WSBA

Washington State Board of Mandatory Continuing Legal Education

Dear WSBA Lawyer:

This document is being sent to you because you applied for accreditation of one or more courses for which the sponsor did not provide attendees with an evaluation form. For a course to be accredited in Washington APR 11 Regulation 102(e) requires: "The attendees must be provided with a critique form or evaluation sheet to complete. The completed forms, or a compilation of all numerical ratings and comments, must be retained by the sponsor for two years and copies must be provided to the MCLE Board upon request."

The MCLE Board has developed a program for lawyers who have taken CLE courses for which the sponsor did not provide an evaluation form. The goal of the program is to help these lawyers comply with this regulation.

If you would like to participate in this program, please do the following for each program you attended for which evaluation forms were not provided by the Sponsor.

1. Complete the "WSBA Course Evaluation Form" (enclosed); AND

2. Complete a cover letter that states the purpose of the evaluation form (a suggested text is enclosed); AND

3. **Send these two documents to the course Sponsor**; AND

4. Send a **copy** of **both** documents to Kathleen Todd, MCLE Board Executive Secretary at kathyt@wsba.org, or fax to 206-727-8313, or mail to the address below.

Kathleen Todd
MCLE Manager / Executive Secretary, MCLE Board
Washington State Bar Association
1325 4th Avenue, Suite 600
Seattle, WA 98101-2539

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Dear Sir/Madame:

Attached please find an evaluation form provided by the Washington State Board of Mandatory Continuing Legal Education. On it I have provided feedback about a course that I recently attended, which was sponsored by your organization.

I am a member of the Washington State Bar Association (WSBA). In order for a WSBA lawyer to receive CLE credit for a course, the course sponsor must have either offered an opportunity for attendees to complete a written evaluation or attendees must comply with the requirements of the Washington State MCLE Board's evaluation program. Because it appeared that no course evaluation form was made available for the course that I recently attended, I must submit the enclosed evaluation form in order to receive credit for this course. Please do not hesitate to call or email me with any questions.

Sincerely,

cc: Kathleen Todd, Executive Secretary, MCLE Board
Washington State Bar Association (via email w/ encl.)

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WSBA

Washington State Board of Mandatory Continuing Legal Education

COURSE EVALUATION FORM

Program Title: _____ **Date:** _____

Sponsored by: _____ **Provided by:** _____

Your feedback will provide valuable input for the course sponsor and other content providers.
A summary of all course evaluations, including all written comments, will also be reviewed by the MCLE Board.

1. Facilities and Technology:		Disagree			Agree
a. The seminar room was conducive to learning the material presented.	n/a	1	2	3	4
b. The necessary technical, audio and visual elements were operational.	n/a	1	2	3	4
c. The presenters effectively utilized the technical, audio and visual elements.	n/a	1	2	3	4

2. Speakers and Presentation:		Poor			Excellent
a. Please rate the very *best* speaker you witnessed at the program.	n/a	1	2	3	4
b. Please rate the very *worst* speaker you witnessed at the program.	n/a	1	2	3	4
c. How do you rate the presenting speakers' overall performance?	n/a	1	2	3	4

3. Written Materials:		Disagree			Agree
a. The written materials effectively supplemented the program content.	n/a	1	2	3	4
b. The written materials will be useful in my legal practice.	n/a	1	2	3	4

4. Program Content:		Disagree			Agree
a. The length of the program was well-suited to the subject material.	n/a	1	2	3	4
If not, the program was:	n/a	Too short		Too long	
b. The seminar covered the material I expected, given how it was advertised.	n/a	1	2	3	4
c. I gained knowledge that will be helpful in my legal practice.	n/a	1	2	3	4
d. Program leaders were receptive to participant questions and comments.	n/a	1	2	3	4
e. Program leaders fully answered questions from the program attendees.	n/a	1	2	3	4

	Poor			Excellent
5. Please rate the overall quality of this program.	**1**	**2**	**3**	**4**

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6. Are there any technological or facility improvements you would suggest for future iterations of this program?

_____

_____

_____

7. If you have suggestions for any of the speakers at this program, please describe them below.

_____

_____

_____

_____

8. Could the accompanying written materials be improved upon in some way? Please describe.

_____

_____

_____

9. Were there any additional topics or material you would like the program to have covered?

_____

_____

_____

10. Did any part of this program stand out as particularly effective or valuable?

_____

_____

_____

11. Please provide any other comments you feel to be relevant:

_____

_____

_____

12. What is the reason that no evaluation form was provided or distributed by the course provider?

- ☐ Out-of-state course (provider likely unaware of Washington State MCLE requirements)
- ☐ In-state course – no evaluation provided for the reason below (if known)

_____

_____

_____

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