

## Instructions for Using the Program Evaluation Form

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This is a sample program evaluation form that you can use in its entirety or use as a template to create your own.

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1. Each CMP and ACET attendee should receive an evaluation form at the completion of the activity.
2. Forms should then be tallied and summarized by the workshop coordinator or designee.
3. **Submit copies of the evaluations and the evaluation summary to your CEU sponsor.**
4. Keep a copy of everything for your records.