

COURSE EVALUATION CHECKLIST

Use this checklist to evaluate each of your course offerings. Whether it's CE, pre-license, or post-license, strong course design leads to better engagement, comprehension, and compliance.

COURSE DESIGN

- ☐ Learning objectives are clearly stated and measurable
- ☐ Course aligns with OREC regulations and category standards
- ☐ Materials are up to date (forms, rules, contracts)
- ☐ Course is structured for adult learners (engagement, pacing, relevance)
- ☐ Visual design is clean and distraction-free

DELIVERY & FORMAT

- ☐ Slides are readable (6x6 rule or equivalent applied)
- ☐ Breaks or check-in points are clearly planned
- ☐ Real-world examples and scenarios are included
- ☐ Hybrid or online tech tools function smoothly
- ☐ Timing matches course approval and student expectations

STUDENT EXPERIENCE

- ☐ Directions and expectations are clear at the beginning
- ☐ Interactive elements (polls, Q&A, group work) are included
- ☐ Language is inclusive and accessible
- ☐ Opportunity for reflection or discussion is built in
- ☐ Students know how to give feedback and are invited to do so