



CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

**AFS Contact:** Beverly Pike,  
Director, Student &  
Professional Development  
American Fisheries Society  
5410 Grosvenor Lane, Suite 110  
Bethesda, MD 20814-2199  
Phone: 301.897.8616, ext. 213  
Email: [bpik@fisheries.org](mailto:bpik@fisheries.org)  
Fax: 301.897.8096

**PROCEDURES FOR COURSE APPROVAL**

The Continuing Education Committee must approve all continuing education courses or activities sponsored by the American Fisheries Society.

Courses or activities which carry academic credit, lead to a high school equivalency certificate, or are organization oriented programs or short direction programs only casually related to any specific upgrading purpose or goal would normally not qualify for approval.

The objective of the AFS Continuing Education (CE) Program, administered by the Continuing Education Committee (CEC), is to provide members with quality opportunities to develop their expertise throughout their careers as fisheries professionals. Workshops and CE courses, which are often sponsored and/or prepared by AFS members, are a primary means of fulfilling this goal. CE offerings can be used to receive Professional Development Qualifying Points (PDQPs) needed to meet and retain Associate and Certified Fisheries Professional accreditation through the AFS Certification Program.

Please review the following form carefully and answer all questions or provide requested information, being thorough but succinct in your response. Remember, this form is the primary means that the CEC has to judge your proposal. Much like a well-constructed abstract enhances a scientific paper, a thoughtful, informative, well-prepared application attests to the quality of the proposed CE offering, and will reduce the chance of rejection or delay in its approval by the CEC.

Typed course approval forms must be completed and returned to: Director of Student & Professional Development, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199. The course contact is responsible for completing the course approval form and returning it at least three months prior to the presentation date. Completed forms submitted electronically can be processed more quickly when sent to [bpik@fisheries.org](mailto:bpik@fisheries.org). Please delete the cover page when submitting electronic copies, please delete the cover page of this application.

The Continuing Education Committee will review course approval forms for completeness. If more information is needed, the CE Committee Chair will send anonymous reviewer comments, suggestions, and questions electronically to the course contact. The course contact will submit a revision implementing the recommendation(s) made by the Continuing Education Committee within two weeks of notification of the need to revise. Completed forms should be submitted to the Director of Student & Professional Development at least 2 months prior to the beginning of the course. A response will be issued within 3 weeks from the date received by the Continuing Education Committee Chair.

The course contact will receive notice from the Continuing Education Committee of the results of the review. During the program, the course contact will (1) have all registrants sign an attendance register; and (2) ask registrants to complete the course and instructor evaluation forms included at the end of this application.



CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

After the program, the course contact must return (1) the attendance register and (2) the completed course and instructor evaluations to:

Beverly Pike  
Director of Student & Professional Development,  
American Fisheries Society  
5410 Grosvenor Lane, Suite 110  
Bethesda, MD 20814-2199

Programs may be repeated for a maximum of three years without further assessment unless content of the program is changed.

Additional information and suggestions for completing this form precede each section. Questions on completing this form should be directed to the Director of Student & Professional Development and the Continuing Education Committee Chair.

CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

TITLE OF PROGRAM (complete, formal title)

PROGRAM CODES

COURSE INSTRUCTION CATEGORY

1. Classroom Instruction
2. Lecture/Lecture with lab
3. Workshop/Institute/Conference Seminar
3. Field Instruction

COURSE TYPE

1. 1000 Bioengineering
2. 1100 Early Life History
3. 1200 Introduced Fishes
4. 1300 Fish Health/Culture
5. 1400 Leadership/Communications
6. 1500 Socioeconomics
7. 1600 Education
8. 1700 Population Management/Techniques
9. 1800 Marine Fisheries
10. 1900 Water Quality
11. 2000 Computer Science in Fisheries
12. 2100 Fish Habitat Management/Techniques
13. 2200 Policy/Administration
14. 2300 Environmental Law
15. 2400 Other—Specify \_\_\_\_\_

PROGRAM PROVIDER(S) (i.e. Chapter, Section, Division, Agency, University)

COURSE CONTACT(S)

Name:

Address:

City, State, Zip, Country:

Phone:

Fax:

E-mail:

DATES & LOCATION

Beginning Date:

Ending Date:

Meeting Place:

City, State or Province:

NEEDS IDENTIFICATION: Clearly identify the needs for the planned program/activity for participants, their supervisors, their organization and/or profession. Discuss what changes or advancements in technology that have occurred and the relevancy of the planned program/activity to address the changes to participants. Take into consideration other complementary and competitive courses. Clearly identify the target audience



CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

(example: new employees, journey level professionals, administrators, etc). Standard: The program is planned in response to the identified needs of a target audience and needs assessment if applicable, for professionals of a given level in the organization.

**LEARNING OBJECTIVES/OUTCOMES:** State what new knowledge or skill the participant will be able to utilize or perform upon completion of the course. List the learning objectives and action items associated with each objective. Learning objectives should be measurable. Standard: The program/activity has clear and concise written statements of intended learning outcomes. The learning outcomes should specify the determined skills, knowledge and/or attitudes that the learner should be able to demonstrate following the continuing education experience.

Example: Participants will be able to utilize \_\_\_\_\_ principles to develop a plan for control of \_\_\_\_\_  
Participants will be able to apply the plan during development of management strategies for \_\_\_\_\_  
Participants will be able to demonstrate skill in \_\_\_\_\_ by completing class exercises and databases

**CONTENT & METHODOLOGY:** Briefly describe the topic(s) to be covered and the instructional methods that will be employed during the activity/program. Active instructional methods are strongly encouraged and should be identified. (Example: participants will learn to manipulate data in the program to complete the exercises; active discussions will incorporate problem solving techniques that participants will be able to apply upon returning to the home station.) Standard: The content and instructional methodologies are consistent with the objectives or learning outcomes, sequenced to facilitate learning and permit opportunities for the learner to participate and receive feedback.

**REQUIREMENTS FOR SATISFACTORY COMPLETION:** Briefly state the requirements for satisfactory completion of the activity/program. Standard: Requirements for satisfactory completion are based on the purpose and intended learning outcomes. Participants should be informed of the requirements for satisfactory completion prior to their participation. High attendance should be required (e.g. 90% and above).

**ASSESSMENT OF LEARNING OUTCOMES:** Briefly state how individual performances in relation to the intended learning outcomes will be assessed. Standard: Procedures established during program planning are used, when applicable, to measure the achievement of intended learning outcomes specified for the program/activity as they relate to changes in learner's knowledge, skills, or attitudes. Assessment may take diverse forms, such as performance demonstration under real or simulated conditions, written or oral examinations, written reports, completion of a project, self-assessment, or locally or externally developed standardization examinations.

**PROGRAM EVALUATION:** Briefly describe how major aspects of the continuing education experience, i.e. organizational input, participant input, the design, content, content level, and operation will be evaluated. Participant evaluations, which may include self-assessments, are strongly encouraged. Evaluation examples are attached at the end of this application. Standard: Evaluation refers to the quality of the administration and operation of the continuing education experience as a whole. Participant reaction surveys can be designed to measure what the participants consider to be the benefits of the learning experience and to determine satisfaction with the physical arrangements. Please provide copies of the course evaluations to the Units



CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

Coordinator and the CE Committee Chair. The attached examples may be modified to meet your specific course needs.

**INSTRUCTION:** List the instructional personnel involved in planning and conducting the program/activity and indicate the approximate proportion of instruction time for each. A resume of up to two pages must be submitted for major instructors. **Standard:** Qualified instructional personnel are directly involved in determining the program purpose, developing intended learning outcomes, and planning and conducting each learning experience.

CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

**DETERMINING NUMBER OF CONTACT HOURS:** The 60-minute clock hour is used as the contact hour. Coffee breaks, lunches, etc. are not included. Field trips (minus travel and other administrative time) may be considered contact hours, but usually on a basis of at least two hours of field trip equivalent to one contact hour of classroom instruction.

The following and similar activities are not included when calculating the number of contact hours:

- ➔ Time for study, assigned reading, and other related activities, outside the classroom or meeting schedule.
- ➔ Meeting time devoted to business of committee activities.
- ➔ Meeting time devoted to announcements, welcoming speeches, or organizational reports.
- ➔ Time allocated to social activities, refreshment breaks, luncheons, receptions, dinner and so forth. Note: time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

Please include a syllabus or topical outline with time allocations

Time Schedule Example:

Day 1

8:00 – 9:00 a.m.		Topic
9:00 – 12:00 p.m.	Topic	
1:30 – 3:30 p.m.		Topic
3:30 – 5:00 p.m.		Topic

Total Number of Contact Hours: \_\_\_\_\_

XIII. ADDITIONAL INFORMATION:



CONTINUING EDUCATION COURSE APPROVAL FORM  
CONTINUING EDUCATION COMMITTEE (CEC)

Submitted by:

Approved by:

\_\_\_\_\_  
(NAME-PLEASE SIGN)

\_\_\_\_\_  
(NAME-PLEASE SIGN)

\_\_\_\_\_  
(NAME & TITLE-PLEASE PRINT)

\_\_\_\_\_  
(NAME & TITLE-PLEASE PRINT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

# Course Evaluation Form

For each statement below, circle the number that best completes the sentence. Your candid comments will help us improve each training course. We encourage additional comments on the next page. Please fill in the course title and date, and use the following scale:

- 5 = Outstanding
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Not Applicable

Course Title/Session Content: \_\_\_\_\_

The degree to which the stated objectives were met was.....5 4 3 2 1 0

The applicability of the course session information to my job was.....5 4 3 2 1 0

The organization and sequence of the courses session was.....5 4 3 2 1 0

The relevance and effectiveness of the activities and practice sessions were.....5 4 3 2 1 0

The relevance and effectiveness of the materials in meeting the objectives were.....5 4 3 2 1 0

I would describe this course session to others as.....5 4 3 2 1 0

What were the strengths of the training?

What were the weaknesses of the training?

What changes could make this a more useful training for future participants?

What other training do you need to be more effective in your job?

Other comments?



# Instructor Evaluation Form

For each statement below, circle the number that best completes the sentence. Your candid comments will help us improve each training course. We encourage additional comments on the next page. Please fill in the name of each instructor, date, and course title, then use the following scale:

- 5 = Outstanding
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Not Applicable

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

# Instructor Evaluation Form

Instructor 1: \_\_\_\_\_

Instructor 2: \_\_\_\_\_

Instructor 3: \_\_\_\_\_

Other Comments:

Name (Optional) \_\_\_\_\_