

III. Instructional Methods

List all methods which will be used; example: lecture, role play, PowerPoint, etc.

IV. Presenter(s) Qualifications

V. EVALUATION METHODS

Identify the methods of evaluation that will be used to determine behavioral objectives have been met by the participant. Attach a copy of the evaluation form.

VI. ATTACHMENTS

Include a copy of the following:

1. Agenda/schedule/brochure with times listed to verify length.
2. Certificate of completion (if one will be given out to attendees)

VII. ATTENDANCE REPORTING

The provider shall submit the following to the NDBSWE no later than 30 days after the program date:

1. Typed sign-in sheet containing: program number, program title, program date, names and license numbers of attendees, and total number of contact hours each attendee earned.
2. Summary of evaluations.

Attach \$25 fee and send to:
NDBSWE
PO Box 914
Bismarck, ND 58502-0914
ndbswe@aptnd.com
701-222-0255