



APPROVAL PROCESS EVALUATION FORM

INSTRUCTIONS: To assist the ANNA Continuing Education Approval Board (CEAB) in evaluating the process and review of each application, please complete the following form. Return this form to the ANNA Education Services (address below) with the original attendance form(s), the summary evaluation form, the yellow copies of the contact hour certificates, and all unused contact hour certificates within thirty days following the activity.

Title of the Educational Activity: _____

Provider/Chapter Name: _____

Date of Activity: _____ Coordinators Name: _____

PLEASE USE THE FOLLOWING SCALE TO ANSWER THE QUESTIONS BELOW: 4 = AGREE 3 = SOMEWHAT AGREE 2 = SOMEWHAT DISAGREE 1 = DISAGREE	AGREE 4 3	DISAGREE 2 1
1. Completing the Application: I found that the		
a. instructions were clear and concise.	4 3	2 1
b. forms were easy to use.	4 3	2 1
c. current guidelines were helpful in understanding the entire approval process.	4 3	2 1
d. samples were helpful in understanding the entire process.	4 3	2 1
e. criteria were explained in easy to understand and practical terms.	4 3	2 1
COMMENTS		
COMPUTER ENHANCEMENT OF THE APPLICATION:		
2. The application and instructions to download the application from the web site were easy to use.		
	4 3	2 1
COMMENTS		
3. Review/Processing the Application		
a. I was notified that my application was received.	4 3	2 1
b. The reviewer's comments were practical and assisted my understanding of the educational criteria.	4 3	2 1
c. My application was reviewed & discussed with me (if necessary) in a timely manner.	4 3	2 1
d. The National Office answered my questions and sent the necessary forms as requested.	4 3	2 1
COMMENTS		