



MEMORANDUM

To: National Program Directors

From: Sheila Summers, Education Director

Re: ID Manual and CE updates

Date: October 6, 2015

I am writing to share some exciting updates about the Instructor Development program and to request your assistance in distributing this information through your regular communication channels.

As I think you are aware, much work has been done on the ID Continuing Education manual draft and on the ID Instructor Manual update. Both of these documents are now posted on the ID Instructor and Supervisor Resources pages of the Member Resources web site. In addition, two new forms are available on those same pages. One form is requesting feedback about the Continuing Education manual and the other is a Student Feedback Questionnaire for use with ID courses (and others as you see fit).

The goal of the ID Continuing Education course evaluation form is to obtain feedback about the draft version of the manual that may be used for improvement purposes. Please encourage instructors to distribute it upon completion of their courses and return the completed forms to me. The forms may be scanned and emailed to summers@nsp.org or sent via USPS. We hope that an approximately 30-day window will be long enough to gather adequate information so please target November 15 for completing the collection of the forms.

Please let me know if you have any questions.