

**Federal Emergency Management Agency/Department of Homeland Security  
National Fire Academy End-of-Course Evaluation Form**

**Paperwork Reduction Act Notice**

Public reporting burden for this form is estimated to be an average of 15 minutes per response. The burden includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing and submitting the form. Although voluntary, you are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C St. SW, Washington, DC 20472, Paperwork Reduction Project (1660-0032) **NOTE: Please do not send your completed form to the above address.**

**DIRECTIONS FOR COMPLETING THIS FORM.** Using a pen or pencil, please complete the course evaluation form by completely darkening the appropriate bubble for each item. Please fill the bubbles in. Do not sign or put your name on the form. All responses are anonymous and will be reported ONLY in aggregate form.

**Part I  
Course Evaluation Data**

*Indicate the course information for this training and complete the bubble grid to indicate the course number for this training.*

Course Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Course Name: \_\_\_\_\_  
 Course Length: \_\_\_2-day \_\_\_6-day \_\_\_10-day  
 Course Code: \_\_\_ R \_\_\_ N \_\_\_ F \_\_\_ W \_\_\_ O  
 Location: \_\_\_\_\_

Course Code Number									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

*To what extent do you agree with each of the following?*

The course...

1. increased my knowledge of this topic
2. allowed enough time to complete assignments
3. was well organized
4. challenged me to learn more about this topic
5. used effective teaching techniques (lecture, AVs, scenarios, Web)
6. had a good balance of individual & group-based techniques
7. helped me clarify my goals and professional expectations
8. provided up-to-date information
9. included useful web/technology resources for the material
10. met my expectations

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Does Not Apply
1.	___	___	___	___	___	___
2.	___	___	___	___	___	___
3.	___	___	___	___	___	___
4.	___	___	___	___	___	___
5.	___	___	___	___	___	___
6.	___	___	___	___	___	___
7.	___	___	___	___	___	___
8.	___	___	___	___	___	___
9.	___	___	___	___	___	___
10.	___	___	___	___	___	___

*The printed materials for this course...*

1. were clear and easily readable
2. supported class discussion
3. will be a useful reference when I get back on the job

1.	___	___	___	___	___	___
2.	___	___	___	___	___	___
3.	___	___	___	___	___	___

*The audiovisual materials for this course...*

1. were of good technical quality

1.	___	___	___	___	___	___
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*Have you taken other NFA classes?*

On campus: \_\_\_Yes \_\_\_No  
 Off campus: \_\_\_Yes \_\_\_No

*To what extent did this course REQUIRE you to use...*

	A lot	Some	Not at all	Does Not Apply
Internet & technology resources	___	___	___	___
NFIRS data	___	___	___	___
Federal, local, or State resources	___	___	___	___
GIS data	___	___	___	___

*How might this training class be improved and why is improvement needed?*

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*What was the MOST beneficial aspect of this training class?*

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*What was the LEAST beneficial aspect of this training class?*

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*Before taking this class, was this material...*

- \_\_\_ completely new to you?  
 \_\_\_ somewhat familiar to you?  
 \_\_\_ very familiar to you?

*How do you access information about NFA classes? (Check all that apply)*

- \_\_\_ USFA/NFA Web page    \_\_\_ local departments  
 \_\_\_ other students        \_\_\_ information at conferences  
 \_\_\_ Other: (Specify) \_\_\_\_\_

*Would you recommend this course to someone? \_\_\_Yes \_\_\_No Because...* \_\_\_\_\_

Part II
Course Instructors/Overall Training

As you consider the instructors for this course, for Instructor #1, to what extent do you agree that...

Table with 7 columns: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Does Not Apply. Rows include Instructor 1 Name and 12 evaluation items.

Is there particular feedback you have regarding this instructor? (Be as specific as possible)

(PLEASE SKIP TO THE "This Training Experience" SECTION BELOW IF THERE WAS ONLY ONE INSTRUCTOR IN THIS COURSE.)

For Instructor #2: To what extent do you agree that...

Table with 7 columns: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Does Not Apply. Rows include Instructor 2 Name and 12 evaluation items.

Is there particular feedback you have regarding this instructor? (Be as specific as possible)

Considering the training OVERALL, to what extent do you agree that...

Table with 6 columns: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree. Section: This training experience... with 9 evaluation items.

(OFF-CAMPUS STUDENTS, PLEASE SKIP TO PART III ON NEXT PAGE)

Answer each of the following items as they apply to the class you have just completed. Indicate "Does Not Apply" where appropriate.

Table with 3 columns: Satisfactory, Unsatisfactory, Does Not Apply. Rows include 7 facility evaluation items.

**Part III  
Training Benefits**

*How do you think this course will help you in your job?* (Check all that apply and note other ways as needed.)

<p><b>General</b></p> <p><input type="checkbox"/> gave me material I will use daily</p> <p><input type="checkbox"/> showed how to increase my efficiency</p> <p><input type="checkbox"/> will help me use dept. resources better</p> <p><input type="checkbox"/> gave better idea of Federal, State, local resources</p> <p><input type="checkbox"/> increased my confidence, self-understanding</p> <p><input type="checkbox"/> gave me the big picture; brought me up to speed</p> <p><input type="checkbox"/> gave info for continued learning after training is over</p> <p><input type="checkbox"/> showed how to use public data sources</p> <p><input type="checkbox"/> showed value of identifying stakeholders</p> <p><input type="checkbox"/> helped to build/increase my professional network</p> <p><b>Leadership/Management</b></p> <p><input type="checkbox"/> provided new "people skills"</p> <p><input type="checkbox"/> will help me set department goals</p> <p><input type="checkbox"/> will make me a better manager/leader</p> <p><input type="checkbox"/> gave skills for interacting with subordinates</p> <p><input type="checkbox"/> will help with labor negotiations</p> <p><input type="checkbox"/> taught me to delegate</p> <p><input type="checkbox"/> gave better idea of politics of department</p> <p><input type="checkbox"/> showed value of brainstorming</p> <p><input type="checkbox"/> identified my leadership style(s)</p> <p><input type="checkbox"/> improved my administrative skills</p> <p><input type="checkbox"/> gave tools for handling departmental conflict</p> <p><input type="checkbox"/> contributed to my marketing skills</p> <p><input type="checkbox"/> will help with writing proposals</p> <p><input type="checkbox"/> increased my ability to see and set task priorities</p> <p><input type="checkbox"/> gave me a vision for my department</p> <p><input type="checkbox"/> contributed to my understanding of professional ethics</p> <p><input type="checkbox"/> showed how to prioritize my work</p> <p><input type="checkbox"/> gave tools to prepare SOPs</p> <p><input type="checkbox"/> showed how to use data (e.g., NFIRS/GIS) for department planning</p> <p><input type="checkbox"/> gave clear idea of organizational culture</p> <p><input type="checkbox"/> gave tools for performance appraisals</p> <p><input type="checkbox"/> gave information on budget preparation &amp; negotiation</p> <p><input type="checkbox"/> improved my writing skills</p> <p><input type="checkbox"/> improved my speaking skills</p> <p><b>OTHER:</b> _____</p>	<p><b>Technical</b></p> <p><input type="checkbox"/> prepared me for handling haz mat</p> <p><input type="checkbox"/> gave useful info on toxicology</p> <p><input type="checkbox"/> gave new info on product/containers</p> <p><input type="checkbox"/> gave better understanding of regulations</p> <p><input type="checkbox"/> will help with handling chemicals</p> <p><input type="checkbox"/> gave tools for response at "all hazards" or terrorist events</p> <p><input type="checkbox"/> clarified role as training manager</p> <p><input type="checkbox"/> gave tools to design training/classes</p> <p><input type="checkbox"/> gave tools to manage training</p> <p><input type="checkbox"/> will help in developing a marketing plan</p> <p><input type="checkbox"/> gave me tools for prevention work</p> <p><input type="checkbox"/> increased my investigative skills</p> <p><input type="checkbox"/> will help with report writing</p> <p><input type="checkbox"/> gave tools for better court preparation</p> <p><input type="checkbox"/> showed me how to interpret codes</p> <p><input type="checkbox"/> showed me how to inspect alarms</p> <p><input type="checkbox"/> increased my knowledge of health and fire safety issues</p> <p><input type="checkbox"/> increased my knowledge of fire/EMS issues</p> <p><input type="checkbox"/> gave tools to <i>identify</i> risk audiences</p> <p><input type="checkbox"/> gave tools to <i>reach</i> risk audiences</p> <p><input type="checkbox"/> increased my presentation skills</p> <p><input type="checkbox"/> identified goals for public education</p> <p><input type="checkbox"/> showed ways to develop interagency cooperation</p> <p><input type="checkbox"/> will help with budget preparation &amp; program justification</p> <p><input type="checkbox"/> introduced me to coalition building</p> <p><input type="checkbox"/> provided model public education programs</p> <p><input type="checkbox"/> will help in adapting for small departments &amp; communities</p> <p><input type="checkbox"/> showed how to develop risk analysis matrix for performance-based design</p> <p><input type="checkbox"/> showed how to identify community health risks</p> <p><input type="checkbox"/> gave knowledge of managed care health risks</p> <p><input type="checkbox"/> showed the prevention side of EMS</p> <p><input type="checkbox"/> provided information for pre-incident planning</p> <p><input type="checkbox"/> gave tools for scene size-up</p> <p><input type="checkbox"/> will help with EOC/ICS integration at "all hazards" or terrorist events</p> <p><input type="checkbox"/> provided tools for incident documentation</p> <p><b>OTHER:</b> _____</p>
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<p><i>How likely are you to re-apply to NFA for future training?</i></p> <p><input type="checkbox"/> Very likely                      <input type="checkbox"/> Not sure; can't say</p> <p><input type="checkbox"/> Somewhat likely                      <input type="checkbox"/> Not likely to re-apply</p> <p><b>Do you plan to use the ACE (American Council on Education) credit recommendation associated with this course?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><input type="checkbox"/> I can't say. I don't know what ACE is.</p>	<p><b>Which training delivery modes do you find most helpful as you consider your training needs? Please rate them in order of your preferences, starting with #1 as the most preferred, #2 as second most preferred, etc.</b></p> <p><input type="checkbox"/> Traditional classroom                      <input type="checkbox"/> "Blended learning" (a combination of classroom and CBT/WBT)</p> <p><input type="checkbox"/> Computer-based training (CBT)</p> <p><input type="checkbox"/> Web-based training (WBT)</p> <p><b>Which delivery format do you most prefer? And again: Please rate your preferences #1, #2 and #3.</b></p> <p><input type="checkbox"/> Self-paced independent study</p> <p><input type="checkbox"/> Instructor facilitated (WITHOUT student to student interaction)</p> <p><input type="checkbox"/> Instructor facilitated (WITH student to student interaction)</p>
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**What are suggested topics for future NFA training classes?** \_\_\_\_\_

**Additional comments?** \_\_\_\_\_

Part IV
Student and Department Demographics

Location: Department/Organization. Please fill in the bubble next to the State where your Department/Organization is located:

- List of states and territories with checkboxes: Alaska, Delaware, Kentucky, North Carolina, Oregon, Virginia, Alabama, Florida, Louisiana, North Dakota, Pennsylvania, Virgin Islands, Arkansas, Georgia, Massachusetts, Nebraska, Puerto Rico, Vermont, Am. Samoa, Guam, Maryland, New Hampshire, Rhode Island, Washington, Arizona, Hawaii, Maine, New Jersey, South Carolina, Wisconsin, California, Iowa, Michigan, New Mexico, South Dakota, West Virginia, Colorado, Idaho, Minnesota, Nevada, Tennessee, Wyoming, Connecticut, Illinois, Missouri, New York, Trust Territories, Other, Canal Zone, Indiana, Mississippi, Ohio, Texas, District of Columbia, Kansas, Montana, Oklahoma, Utah.

Form with questions (1) through (10) regarding course attendance, experience, population served, education, and position/responsibility. Includes a bubble grid for question (3).

Please answer the following questions:

Questions (1) through (4) regarding gender, age, ethnicity, and selection of one or more categories.