

# I-CAR<sup>®</sup> Instructor Class Summary

Fax this form to (800) 329-4227 within three business days after the class.

Class Date:	Program Code:
District Number:	District Name:
Instructor(s):	
Class Begun:	Class Ended:

**Please check answers for the following questions and include comments when necessary.**

	Yes	No	Comments
Were there Committee auditors present for complete class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were seating arrangements adequate for the Students?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was proper audio visual equipment available for the class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were refreshments provided at the class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were Student evaluations completed at class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was a showcase board and area set up by the Committee?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was class registration handled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did the facility provide the ability for hands on demonstrations?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were "Hands On" demonstrations used in the class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were any outside speakers used in the class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were there any Students that arrived late or left early?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did you take the class paperwork after its completion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were other I-CAR programs or courses promoted in class?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were sign-up sheets available for upcoming programs or courses?	<input type="checkbox"/>	<input type="checkbox"/>	_____

## STUDENT UNIT CLASS COUNT:

Total Students in class: \_\_\_\_\_

Students paid in class: \_\_\_\_\_

Students for review: \_\_\_\_\_

Committee Members (non-students): \_\_\_\_\_

Student discs distributed: \_\_\_\_\_

The above information is very important to improve our product.  
Please add comments to the above questions so we may continue to improve.  
Contact your Field Manager directly at 800-422-7456 with additional questions or comments.