be in conflict with EnKA<sup>®</sup> ethics and standards.
2. After Accreditation has been granted, it is the responsibility of the course author to supply additions to, or alterations of the course if it substantially changes the nature of the material taught, or the way in which it is taught.
3. Home Study: All courses with a self-directed learning component or completely self-directed learning (correspondence, distance learning) are also subject to evaluation.
4. EnKA<sup>®</sup> CAB *reserves the right* to require courses to be resubmitted for re-evaluation on a **Seven-year cyclical basis** or as arranged with approval.
5. At CAB's discretion there may be a fee if substantial changes have been made to the course.

## Course Accreditation Submissions:

The list below outlines the information that must be supplied to EnKA<sup>®</sup> Course Accreditation Board (EnKA<sup>®</sup> CAB) to process your accreditation application. The course manual and all of the required information is to be submitted in English. The preferred method of submission is via email, and /or DropBox or another similar method. Please contact the CAB committee for other methods of submission. All information and documentation supplied remains the confidential property of EnKA<sup>®</sup> CAB.

Please refer to [Attachment 1, 2 or 3. The Form may be downloaded, filled out on your computer, then returned, attached to an email.](#)

1. **Title of Course** - *as you would like it to appear in the listing*
  - A. Name of Course Developer – as you would like it to appear in the listing.
  - B. Name of Institute – as you would like it to appear in the listing.
2. **Aims and Objectives of the Course**
  - A. Why is this course being taught?
  - B. Who can perform this skill and under what circumstances?
  - C. How will this course enhance the well-being of others?
  - D. What unique skills does this course add to the Kinesiology discipline?
3. **Learning Outcomes**
  - A. What does the instructor specifically intend the students to learn?
  - B. What skills will the student be able to apply successfully?
  - C. In what context will the student apply these skills?
4. **Delivery of Course Material**
  - A. The methods of instruction/teaching employed to achieve the Course Aims and Objectives.
  - B. Course timetable, including breaks and practice times.
  - C. Delivery style and strategies: i.e. oral, visual, practical, via overheads, demonstration, lectures, face-to-face hours, and self-directed learning nominal hours (correspondence, distance learning) etc. for each section.
  - D. Times allocated for each topic and/or technique.
5. **Prerequisites for the Course** - *Please refer to criteria for Category A, B and Elective courses. (pg 7)*
  - A. List of any prerequisites for the course.
6. **Total Number of Hours for the Course** - *Note – Hours must reconcile with Item 4.*
  - A. Please state specifically the number of hours for this course delivered face-to-face and/or self-directed learning (online, correspondence, distance learning).
  - B. Breakdown of Workshop Hours per topics presented. (*example: it might include: Anatomy and Physiology, Nutrition, Communications.*)
7. **Materials List required by students to do the course / work**
  - i.e. tuning forks, essences, teishin.

8. **Instructors and Examiners for this course**
  - A. *Provide a Certificate for Instructors approved to teach this course.*
9. **Acknowledgement that course has been taught at least 3 times.**
10. **Competency Assessment Evaluation**
  - A. How do you evaluate competency at the end of the course? Written? Oral? Practical?

**The following must be submitted electronically or mailed: (Items 6 – 8 are included in this packet)**

1. **The complete Workshop Manual**  
To be held as reference documents by EnKA® CAB  
This may be uploaded to a DropBox account, or by similar means.
2. **Copy of Student Handouts**
3. **Resume of Course Author / Developer –(See Attachment 4)**
4. **Samples of your Advertising**  
Brochure, flyer, email, newsletter, radio. How you promote this class and to whom.  
*You do not need to resubmit advertising changes. This is first time only.*
5. **Copy of certificate given to students**
6. **Sign and Return the Code of Ethics. (Attachment 6)**  
All approved classes are required to include a copy of the EnKA® Code of Ethics with their course material.
7. **Copies of student course evaluations on the course.**
8. **Copyright - (Attachment 5)**  
Your course must comply with the current laws in the United States relative to copyright, including any treaties and obligations to the International community. Please be responsible. Each author is encouraged to assert copyright on his or her material.

*Note: It is the responsibility of the Course Author(s) to ensure that their material complies with all the current Unites States and International laws regarding copyright. EnKA® CAB will not tolerate any breach of copyright contained in submitted material, and applications will be rejected on this basis and authors of the plagiarized materials will be notified. When using copyrighted materials from other sources you must provide written permission from these authors to utilize their specific techniques or written materials.*

**We would appreciate your including an EnKA® membership application in your student materials.**

## Choosing the Classification Category for your Course

### For Categories A and B:

- **Category A** courses must fully and accurately teach muscle monitoring.
- **Category B** courses must use muscle monitoring, pause lock, jaw stacking, alarm points, and accepted pre-checks, and reference a valid and approved category A course as a prerequisite  
(See *CAB Definitions Packet B for specific techniques*)

### For Electives

- **Electives** are considered “**non A, non B**” courses and may include:

\*Any course work that is related to kinesiology and can serve as part of the set-up or corrections/balancing in a session. These classes do not need to utilize muscle monitoring.  
*Examples include: Reiki, Angel Therapy, Results, Donna Eden’s Energy Classes*

\*Any holistic course information that expands horizons or collaborates EnK findings that may be utilized in an EnK correction.

*Examples include but are not limited to: Flower Essences, Facial Analysis/Body Language, Tongue/Fingernail Analysis, Cell Salts/Vibrational Frequency, Indigenous Healing Techniques, Live Blood Cell Analysis.*

## Course Category Criteria for Levels A, B, or Electives

### Minimum Requirements for Accreditation of A or B Categories:

All courses must fulfill either 1) and 2), or 3).

- 1) Correctly teach and use EnKA<sup>®</sup>CAB approved Energy Kinesiology muscle monitoring techniques.
- 2) Correctly teach, and use a 'Balanced Indicator Muscle' and clear 'Pre-Checks', in accordance with EnKA<sup>®</sup>CAB standards, before using that Muscle to indicate or assess generalized imbalances or stress.
- 3) Have a CAB accredited prerequisite course as a compulsory requirement that includes 1) or 2) as above.

### Criteria for Assignment to Category A, B, or Electives:

After fulfilling Minimum Requirements for Accreditation,

#### CATEGORY A COURSES:

Are those courses that satisfy a minimum of three of the ten points listed below:

*While planning a series of courses, in order for the material to be cohesive with the established techniques used by Energy Kinesiologists, and approved by the Energy Kinesiology Association, the following concepts must be a part of the training process for your students. In establishing beginning, or Category A courses, at least three of the following topics must be addressed.*

#### Category A points:

1. Understanding and application of Muscle Monitoring, aka. Muscle Response Testing.
2. An overview of the relationships between meridians, acupoints and organs and glands.
3. The use of Alarm Points.
4. The introduction, explanation and application of Neurolymphatic reflex points.
5. The introduction, explanation and application of Neurovascular reflex points.
6. The demonstration and inclusion of Pauselock, i.e. Circuit Retaining Mode, or Putting it in Circuit.
7. A description of Finger Modes, their practice and application.
8. Clearly written procedures in your manual that includes identification of the issue, a challenge and balancing techniques.
9. Information that adds to the students understanding of the "Triad of Health" and covers at least one of the concepts.
10. Assessment tools for determining students understanding of concepts, and application of the techniques.

Reference the Category A EnKA<sup>®</sup>CAB Course Submission Form

### **CATEGORY B COURSES:**

Are those courses that are the continuation or extension of the Stream begun with Category A Courses, and that cite the Category A course that is the prerequisite.

### **OR**

Courses that have a prerequisite of a minimum of 100 hours of Category A courses (e.g. NOT), and that when combined with the Category A courses satisfy 6 out of 8 Category A criteria.

### **ELECTIVES:**

Any course work that is related to Energy Kinesiology and can serve as part of the set-up or corrections/balancing in a session.

*Examples include and are not limited to: Reiki, Angel Therapy, Results, etc.*

### **OR**

Any holistic course information that expands horizons or collaborates EnK findings that may be utilized in an EnK correction. *Examples include but are not limited to: Flower Essences, Facial Analysis/Body Language, Tongue/Fingernail Analysis, Cell Salts/Vibrational Frequency, Indigenous Healing Techniques, Live Blood Cell Analysis.*



**Attachment 1**  
**May 2016**

**EnKA<sup>®</sup> CAB Course Submission Form**  
**Category A**

1. Title of class: \_\_\_\_\_  
Developers: \_\_\_\_\_  
Name of the Institute: \_\_\_\_\_
2. Aims and Objectives: (What information you intend them to come away with)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Learning Outcomes:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
4. Delivery of Course Material Break-down **Teaching** \_\_\_\_\_ **Practice** \_\_\_\_\_  
**Homework** \_\_\_\_\_ **Other** \_\_\_\_\_
5. Prerequisites for the Course:  
\_\_\_\_\_  
\_\_\_\_\_
6. Total Number of Hours for Course **Face-to-Face** \_\_\_\_\_ **Online** \_\_\_\_\_  
**Nutri** \_\_\_\_\_ **A&P** \_\_\_\_\_ **Comm** \_\_\_\_\_ **Total** \_\_\_\_\_
7. Materials required by students to do the course:  
\_\_\_\_\_  
\_\_\_\_\_  
*(Optional: chromatic forks, tuning forks, essences, chakra chimes, books)*
8. List of Instructors certified to teach this course:  
\_\_\_\_\_  
\_\_\_\_\_
9. Course Taught a minimum of 3 times: \_\_\_\_\_
10. Competence assessment evaluation: **Oral** \_\_\_\_\_ **Practical** \_\_\_\_\_

**You may electronically fill out this form and email with the following:**

## Checklist of Category A Requirements

While planning a series of courses, in order for the material to be cohesive with the established techniques used by Energy Kinesiologists, and approved by the Energy Kinesiology Association, the following concepts must be a part of the training process for your students. In establishing beginning, or Category A courses, at least three of the following topics must be addressed.

1. Understanding and application of Muscle Response Testing. Page\_\_\_\_\_
2. An overview of the relationships between of meridians, acupoints and organs and glands. Page\_\_\_\_\_
3. The use of Alarm Points.
4. The introduction and explanation and application of Neurolymphatic reflex points. Page\_\_\_\_\_
5. The introduction and explanation and application of Neurovascular reflex points. Page\_\_\_\_\_
6. The demonstration and inclusion of Pauselock, i.e. Circuit Retaining Mode, or Putting it in Circuit. Page\_\_\_\_\_
7. A description of Finger Modes, their practice and application. Page\_\_\_\_\_
8. Clearly written procedures in your manual that includes identification of the issue, a challenge and balancing techniques. Page\_\_\_\_\_
9. Information that adds to the students understanding of the “Triad of Health”, and covers at least one of the concepts. Page\_\_\_\_\_
10. Assessment tools for determining students understanding the concepts, and application of the techniques. Page\_\_\_\_\_

### Additional forms to submit via email to: [ron@sensorydynamics.com](mailto:ron@sensorydynamics.com)

- 1. Electronic version of Complete workshop Manuals (This may need to be submitted via DropBox)
- 2. Electronic version of Hand Outs
- 3. Resume of Course Developer
- 4. Samples or methods of Advertising
- 5. Certificate given to students

### Included in Submission Form Packet:

- 6. Signed Code of Ethics
- 7. Course evaluations
- 8. Copyright Form
- 9. Submission fees may be mailed, or submitted using a Credit Card via telephone.

**Attachment 2**  
**May 2016**

**EnKA<sup>®</sup>CAB Course Submission Form**  
**Category B**

1. Title of class: \_\_\_\_\_  
Developers: \_\_\_\_\_  
Name of the Institute: \_\_\_\_\_
2. Aims and Objectives: (What information you intend them to come away with)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Learning Outcomes:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
4. Delivery of Course Material Break-down **Teaching** \_\_\_\_\_ **Practice** \_\_\_\_\_  
**Homework** \_\_\_\_\_ **Other** \_\_\_\_\_
5. Prerequisites for the Course:  
\_\_\_\_\_  
\_\_\_\_\_
6. Total Number of Hours for Course **Face-to-Face** \_\_\_\_\_ **Online** \_\_\_\_\_  
**Nutri** \_\_\_\_\_ **A&P** \_\_\_\_\_ **Comm** \_\_\_\_\_ **Total** \_\_\_\_\_
7. Materials required by students to do the course:  
\_\_\_\_\_  
\_\_\_\_\_  
*(Optional: chromatic forks, tuning forks, essences, chakra chimes, books)*
8. List of Instructors certified to teach this course:  
\_\_\_\_\_  
\_\_\_\_\_
9. Course Taught a minimum of 3 times: \_\_\_\_\_
10. Competence assessment evaluation: **Oral** \_\_\_\_\_ **Practical** \_\_\_\_\_

**You may electronically fill out this form and email with the following:**

## Checklist of Category B Requirements

1. Course must require Muscle Monitoring, or Muscle Response Testing. Page\_\_\_\_\_
2. Course must require Pauselock and Jaw Stacking. Page\_\_\_\_\_
3. Course must require accepted Pre-Checks. Page \_\_\_\_\_
4. Course must reference a Valid and Approved Category A Course as a prerequisite.  
Page \_\_\_\_\_

### Additional forms to submit via email to: [ron@sensorydynamics.com](mailto:ron@sensorydynamics.com)

- 1. Electronic version of Complete workshop Manuals (This may need to be submitted via DropBox)
- 2. Electronic version of Hand Outs
- 3. Certificate given to students

#### Included in Submission Form Packet:

- 4. Student course evaluations
- 5. Copyright Form
- 6. Submission fees may be mailed, or submitted using a Credit Card via telephone.

Submit all forms and information to: [ron@sensorydynamics.com](mailto:ron@sensorydynamics.com)

**Attachment 3**  
**May 2016**

**EnKA<sup>®</sup> CAB Course Submission Form**  
**Electives**

1. Title of class: \_\_\_\_\_  
Developers: \_\_\_\_\_  
Name of the Institute: \_\_\_\_\_
2. Aims and Objectives: (What information you intend them to come away with)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Learning Outcomes:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
4. Delivery of Course Material Break-down **Teaching** \_\_\_\_\_ **Practice** \_\_\_\_\_  
**Homework** \_\_\_\_\_ **Other** \_\_\_\_\_
5. Prerequisites for the Course:  
\_\_\_\_\_  
\_\_\_\_\_
6. Total Number of Hours for Course **Face-to-Face** \_\_\_\_\_ **Online** \_\_\_\_\_  
**Nutri** \_\_\_\_\_ **A&P** \_\_\_\_\_ **Comm** \_\_\_\_\_ **Total** \_\_\_\_\_
7. Materials required by students to do the course:  
\_\_\_\_\_  
\_\_\_\_\_  
*(Optional: chromatic forks, tuning forks, essences, chakra chimes, books)*
8. List of Instructors certified to teach this course:  
\_\_\_\_\_  
\_\_\_\_\_
9. Course Taught a minimum of 3 times: \_\_\_\_\_
10. Competence assessment evaluation: **Oral** \_\_\_\_\_ **Practical** \_\_\_\_\_

**You may electronically fill out this form and email with the following:**

**Additional forms to submit via email to: [ron@sensorydynamics.com](mailto:ron@sensorydynamics.com)**

- 1. Electronic version of Complete workshop Manuals (This may need to be submitted via DropBox)
- 2. Electronic version of Hand Outs
- 3. Certificate given to students

**Included in Submission Form Packet:**

- 4. Student course evaluations
- 5. Copyright Form
- 6. Submission fees may be mailed, or submitted using a Credit Card via telephone.

**Submit all forms and information to: [ron@sensorydynamics.com](mailto:ron@sensorydynamics.com)**

## Attachment 4

May 2016

# EnKA<sup>®</sup> CAB Accreditation and Instructor Fee Policy April 2016

### First-time Course Submitters:

There are two parts to Course Submission – The Courses, and the Instructors.

### Courses:

**First time Submitters:** For Course Authors that have never been approved by EnKA

To Certify a new Author (course developer):

- One-time fee of \$50.  
Plus:
- Accreditation fee: \$2 per credit hour\*\* of classes

\*\*Credit hours are based on clock hours. Eight hours of teaching = Eight credit hours.  
10 minutes break per hour should be granted to the students.

**Established Course Submitters:** (more than 10 in the system, or more than 15 years of association with EnKA)

- No fee
- Electronic copy of manual
- Simplified submission form

**New Instructors:** For Instructors that have never been approved by EnKA

To Certify an Instructor:

- One-time fee (per Instructor) of \$50
- To certify for more than one modality, supply proof of qualification per modality. \*see New Instructors of Established Modalities, below.

### **New Instructors of Established Modalities:**

- A. There are established modalities, like Touch for Health, PKP, or Brain Gym, that are already Accredited. In order for an Instructor to be approved through EnKA, they need to go through the Instructor Certification process.
- B. Instructor Certification requirements:
  - Resume or CV:  
Teacher qualifications  
Education
  - Teacher Certificate from the specific modality, or equivalent.
  - Student Evaluations – minimum of 6
  - One-time \$50 fee.

ie. You have 5 classes you want to have accredited. You are the only teacher, at present. You would need to certify yourself - both as a course author, and as an instructor.

Then you would add up the credits of the 5 classes you are submitting and pay \$2 per credit hour. If the classes add up to 50 credit hours, the total cost would be \$200.

Instructor certification fee	\$50
Initial Course Author fee	\$50
50 Credit hours @ \$2	<u>\$100</u>
	\$200

Thereafter, any future classes you submit would require \$2 per credit hour\*\*.



## Attachment 4

May 2016

### Copyright Information

For current requirements and fees, please check the Copyright Office Website at [www.copyright.gov](http://www.copyright.gov), contact the Copyright Office at the address below, or call (202) 707-3000.

Library of Congress

Copyright Office

101 Independence Avenue, S.E.

Washington, D.C. 20559-6000

### Declaration

*This course complies with the current laws in the United States relative to copyright including any treaties and obligations to the International community. This course does not contain plagiarism. Where I have used other people's work it has been in a lawful manner, the original sources have been acknowledged and attributed to the author thereof.*

Name of course \_\_\_\_\_

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Attachment 5

May 2016

### Code of Ethics

This Code of Ethics is a summary of the general principles of acceptable, ethical, professional behavior within the Energy Kinesiology community.

Within the many different schools of Energy Kinesiology, we all share a common foundation: to provide services that promote the greatest good for the client.

In my willingness to promote awareness of ethics within the energy kinesiology community and myself, I agree to:

- Conduct business and professional activities with integrity, in a professional, honest, and fair manner.
- Perform only those services for which I am qualified and represent my education, certifications, professional affiliations and other qualifications honestly. I will make a referral, when appropriate and if possible.
- Acknowledge the inherent worth and individuality of each person by honoring clients' and students' religious, spiritual, health, education, political and social views, and life choices, and by not discriminating against, race, creed, color, gender, and sexual orientation.
- Accept responsibility to maintain my physical, mental, emotional and spiritual well-being.
- Refrain from diagnosing, prescribing, or treating any medical disorder unless licensed to do so.
- Strive for professional excellence through ongoing assessment of personal strengths, limitations and effectiveness, and by continued education and training.
- Abide by all applicable laws governing Energy Kinesiology. I shall consider working for the repeal or revision of laws detrimental to the legitimate practice of Energy Kinesiology.
- Acknowledge the confidential nature of the professional relationship with my client. I will respect each client's right to privacy, disclosing confidential information only when either authorized by the client or mandated by law.
- Respect the professional status of other Energy Kinesiologies and other health care practitioners.

Additionally, I acknowledge that my own development, personally and professionally, enhances the value of what I am able to offer to my clients and students. The foundation of ethical conduct is being mindful and discerning in my thoughts, feelings, words and behaviors. I will strive to include mindfulness and discernment in my personal and professional goals.

In the conduct of my business and association, I am and continue to be, guided by the above ethics.

Print Full Name

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Attachment 6**

*May 2016*

### **CAB Accreditation Determination Grievance Procedure**

This procedure applies in relation to the Accreditation of Energy Kinesiology courses.

Upon making an initial determination in relation to the accreditation of a kinesiology course, the Course Accreditation Board (CAB) must advise the author thereof of the CAB's initial determination.

If a person is aggrieved by an initial determination of the CAB, the person must, within 30 days of receiving written notice of the initial determination, discuss his or her grievance with the Chair of the CAB.

If the matter is still unresolved after the discussion referred to in the previous paragraph, the author may, within 3 months of receiving written notice of the initial determination, appeal the initial determination by making a written submission to the CAB which submission must set out concisely and comprehensively the decision (or the part thereof) which is sought to be reviewed, the reasons why the author believes the CAB's initial determination was wrong and details of the determination that the author would like to substitute for the actual initial determination. The author should, if applicable, submit written third party material in support of his or her submission. The submission is made to the Chair of the CAB.

At the next scheduled meeting of the CAB or as soon thereafter as is practical, the CAB will consider the submission made in accordance with the previous paragraph and generally review the whole matter in its entirety, anew.

Within 14 days of the meeting of the CAB at which the author's submission was considered, the Chair of the CAB will notify in writing the author of the CAB's revised final determination.

Within 7 days of receiving the revised determination, the author may appeal the revised determination by making a written request to the President of the Association. The President of the Association must, within 60 days of receiving the request, review the submitted course, the initial determination, the submission made regarding the initial determination, the revised determination, and must make a final determination in relation to the matter.

The final determination will be sent in writing to the author within 90 days of the written request made by the author to the President of the Association.

The final determination shall be final and not subject to any further appeal.

(SAMPLE – Customize in Red Areas – in Word)

**Course Title**  
**Date, Location**

### WORKSHOP EVALUATION

Your comments and suggestions are important to us. Many of us here – from instructors to staff personnel – review evaluations to see how we can take each class experience the best possible. Please share your thoughts with us. Feel free to make specific suggestions for improvement. Your feedback matters!

	Excellent	Very Good	Good	Fair	Poor
<u>Course Content</u>	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_

<u>Instructor</u> <b>Name</b>	_____	_____	_____	_____	_____
----------------------------------	-------	-------	-------	-------	-------

Was well prepared and knowledgeable:	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------

Comments: \_\_\_\_\_  
\_\_\_\_\_

<u>Teaching Assistants (if applicable)</u> <b>Name</b>	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------

Comments: \_\_\_\_\_  
\_\_\_\_\_

Overall, the seminar was	_____	_____	_____	_____	_____
--------------------------	-------	-------	-------	-------	-------

The information was useful	_____	_____	_____	_____	_____
----------------------------	-------	-------	-------	-------	-------

My expectations were met	_____	_____	_____	_____	_____
--------------------------	-------	-------	-------	-------	-------

Information was clear	_____	_____	_____	_____	_____
-----------------------	-------	-------	-------	-------	-------

Class materials were valuable	_____	_____	_____	_____	_____
-------------------------------	-------	-------	-------	-------	-------

I would recommend this seminar to others    yes \_\_\_\_\_ no \_\_\_\_\_

What techniques and information did you find most valuable?  
\_\_\_\_\_  
\_\_\_\_\_

(over please)

Were there any areas you would have liked covered in more detail?

---

---

What was the most important piece of information you can “take away” from this seminar?

---

---

Did the scheduled breaks meet your needs?

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Did you like (was facility a good choice) **Location** as a meeting site? Other ideas? \_\_\_\_\_

Did you stay at (.....) Center? Yes \_\_\_ No \_\_\_ If yes, was it satisfactory? \_\_\_\_\_

What source did you find to be the most helpful in learning about our seminars schedules?

Catalog \_\_\_ Brochure \_\_\_ Postcard \_\_\_ Letter \_\_\_ Internet \_\_\_ Email \_\_\_ Other \_\_\_\_\_

Advertisements (please specify) \_\_\_\_\_

Please list the publications specific to your industry that you read most often: \_\_\_\_\_

How would you compare your seminar experience with others you have taken? \_\_\_\_\_

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Do you plan to continue taking classes in this curriculum? Yes \_\_\_ No \_\_\_

What other curriculums are you interested in learning more about? \_\_\_\_\_

Please list name and address of any colleagues you would like to recommend adding to our mailing list. \_\_\_\_\_

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Please list any schools or training center (name and address if possible) that may be interested in learning about our programs. \_\_\_\_\_

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Please comment on your experience here or by calling our Registration and Education Services Department \_\_\_\_\_

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Are there any other comments or suggestions that you would like to make about the seminar? \_\_\_\_\_

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Thank you for sharing your thoughts, comments, and suggestions.

Your Name (optional) \_\_\_\_\_

Profession \_\_\_\_\_ Number of years in practice \_\_\_\_\_

Specializing in \_\_\_\_\_

Please keep me on your alumni mailing list yes \_\_\_ no \_\_\_

Do we have permission to use your comments above as a testimonial in our future educational efforts?

Name: \_\_\_\_\_

Signature: \_\_\_\_\_