

Instructions for Acquiring Continuing Education Units for Teleseminars Participants from Leading Home Care

1. Each participant is to sign in on the enclosed sign-in sheet prior to the beginning of the teleseminar.
2. The room monitor will be responsible for insuring that each participant has attended the complete teleseminar.
3. After the completion of the teleseminar, participant(s) should complete the enclosed evaluation form and turn in to the room monitor. In a group situation, the room monitor will forward all sign-in sheets and evaluations to Leading Home Care.

If a participant has completed the teleseminar on an individual basis he or she should complete the sign-in sheet and evaluation form and mail them directly to:

Leading Home Care
Attn: CEUs
P.O. Box 24475
Louisville, KY 40224

4. Upon receipt of these forms, Leading Home Care will process this information and then send Certificates of Completion back to the individual who registered for the teleseminar for distribution to participants.

LEADING HOME CARE

Continuing Education Program Attendance Roster

TITLE: _____ DATE: _____

PROGRAM LENGTH: _____

INSTRUCTOR: _____

	Please Print Name Clearly	Address	For what Profession do you need CEUs?	License #
1.				
	Email:		<input type="checkbox"/> Please issue CE credit	
2.				
	Email:		<input type="checkbox"/> Please issue CE credit	
3.				
	Email:		<input type="checkbox"/> Please issue CE credit	
4.				
	Email:		<input type="checkbox"/> Please issue CE credit	
5.				
	Email:		<input type="checkbox"/> Please issue CE credit	
6.				
	Email:		<input type="checkbox"/> Please issue CE credit	
7.				
	Email:		<input type="checkbox"/> Please issue CE credit	
8.				
	Email:		<input type="checkbox"/> Please issue CE credit	
9.				
	Email:		<input type="checkbox"/> Please issue CE credit	
10.				
	Email:		<input type="checkbox"/> Please issue CE credit	

**Leading Home Care. . . A Tweed Jeffries Company
Teleseminar Evaluation Form**

Seminar Topic: _____

Date: _____

Location: _____

Your Company: _____

Please evaluate the effectiveness of this teleseminar in the following areas:

1. Poor 2. Fair 3. Good 4. Very Good 5. Excellent

- | | | | | | |
|---|---|---|---|---|---|
| 1. The seminar covered the stated objectives. | 1 | 2 | 3 | 4 | 5 |
| 2. The content was relevant to my job. | 1 | 2 | 3 | 4 | 5 |
| 3. The content of the program was consistent with the description in the promotional materials. | 1 | 2 | 3 | 4 | 5 |
| 4. The presenter demonstrated knowledge and experience in the topic. | 1 | 2 | 3 | 4 | 5 |
| 5. The presenter was effective in communicating the content information in the seminar. | 1 | 2 | 3 | 4 | 5 |

What is your overall evaluation of this Teleseminar? 1 2 3 4 5

Would you recommend this program to someone else in a position similar to yours? Yes ___ No ___

What were the three most important ideas that you took away from this teleseminar?

1. _____
2. _____
3. _____

What would you say about this seminar in describing it to someone who might be interested in a future program?

(Please complete your name, title & signature in order to receive CE credit for attending this teleseminar)

Your Name: _____ Title: _____

Signature: _____