

CONTINUING EDUCATION ASSESSMENT FORM

This form is for your own records. DO NOT submit to the Board.

This worksheet is intended for use by individuals to help determine if Professional Development Hours (PDH) may be claimed for a particular course or activity. The Board of AELSLAGID does NOT pre-approve any courses, activities or sponsors for continuing education.

- If you are able to affirmatively answer all of the questions below, you can be reasonably sure that the learning activity meets the statutory requirements and can be counted toward your continuing education requirement.
- If your answer to any of these questions is no, this learning activity may not qualify for professional development hours.

All the questions are based on the requirements in [MN Statute 326.107 subd. 2-3](#).

Sponsors of continuing education courses or activities may complete this form and provide it to participants to keep with their supporting documentation of the course/activity.

Program/Activity: _____

Date: _____ **Professional Development Hours:** _____

1. Continuing education must consist of learning experiences which enhance and expand the skills, knowledge and abilities of practicing professionals to remain current and render competent professional services to the public. Does this course/activity meet this requirement? How so?

2. There must be a clear purpose or objective for each activity to maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge. Does this course/activity meet this requirement? How so?

3. Is the content well organized and presented in a sequential manner? Yes No

4. Is there evidence of pre-planning? Yes No Explain:

5. Do you have the opportunity for input (i.e. ask questions)? Yes No

6. Is the presentation made by persons who are well qualified? Yes No Explain:

7. Is there an ability to document your participation in the activity? Yes No
(If yes, **keep this documentation for your records.**)