ENVIROCERT
International, Inc.

PROFESSIONAL STANDARDS POLICY

Title: CERTIFICATION REVIEW COURSE AND TRAINER/PRESENTER EVALUATIONS

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Committee:	Professional Standards Committee	**Next Revision Review:**	October 2027
Written by:	C. Wilson	**Approved by:**	BOD
Notes:	Guidelines for Evaluation Process		

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Policy Statement

Attendees

- EnviroCert International, Inc. (ECI) will send each attendee of an ECI certification review course an online evaluation survey.

Peer/Staff

- ECI will occasionally send an approved trainer/presenter or staff to an ECI certification review course to evaluate the trainer/presenter of record or trainer in the approval process. The approved trainer/presenter or staff will have a paper evaluation during the ECI certification review course and complete the evaluation online after the conclusion of the course.

BACKGROUND

ECI offers review courses for each certification. In an effort to improve the review courses and maintain a professional presentation of these review courses, historically ECI had approved trainers/presenters collect a brief evaluation form for each review course attendee and return them to ECI. It is the desire of the Board of Directors (BOD) to make these evaluations an integral part of maintaining and updating the ECI certification review courses and the review presentations. The BOD also intends to use these evaluations in trainer/presenter reviews and audits.

PURPOSE

To gather information on the ECI certification review courses and presentations to assist in maintaining, improving, and keeping these courses presentation and content current.

Assist in gathering information to ensure the highest quality of presentation by the Trainers/Presenters. These evaluations will be utilized to assist the trainers/presenters in improving their delivery of the ECI certification review course(s).

APPLICABILITY

This policy is applicable for all attendees, trainers/presenters, and staff/peer reviewers of ECI certification review courses.

DEFINITIONS

Attendee: Any person attending a certification review course.

Trainer/Presenter: An approved presenter of technical content for certification review course.

![EnviroCert International, Inc. logo]

Reviewer: Any person attending a certification review course for the purpose of trainer/presenter review.

RESPONSIBILITY

Attendee: Complete the On-Line survey.

Reviewer: Analyze and complete the Evaluation Survey.

EnviroCert Staff: Collect and tabulate the respective surveys. Upon completion, a copy shall be placed in the Trainer(s)/Presenter(s) file(s).

Procedures

Attendee Certification Review Course Evaluation Form

- Upon completion of the certification review course each attendee shall be emailed an electronic evaluation. The attendee shall complete the electronic survey. Once received ECI staff shall place the original forms and a copy of the tabulation in the trainer(s)/presenter(s) file(s).

Peer/Staff Trainer/Presenter Evaluation Form

- The peer/staff reviewer shall objectively complete the Trainer/Presenter Evaluation Form, immediately after the certification review course. Upon completion of the certification review course and entering of evaluation results electronically the peer/staff reviewer shall return the hard copy to the ECI home office. Once received, EnviroCert staff shall summarize the comments and place the original forms and a copy of the summary in the trainer(s)/presenter(s) file(s). This procedure will be revised when an On-Line Form is developed.

Related Documents

ECI Documents:
   N/A

Other Documents:
   N/A

Related Links:
   N/A

Appendix A - Attendee Certification Review Course Evaluation Form

See Attachment 1.

Appendix B - Peer/Staff Trainer/Presenter Evaluation Form

See Attachment 2.