

I-CAR[®] 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.