



Attendance Record

The CE provider and/or sponsoring organization must track attendance at the event. A copy of the attendance record should be maintained for at least 4 years. This list may be needed in the event that questions or issues arise at a later date (usually around incomplete personal files or inaccurate transcripts at the time of an audit.) Send a copy of the attendance record to course's managing IDCEC organization.

Course Information:

Course Title:
IDCEC Course Number:
Instructor:
Location:
Date:
Time:
Total Attendees:

Name:	Email:		
Primary Address:			
City:	State:	Zip/PC:	Phone:

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Course Summary

IDCEC requires that a complete Attendee Record and a summary of evaluations is shared with your managing IDCEC organization following each instance of the course. This information is incorporated in your course's record and monitored by IDCEC. The Course Summary Form is to help you, as the sponsoring organization, deliver this information to your managing organization.

Course Information - IDCEC #:

Presentation Title:

Speaker Name:

Date & Time:

Evaluation Feedback:

Please reference the evaluations from your event and calculate the required average participant rating using the 1 – 5 scale.

Course Scorecard	Average
Overall Impression	
Quality of Content (timeliness, relevance, depth)	
Presentation (delivery, visuals, interactivity)	

Attendance Record:

As the sponsoring organization, IDCEC requires that you track attendance at the event.

Total Number of Attendees: _____

A copy of the attendance roster should be maintained for at least 4 years and provided to your managing organization promptly after the event. Please attach a copy of your Attendance Record.

Comments:

Keep original and return a copy within 7 days of your event to your managing IDCEC organization.



COURSE EVALUATION

[Presentation Title] • [IDCEC Course Number]

[Speaker Name] • [Date] • [Time]

Please assist us with planning future sessions by circling the most appropriate rating using the 1 – 5 scale.

Course Scorecard	Excellent	Good	Average	Fair	Poor
Overall Impression	5	4	3	2	1
Quality of Content (timeliness, relevance, depth)	5	4	3	2	1
Presentation (delivery, visuals, interactivity)	5	4	3	2	1
Comments:					

Your feedback is important to us. Thank you!



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