IEEE Continuing Education Course Evaluation & PDH Form

Course Title: IEEE PES Switchgear Committee – Various Group Meetings
Instructor: Various – See Meeting Schedule (Switchgear/Next Meeting webpage)_____

* **Year:**   **Meeting Timeframe:**   *For Spring, complete Pages 1& 2. For Fall, complete Pages 1& 3*

Instructions:
- Complete the attendance form (Page 2 OR Page 3) in addition to the IEEE Continuing Education Course Evaluation Form.
- Turn both forms in at the registration desk before you leave the meeting OR email scanned copy to switchgear-erp@ieee.org **no later than two (2) weeks** after the Conference. **Important: Late submissions will not be accepted.**

Please indicate the extent to which you disagree or agree with the following statements (overall Conference):

*	Strongly Disagree 1	Dis-Agree 2	Ok 3	Agree 4	Strongly Agree 5
A. The course material was organized clearly and logically.					
B. The objectives of the course were satisfied.					
C. The technical content was appropriate.					
D. My knowledge on the topic increased to a level that made attendance worthwhile.					
E. The instructor's speaking voice was clear and easy to understand.					
F. The instructor clearly explained difficult concepts.					
G. The length of the course was about right.					

Please list two major topics from this course: *

What one topic from this course did you find most helpful to your job and why? *

Briefly summarize what this course was about in one or two sentences. *

What was the primary reason that you took this training? Please select one:
- Job requirement
- Need CEU/PDH credit to renew PE license
- Advance self-learning
- If Other, provide details:

Do we have permission to use your comments in course marketing materials? **Yes/No**

* Name (How it will appear on PDH): _____

* Signature: _____   Date: _____ *

Email: _____   Phone Number: _____

Fill out both pages before electronically signing.

IEEE Continuing Education Course Evaluation & PDH Form

Course Title: IEEE PES Switchgear Committee – Various Group Meetings
Instructor: Various – See Meeting Schedule (Switchgear/Next Meeting webpage)_____

Submit this page for SPRING Meetings.
Both evaluation and PDH Attendance Form are Required for Receiving PDH Credits

I certify that I have attended the following sessions as indicated below:

		Possible PDH	Attended (Y = PDH, N=0)	Session Name
Monday	8:00 am to 9:45 am	1.75		
Monday	10:15 am to 12:00 pm	1.75		
Monday	1:30 pm to 3:15 pm	1.75		
Monday	3:45 pm to 5:30 pm	1.75		
Tuesday	8:00 am to 9:45 am	1.75		
Tuesday	10:15 am to 12:00 pm	1.75		
Tuesday	12:00 pm to 2:00 pm	1.00		Tuesday Lunch Technical Presentation
Tuesday	2:00 pm to 3:45 pm	1.75		
Tuesday	4:15 pm to 6:00 pm	1.75		
Tuesday	6:00 pm to 8:00 pm	2.00		STLNA OR Utility Get Together
Wednesday	8:00 am to 9:45 am	1.75		
Wednesday	10:15 am to 12:00 pm	1.75		
Wednesday	1:30 pm to 3:15 pm	1.75		
Wednesday	3:45 pm to 5:30 pm	1.75		
Thursday	8:00 am to 9:30 am	1.50		ADSCOM
Thursday	10:00 am to 12:00 pm	2.00		Main Committee Meeting
Thursday	12:15 pm to 2:15 pm	2.00		Thursday Tech presentation
	TOTAL PDH:		*	

Instructions:
- Complete the evaluation form (Page 1) in addition to the attendance form (Page 2 or 3).
- Turn both forms in at the registration desk before you leave the meeting OR email scanned copy to switchgear-erp@ieee.org **no later than two (2) weeks** after the Conference. **Important: Late submissions will not be accepted.**

It is up to the attendees to keep records of the sessions attended.
Meeting minutes of sessions are a great way to document attendance.

IEEE Continuing Education Course Evaluation & PDH Form

Course Title: **IEEE PES Switchgear Committee – Various Group Meetings**
Instructor: **Various – See Meeting Schedule (Switchgear/Next Meeting webpage)**_____

Submit this page for FALL Meetings.
Both evaluation and PDH Attendance Form are Required for Receiving PDH Credits

I certify that I have attended the following sessions as indicated below:

		Possible PDH	Attended (Y = PDH, N=0)	Session Name
Monday	8:00 am to 9:45 am	1.75		
Monday	10:15 am to 12:00 pm	1.75		
Monday	1:30 pm to 3:15 pm	1.75		
Monday	3:45 pm to 5:30 pm	1.75		
Tuesday	8:00 am to 9:45 am	1.75		
Tuesday	10:15 am to 12:00 pm	1.75		
Tuesday	12:00 pm to 2:00 pm	1.00		Tuesday Lunch Technical Presentation
Tuesday	2:00 pm to 3:45 pm	1.75		
Tuesday	4:15 pm to 6:00 pm	1.75		
Tuesday	6:00 pm to 8:00 pm	2.00		STLNA OR Utility Get Together
Wednesday	8:00 am to 8:45 am	0.75		
Wednesday	9:00 am to 9:45 am	0.75		
Wednesday	10:15 am to 11:45 am	1.50		Panel
Wednesday	1:30 pm to 3:15 pm	1.75		
Wednesday	3:45 pm to 5:30 pm	1.75		
Thursday	8:00 am to 9:45 am	1.75		
Thursday	10:15 am to 12:00 pm	1.75		
Thursday	1:00 pm to 2:30 pm	1.75		ADSCOM
Thursday	3:00 pm to 5:00 pm	2.00		Main Committee Meeting
	TOTAL PDH:		*	

<u>Instructions:</u>
- Complete the evaluation form (Page 1) in addition to the attendance form (Page 2 or 3).
- Turn both forms in at the registration desk before you leave the meeting OR email scanned copy to switchgear-erp@ieee.org **no later than two (2) weeks** after the Conference. **Important: Late submissions will not be accepted.**

It is up to the attendees to keep records of the sessions attended.
Meeting minutes of sessions are a great way to document attendance.