Sample Evaluation Form

Continuing Education Providers must provide a means for evaluating program content to students. Your participation is voluntary, but would be appreciated and helpful to us in improving future programs.

Helpful Hint: *Providers may include other questions in evaluations, but must cover the required seven questions as provided in IRS Standards for Becoming an Approved CE Provider. In addition, including a comments section will help identify program strengths and areas for improvement.*

Evaluation Form	
Full Name of CE Provider:	
IRS Issued Provider Number:	
Program Name:	
IRS Issued Program Number:	
Date(s) Program was Completed:	
Name of Participant (optional):	
Instructions: Please comment on all of the following evaluation points for this program and assign a number grade, using a 1-5 scale, with 5 being the highest.	
1. Were stated learning objectives met?	
2. Were program materials accurate, relevant and did they contribute to the achievement of the learning objectives?	
3. Was the time allotted to learning adequate?	
4. Were the facilities / equipment appropriate?	
5. Were the handout materials satisfactory?	
6. Were the audio and video materials effective?	
7. If applicable, were individual instructors knowledgeable and effective?	

Additional comments: