



## **Participant Feedback Policy**

*Adopted: May 31, 2017*

### **Purpose**

It is the policy of the Society of Fire Protection Engineers (SFPE) that all SFPE education activities that offer PDHs and/or CEUs must provide a feedback mechanism to gauge participant learning.

### **SCOPE**

Feedback is essential to the learning process. It informs participants of how they are progressing. Feedback may come directly from instructors, eLearning course evaluations, peers, SFPE instructors and informal discussions with other participants in the course.

Learning outcomes feedback to participants can be implemented in a number of different ways for live instructor-led training and online asynchronous learning.

For live instructor-led training sessions, the instructor will provide feedback in one or more of the following ways or in other ways deemed appropriate:

- Written evaluations and exercises
- Oral evaluations and exercises
- Facilitated instructor-led discussions
- Facilitated peer-to-peer discussions

For eLearning, the courses will incorporate one or more of the following:

- Topic evaluations
- Exercises
- Course evaluations

Participants should be able to indicate their satisfaction or dissatisfaction with the following

- The content of the program;
- The knowledge and presentation skills of each program presenter;
- The facility and accommodations, if a live program;
- The content and the quality of the program materials; and,
- The relevance of the program to the participant.

In addition, this document must allow the participant to submit written comments concerning the program and indicate whether the program met his/her expectations. SFPE must collect and maintain the evaluations for at least five (5) years from the date of each program.