

Approved Individual Course Activities - Evaluation Summaries Due: Providers that have been approved for individual course activities during 1999 must submit a one-page summary of the course evaluation surveys for each course or program accredited in 1999. The summary must include the name, date, time and location of the accredited course(s); instructors' names; a breakdown of CLE categories of credit; the number of CLE credit hours awarded to the course; and whether the course is transitional or non-transitional in nature. A course brochure or copy of advertisement for each CLE program given in 1999, and a sample of your organization's certificate of attendance should be included with the report. All reports and evaluation summaries must be postmarked by January 31, 2000. The New York State CLE Board has developed forms which may be utilized to prepare your reports. The forms may be downloaded from this web site after November 4, 1999 and may be photocopied or formatted as needed. Forms will also be mailed after November 4, 1999, upon request to the CLE Office.