



# SEMINAR EVALUATION & CEU REPORTING FORM

Seminar Title: \_\_\_\_\_ Your Name: \_\_\_\_\_

Instructor: \_\_\_\_\_ Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Trade Show Location: \_\_\_\_\_ Enrolled in Certification? **YES NO** Interested in Enrolling? **YES NO**

**Tear off the top of the YELLOW sheet above the perforated line – SAVE THIS RECEIPT as evidence that you took the seminar.**

Instructor's Name: \_\_\_\_\_ Course: \_\_\_\_\_

## ➡ To receive CEU credit, you must

1. be enrolled in the ARA certification program.
2. be present for at least 90% of the time.
3. complete and return this form at the end of the session.



*All information regarding student identity is confidential. Instructors receive evaluation information only.*

Please evaluate the program by circling the number that most accurately reflects your agreement or disagreement with the statements below.

	strongly agree			strongly disagree	
1. The material in the course met or exceeded my expectations.	5	4	3	2	1
2. Speaker was knowledgeable/well-versed on the subject.	5	4	3	2	1
3. Speaker was organized and clear.	5	4	3	2	1
4. I felt my time was well spent.	5	4	3	2	1

5. The program content was  Just right  Too Advanced  Too Basic

6. What feedback do you have for the instructor?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the biggest problem you face day to day that prevents you/your staff from performing at your desired level? What kind of educational seminar could help you address that problem?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Which of the following topics are of highest interest to you? Please check the top five areas.
- |  |  |                                     |  |                             |
|--|--|-------------------------------------|--|-----------------------------|
| <input type="radio"/> computer engraving           | <input type="radio"/> financial management | <input type="radio"/> design/layout | <input type="radio"/> sales marketing    | <input type="radio"/> _____ |
| <input type="radio"/> glass etching                | <input type="radio"/> business operations  | <input type="radio"/> CorelDRAW     | <input type="radio"/> using the Internet | <input type="radio"/> _____ |
| <input type="radio"/> sublimation                  | <input type="radio"/> computer software    | <input type="radio"/> advertising   | <input type="radio"/> assembly           | <input type="radio"/> _____ |
| <input type="radio"/> laser engraving              | <input type="radio"/> legal issues         | <input type="radio"/> showroom      | <input type="radio"/> accounting         | <input type="radio"/> _____ |
| <input type="radio"/> Other (please specify) _____ |  |                                     |  |                             |

Thank you for your evaluation. It will help the Education Committee to structure an educational program to serve you better.