



COORDINATING NIC LIVE INTERNET BROADCASTS

FY2016

NATIONAL INSTITUTE OF CORRECTIONS

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WELCOME

Dear Site Coordinator,

Welcome to NIC's Live Broadcast programs. NIC would like to thank you for assuming the very important role of Site Coordinator. The program is intended to focus on practitioners' perspectives and examine the critical issues faced by all corrections and criminal justice agencies - public and private - and community corrections settings. This Site Coordinator's Guide will give you all the information you need to conduct an effective local program.

Your responsibilities for hosting the broadcast—before, during, and after the event—are detailed in the following pages. We have also provided checklists for you to review your preparations and to close out the program.

NIC encourages all Site Coordinators and facilitators to:

- **Invite as many participants** as your training space will allow, including staff from other area agencies and correctional disciplines, if possible, for the broadest exchange of views and ideas.
- **Conduct wrap-around discussions**, exercises, or other activities with your local viewing group to enhance the training value of the program, and invite an expert with knowledge of the topic to help present the information to your local viewing group.
- **Help your local viewers participate** in the live broadcast by phoning, faxing or emailing their questions and comments to the panel, and participate in the LiveChat via a laptop or smart device.
- **Make your participants aware** of the readings and web sites that have been selected as supplemental resources for this program.
- **Bookmark and monitor the webpage** for the program so that you are aware of any changes to the program.
- **Record the live broadcast** for later use by your agency for training and reference.
- **Prepare a complete participant roster** for your host site, so your participants can obtain CEU credits for participating in this program.
- **Complete a program evaluation.**

Each of these responsibilities is discussed in more detail in the pages that follow. Please contact the NIC Live Broadcast/distance learning team if you have questions about preparing for the program. Thank you for your work to make this program a reality for your viewing group.

Sincerely,

Leslie LeMaster
Distance Learning Administrator
National Institute of Corrections Academy
Aurora, Colorado

OVERVIEW OF NIC LIVE BROADCASTS

Broadcasts are typically delivered in one of two formats:

1. A live, **3-hour broadcast**, plus 1 hour or more for wrap-around discussions and activities at local viewing sites or,
2. Live, **two-part training sessions**, that include both on and off-air activities, that are mirrored by a live in-studio audience. The sessions are two days in length, for a total of six hours of training across two days.

☞ **Stay informed @ <http://nicic.gov/Broadcasts>**

BEFORE THE BROADCAST

A web page for each program gives facilitators and participants quick access to supporting information and resources, the custom participant guide, and recommended reading materials, if applicable. If resources are mentioned during the broadcast that will be made available to sites—such as questions and answers, graphics, etc.—they will be posted on this page within a few days of the program. Locate your training program’s web page in the online training calendar:

☞ **Locate Upcoming Broadcasts @ <http://nicic.gov/Broadcasts>**

VIEWING THE BROADCAST

Live broadcasts are available via the web/internet on any compatible computer and smart device. NIC will run internet streaming tests in advance of each scheduled broadcast, so that interested individuals and agencies can test their internet connection compatibility with the NIC broadcast link.

Participating sites must provide a room to receive the broadcast and accommodate all participants, a telephone to communicate questions to the presenters, and copies of participant materials.

AFTER THE BROADCAST

NIC will edit and finalize the program materials (DVDs, manuals, and/or any other supplemental items) for later availability to correctional staff. These materials will be available from the NIC Information Center.

☞ **Locate Past Broadcasts @ <http://nicic.gov/Videos>**

YOUR ROLE AS A SITE COORDINATOR

As the Site Coordinator, you will serve in the same role as a coordinator of a meeting, conference, or training session. The most important difference is that the speakers or trainers will not be physically present but will appear on a TV monitor or large-screen TV via live internet transmission. You will make arrangements for a connected room, whether in your facility, borrowed, or rented from another organization. You also will need to plan for the same things you would in planning for any group meeting or training, such as inviting participants and duplicating handouts. In addition, you may want to include wraparound activities, and provide refreshments. A critical point to be aware of is the time zone you are in, so you can schedule local activities around the correct broadcast time for your site.

SETUP YOUR PROGRAM TEAM

NIC recommends that each viewing site (“host site”) provide a team with a minimum of three staff to conduct the program for their on-site viewers. Teams will ideally include:

1. **The “Site Coordinator,”** a training specialist with experience facilitating group training events and with lead responsibility for coordinating the classroom space, the participant invitation process, etc.;
2. **A technical person** who is knowledgeable about the internet feed/connection and will handle computers and equipment, etc.; and
3. **A topic specialist** with content expertise in the issues and material to be covered during the program, who will co-facilitate the program.

Programs can be successfully delivered using a two-person team, depending on the topic, your staff’s expertise, the site location, and the size of the audience. For example, one person may be both the Site Coordinator/trainer and the content expert, so an agency can have a two-person team—that person and the technical person. NIC cautions against using only one person for all three roles, because there will be too much work for one person to manage effectively and ensure a high-quality experience for the participants.

An additional trainer/facilitator is recommended for every 25 additional participants expected at your site. For example, if you have a group of 45 participants, you will need at least two staff who perform the function of “facilitator,” for a recommended total of four staff supporting the program.

PRE-PROGRAM RESPONSIBILITIES

Your preparations for the broadcast should begin several weeks ahead of time. See the checklist of pre-program preparations for a snapshot of required duties.

REGISTER FOR THE PROGRAM

Complete registration instructions can be found on the web page for the broadcast. By registering, your agency will receive information on how to download program materials, information on internet connection streaming tests, and other helpful viewing tips. Registration is free and only takes a few minutes. All sites that register are accepted immediately.

Only registered sites will receive information on how to download program material and additional information about the broadcast so it is important that you register as soon as possible for broadcasts.

If you will be hosting the broadcast in multiple sites, register each site separately.

☞ **Locate Upcoming Broadcasts and Register @ <http://nicic.gov/Broadcasts>**

SECURE YOUR SITE AND EQUIPMENT

Reserve a meeting space with sufficient space for your expected audience size. You may also wish to reserve a second, larger space for backup in case you have more participants than initially estimated. Ensure the meeting space will have sufficient seating, materials display space, and space for refreshments to accommodate your group.

An ideal room for a Live Broadcast is large enough for comfortable seating and viewing of one or more TV monitors or a large screen. Tables may be desirable to help participants take notes. If possible, select a room that is carpeted and has drapes to reduce noise. It should be away from the traffic flow and other external or internal distractions such as computers and other office machinery that are in operation. For calling in live questions during the broadcast, please use a telephone in a different room from where the broadcast is being viewed or turn the broadcast volume down to prevent feedback. Use of cell phones is not recommended.

ARRANGE FOR SUPPORTING MATERIALS AND AMENITIES

Material for trainers and participants should include standing easels for facilitator/group note-taking (2 are recommended), markers, paper, pens, index cards for questions, tape, tacks, staplers, and a 3-hole punch. Plan to use name tags and/or name tents, because not all participants will know each other. The

program will provide an excellent opportunity for participants to network and exchange fresh perspectives.

Refreshments are always welcomed by participants. If possible, provide water, coffee, and other beverages such as juice, tea, or soda. Napkins, sugar, cream, etc., will also be appreciated. If the program includes or is close to lunchtime in your time zone, you may want to provide food or ask participants to bring carry-out/sack lunches.

INVITE PARTICIPANTS

Invite a diverse group of participants. Make an effort to include in your local viewing group people outside your immediate agency and discipline. For example, if you are coordinating a viewing group at your local jail, invite staff from area state and/or federal probation, parole, and prison facilities. This can help make for dynamic and informative group discussion after the broadcast.

Your invitation should include information on the date and place, the time when your local activities will begin, and logistics (such as parking and lunch). Include the agenda for the broadcast and wrap-around activities. Provide a map and good directions to invited participants from outside your own agency. A flyer is posted on the broadcast's web page for use in marketing the program. You can edit this flyer online to add information about your location and room number, your phone number, and similar information.

Ask for an "RSVP" with your invitation so you will know how many participants to expect and what size a training space you will need.

If appropriate, include in your invitation a request for participants to bring relevant resource materials with them to the program site. A display of local agencies' resource materials, such as training curricula, can be very valuable for participants.

PREPARE PARTICIPANT MATERIALS

As the Site Coordinator, you will duplicate materials for the participants at your site. This should be completed before the program date. Provide one copy of the Participant's Guide for each participant. The Participant's Guide includes the program agenda, NIC-provided handouts if applicable, a list of recommended resources if applicable, and information about the presenters. It may also include CEU information, if applicable.

 **Download the Participant's Guide when it is posted on the broadcast web page.**
If you have already registered for the program, you should get an email notification when it is available for download.

Site Coordinators are also asked to duplicate any supplemental program handouts for participants. These may be materials specific to your local activities, or materials provided by NIC. Materials pertaining to your agency, local area, or state are especially useful if they complement the information provided during the broadcast. As the program date approaches, you may be instructed to download added or updated material from the broadcasts web page.

If the cost of duplicating the materials is a concern, consider the following possibilities:

1. Contact your state prison system to see if the agency has printing capabilities available in your area.
2. Contact one or more of the agencies that are sending participants to your site to request assistance in duplicating the materials.
3. Contact agencies that are sending participants and ask for help with the costs of duplication.

PREPARE FOR WRAP-AROUND ACTIVITIES

To add to the value and impact of the program for participants, Site Coordinators are strongly encouraged to convene their viewing audiences at least ½ hour before broadcast time and to continue discussions after the program for at least 1 hour. Even a half-day Live Broadcast provides participants with the opportunity to network and to make arrangements to share information in the future. Discussions may be supplemented by NIC-provided or locally planned exercises or activities.

By adding wraparound activities before and/or after the broadcast, you can extend and enhance its usefulness for the participants at your site. Depending on your time zone, the broadcast will take place at different hours of the day. By planning your local session around the broadcast time, you make your session more productive for participants. Be sure to include any wrap-around activities on the agenda and schedules that participants receive for planning.

Local activities before or after the broadcast can include:

- A review of the objectives of the program;
- Presentations by area experts on the topic addressed;
- Structured or open-ended discussions;
- Viewing and discussion of DVDs related to the topic at hand;
- Panel discussions that add local relevance to the information presented by the national experts;
- Small-group discussions that explore the implications of the information for area agencies;
- Review and sharing of resource materials brought to your broadcast site by site participants;
- Individual or group exercises such as personal or team action planning;

An Action Plan Worksheet is included in the Participant's Guide if relevant to the topic, and is also provided in this guide.

CHECKLIST: PRE-PROGRAM PREPARATIONS

PARTICIPANTS

- Determine the appropriate target participants
- Determine closing date for applications to participate
- Finalize a flyer, letter, and detailed agenda with local information to be sent to invitees
- Send invitations to potential participants and key administrators in your agency and other relevant area agencies and organizations
- Make name tags/tents or have blank ones available

MATERIALS AND REFRESHMENTS

- Download and duplicate the Participant Guide, Facilitator Guide, if applicable, and any other materials for distribution at the program. Required materials can be downloaded from the broadcast's web page. Registered sites will receive an email when materials are available for download.
- Develop and duplicate handouts for the wraparound activities, if needed
- Collect materials for display on the resource table, if appropriate
- Order/make arrangements for refreshments

MEETING SPACE AND EQUIPMENT

- Reserve a meeting space with sufficient space for your expected audience size
- Reserve additional rooms, if needed, for wrap-around activities
- Ensure the meeting space will have a sign-in area as well as sufficient tables, chairs, materials display space, and space for refreshments
- Ensure the meeting space has at least one Internet-linked computer, tested for compatibility, and a reserved voice telephone line
- Ensure you have standing writing easels/pads and markers or chalkboards/whiteboards for group note-taking and discussion
- Ensure you have basic supplies (paper, pens, index cards tape, stapler, etc.)
- Test all equipment and internet connections before the day of the program, using the NIC streaming test dates for each scheduled broadcast

PROGRAM SCHEDULE

- Plan wrap-around activities
- Invite local speakers/presenters (optional)
- Prepare a complete agenda that includes your site's off-air activities, arrival time, etc.
- Assign specific duties and roles to your program team members

DAY OF PROGRAM RESPONSIBILITIES

This is when your preparations and those of the NIC broadcast team come together. Your participants will join thousands of other viewers nationwide as one live audience.

WELCOME YOUR PARTICIPANTS

Site Coordinators are strongly encouraged to convene their viewing audiences at least 1 hour before broadcast time for opening discussions or exercises and to continue discussions after the program. A minimum of 30 minutes is recommended for sign-in and orientation if you are not conducting pre-broadcast activities. Before the broadcast begins, ask the participants to sign in on the Participant Roster and make any necessary corrections.

Place participant name tags/tents on the registration or display table for participants to pick up as they enter the training area. Have materials such as pens and paper available for people who need them.

Pass out the Participant Guide and any additional materials. Be sure participants are aware of the downloadable supplemental reading materials featured on the broadcasts web page, if applicable.

FACILITATE THE LIVE PROGRAM AND LOCAL ACTIVITIES

Be sure and participate in one or more of NIC's live internet streaming tests prior to the live broadcast date, to test your connectivity. Check the room for sound/sight lines. If you are planning any additional pre-program discussions or exercises, allow sufficient time for them before the broadcast begins.

Open the program. At least 15 minutes before the broadcast begins, or as appropriate given your local agenda, ask your participants to be seated and introduce the program:

- Introduce local speakers or panel members, if applicable.
- Review the need to sign in on the Participant Roster and the process for obtaining CEU credits.
- Emphasize the importance of completing the participant's evaluation form, provided in the Participant's Guide.
- Review the broadcast agenda and any participant handouts. (Provided in the Participant Guide).
- Review the supplemental resources identified in the Participant Guide and on the web page for this program.
- Review the ways participants can ask questions of the presenters during the broadcast.
- Have the participants introduce themselves.

View the broadcast and conduct local activities as designated on your time zone schedule. Breaks, information-sharing, and question-and-answer periods will be observed as indicated on the schedule. A schedule of upcoming NIC broadcasts will be displayed during breaks in the program.

KEEP YOUR LOCAL VIEWERS ON TRACK

During the live broadcast, it is important that Site Coordinators remain in the room as participants in the training. You must ensure that your participants stay focused on the content being shared on-screen. Because the speaker is miles away, rather than present in the room and making eye contact with your participants, there can be a tendency for participants to “ignore” the speaker and interact with each other instead.

Participants should not be allowed to engage in conversations during the live broadcast. This will distract your other viewers and cause everyone to miss the content being broadcast. Talking about the ideas presented in the program is encouraged, but it should follow the live broadcast segments.

LOCAL TECHNICAL SUPPORT

Have a technical support person available at all times throughout the program, so the facilitators can remain with the training participants in the event there is a problem.

PARTICIPATING IN THE QUESTION-AND-ANSWER SESSIONS

One or more question-and-answer sessions will be included in the program schedule. Designated times for call-in questions are identified on the agenda. Encourage participants to submit questions to the presenters at the broadcast studio, either by telephone, fax, or e-mail. As many questions as possible will be included in the broadcast, but it may not be possible to answer all calls live, on the air. For programs in which there is not enough time to answer all the participants' questions, the questions and answers will be posted on the NIC broadcast blog within a few weeks of the program.

During the Broadcast:

📞 *On-air live call-in line: (800) 278-4315 (For live calls during the program only)*

✉️ *E-mail address: NIC@KSPS.org*

MAKING PHONE CALLS

The toll-free number will be shown on the screen when it is time for questions from the viewers. Calls should be made from a telephone outside the viewing room to reduce feedback and other noise, or the broadcast volume should be turned down. Use of cell phones is not advised.

Facilitators should manage how questions are asked. Instruct participants to write down their questions for clarity when the phone is answered at the studio. Questions should be short and to the point, and should not have two or three parts. They should not be so specific that only your site is interested in the answer—good questions should be helpful to other participants across the nation. Participants should have back-up questions ready in case someone else asks the same question first.

The call will be answered by an operator, who will ask the participant to state the question clearly and succinctly. The call will be placed on hold as the participant awaits his/her turn to pose the question to the presenters. The wait can take several minutes. When it is his/her turn to speak, the caller should briefly identify his/her name, agency, city, and state, then ask the question—

"Hi, I'm . . . [name] . . . from the Department of in My question is"

After the call is complete, please hang up to end the connection.

USING E-MAIL

Participants can write their questions on index cards and pass them to the front (or back) of the room as the broadcast proceeds. These can then be sent by e-mail.

CONDUCT POST-PROGRAM DISCUSSIONS/ACTIVITIES

After the broadcast ends, follow the program with group discussions, action planning, and/or other activities as scheduled locally.

SHARE CEU INFORMATION

Before your group disperses, remind participants that CEU credits are available and ask them to be sure they are listed correctly on, and have signed, the Participant Roster. CEUs will be available only to persons listed on the site roster.

- See details about Continuing Education Units in this guide.
- Participant Roster is also in this guide.
- You do not need to send in the roster unless you are requesting CEUs.

COLLECT PROGRAM EVALUATIONS

Encourage participants to evaluate the program using the form provided in this guide (see page 32). Collect as many completed evaluations as possible from participants on-site and forward them to NIC. An evaluation form for Site Coordinators is provided in this guide on page 30. This separate evaluation relates to your functions and duties as well as your perspectives on the training. This evaluation needs to be forwarded to NIC.

CHECKLIST: DAY OF PROGRAM

PARTICIPANTS

- Have the Participant Roster form ready for completion by participants as they arrive; be sure each participant signs in to verify attendance for CEU eligibility
- Set out prepared name tags/tents or have blank ones available

MATERIALS AND REFRESHMENTS

- Have sufficient copies ready of the Participant's Guide and any other materials for each attendee.
- Have available review copies of the recommended reading items listed in the Participant's Guide and NIC web site (optional).
- Have available basic supplies for facilitators and participants.
- Place the following at each participant seat (optional):
 - Participant's Guide
 - paper for notes
 - index cards for questions
- Have refreshments available in an area separate from the technical equipment.

EQUIPMENT AND MEETING SPACE

- Organize the meeting space so that the tables and chairs provide adequate sight lines toward the viewing screen.
- Ensure you have standing easels (recommend two) and markers for group note-taking.
- Conduct a last-minute systems test of the telephone, television, receiver, fax, internet connection, videocassette recorder, etc.
- Have the technical support and presenter phone numbers on hand.
- Know who will provide backup on your team so someone can remain with the training participants if there is a problem.

OFF-AIR ACTIVITIES

- Welcome participants, make announcements and introductions, and review the agenda
- Follow your local activity schedule

END OF PROGRAM

- Collect participant evaluations
- Collect final Participant Roster

POST-PROGRAM WRAP-UP

Congratulations on a job well done! Your remaining essential tasks are to:

- Submit the completed participant roster to the address listed on the roster, **ONLY** if you need CEUs.
- Submit completed participant evaluations and your Site Coordinator evaluation form to the NIC Academy within 2 weeks of the broadcast. Be sure to include any recommendations for improving the procedures. If you don't mind being identified, please add your name and phone number so we may follow up on any of your comments.

Send these materials to:

National Institute of Corrections Academy
11900 East Cornell Avenue, Unit C
Aurora, CO 80014
Fax: 303-338-6601

NIC will make DVDs available from the NIC Information Center within a one – two months post program.

☞ **Contact the Information Center @ <http://nicic.gov/HelpDesk>**

CHECKLIST: PROGRAM COMPLETION

- Complete the Site Coordinator's evaluation form. Be sure to include any recommendations for improving the procedures.
- Submit Participant Roster to address on the roster, **ONLY** if CEUs needed.
- Submit the following completed documents to NIC:
 - Participant evaluations
 - Site Coordinator evaluation

KNOW YOUR TIME ZONE

NIC's Live Broadcasts are scheduled so that everyone in the continental United States can participate during daytime business hours, between 9:00 a.m. and 5:00 p.m. NIC will announce the scheduled time for most time zones in the continental USA, but be sure to check it for your specific location. Broadcasts are typically 2 to 3 hours in length, with a 15 minute break at the approximate midpoint.

BROADCAST VIEWING VIA LIVE STREAM

NIC's broadcasts are available to anyone who can connect to our link through a laptop, desktop computer or smart device/tablet. For larger groups, the screen image can be run through an In-Focus projector against a screen or blank wall.

NIC will run a minimum of five (5) live streaming tests so that you and/or your organization can check your connections compatibility prior to the live internet broadcast. To gain access to this feed, please register for broadcasts so that you will receive this critical readiness information.

This information will also be posted to the NIC News and Updates feed of the NIC website at <http://nicic.gov>

TECHNICAL SUPPORT

Technical support is available for broadcasts but it is important that you use the correct support method to get fastest and most accurate assistance.

URGENT SUPPORT OPTIONS

If you require immediate technical assistance, please use the following contact information. **Please be aware that this support may be limited during the live broadcast.**

DAYS LEADING UP TO BROADCAST DAY

Leslie LeMaster, NIC Academy
(800) 995-6429 ext. 6620
llemaster@bop.gov (during broadcast week)

DURING THE BROADCAST

INTERNET VIEWING

Internet stream only – during tests and live program

1-844-411-8811

E-mail address: NIC@KSPS.org

Please have the name of the Broadcast handy when you call in to report streaming issues.

CONTINUING EDUCATION UNITS

CEUs record hours of attendance in a course, workshop or training. You will be awarded 0.1 CEU per hour attended (10 hours = 1 CEU). No academic grade or credit is earned. The site facilitator *must return* the Participant Roster in order to verify your attendance at the workshop or training.

Upon receipt of your completed registration form and payment, EWU will mail you a Certificate of Completion. The form can be found in the "Site Coordinator Forms" section.

Important CEU Information

Cost:	\$22.00 per CEU / workshop or part thereof
Payment Options:	Check or Money Order Only
Deadline:	Please see Participant Manual
Mail or Fax to:	Office of Professional Development 300 Senior Hall Eastern Washington University Cheney WA 99004-2442 FAX: 509.359.2220

The following is the process for receiving CEU's for participants at your site:

1. Site Coordinator for NIC prints out the registration forms, sign in/out sheets and evaluations.
2. At each site, the participants sign in, fill out the registration form, watch the broadcast, share in the discussion, fill out an evaluation of the broadcast and sign out. The sign-in/out sheets & evaluations are required by the IACET which is the board who approves CEUs. We (Eastern Washington University) maintain all records for auditing purposes.
3. When broadcast is done, the site coordinator is responsible for sending to EWU all of the forms listed about with the CEU fees which are \$22.00 per CEU or any part of. 1 CEU = 10 hours. Since most of NIC broadcasts are 3 hours, the fee would be \$22.00 per person.
4. Once EWU has received and processed registrations from a given site, they will mail participants a CEU form, which details the information regarding the course along with the individuals information.

SITE COORDINATOR FORMS

The following forms are to be completed or distributed by the Site Coordinator for the broadcast.

- Continuing Education Units (CEU's) Participant Form
- Participant Roster – Sign In for CEU's
- Participant Roster – Sign Out for CEU's
- Workshop Evaluation for Use with CEU's
- Site Coordinator Program Evaluation
- Participant Broadcast Evaluation



**CEU
REGISTRATION
300 Senior Hall
Cheney, WA 99004-2442**

Phone: 509- 359-7380 1-800- 331-9959 FAX: 509-359-2220
<http://ewu.edu/ce>

Today's Date: _____ Registering for: Fall Winter Spring Summer Year: _____

Last Name	First Name	Middle Name	Previous Name
Current Mailing Address	Street and Number	City	State Zip Code
Email Address	8-5 Phone Number –Including Area Code		Home Phone Number - Including Area Code
Student EWU ID Number <small>(Will be assigned by EWU, if not known)</small>	Social Security Number <small>(Required)</small>	Date of Birth	

Directory Information: Please restrict my personal information

Do you have any Special Needs? Please specify: _____

Gender: Male Female Washington Resident: No Yes Have you previously earned credit through EWU?
From ____/____/____ To ____/____/____ No Yes – Qtr ____ Year ____

Classification Category (Based on completed credits):

<input type="checkbox"/> High School	<input type="checkbox"/> Sophomore (45-89 cr)	<input type="checkbox"/> Bachelors Degree	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> GED	<input type="checkbox"/> Junior (90-134 cr)	<input type="checkbox"/> Graduate (Admitted to EWU Masters)	
<input type="checkbox"/> Certificate	<input type="checkbox"/> Senior (135 or more cr)	<input type="checkbox"/> Completed Doctoral Degree	
<input type="checkbox"/> Freshman (1-44 cr)	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Non-Credit / Professional Development	

Optional:

What race do you consider yourself? (Check all that apply)

<input type="checkbox"/> White/Caucasian (800)	<input type="checkbox"/> Black/African American (870)	<input type="checkbox"/> Chinese (605)
<input type="checkbox"/> Eskimo (935)	<input type="checkbox"/> Aleut (941)	<input type="checkbox"/> American Indian (597) Name of Principal or enrolled tribe: _____
<input type="checkbox"/> Korean (612)	<input type="checkbox"/> Filipino (608)	<input type="checkbox"/> Vietnamese (619)
<input type="checkbox"/> Asian Indian (600)	<input type="checkbox"/> Guamanian (660)	<input type="checkbox"/> Samoan (655)
<input type="checkbox"/> Hawaiian (653)	<input type="checkbox"/> Japanese (611)	<input type="checkbox"/> Other Asian or Pacific Islander: _____ Specify one group, for example Thai, Cambodian, etc.

Are you of Spanish/Hispanic origin? (Check all that apply)

<input type="checkbox"/> No. Not Spanish/Hispanic (999)	<input type="checkbox"/> Yes. Mexican/Mexican American (722)	<input type="checkbox"/> Yes. Cuban (709)	<input type="checkbox"/> Yes. Other Spanish/Hispanic: _____ Specify one group, for example Columbian, Spaniard, etc.
<input type="checkbox"/> Yes. Chicano/Chicana (705)	<input type="checkbox"/> Yes. Puerto Rican (727)		

Course Information:

Subject Code: <small>(Please leave blank)</small>	Course Title:	Event Date(s):	Location:	CEU
			Satellite Broadcast	.3

Submit Registration and Tuition to:
Eastern Washington University
Continuing Education and Professional Advancement
300 Senior Hall, Cheney, WA 99004-2442 or Fax 509.359.2220

<p style="text-align:center;">Course Fee</p> <p style="text-align:center;">\$22.00 per CEU</p> <p style="text-align:center;">(All or any part of)</p>	<p><input type="checkbox"/> Check <small>(Payable to EWU)</small></p> <p style="text-align:right;"><input type="checkbox"/> Money Order</p> <p>Amount: _____</p>
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Eligible taxpayers may claim a tax credit on EWU courses. For more detailed information, please refer to IRS Publication 3064.
"Notice 97-60 Education Tax Incentive." For purposes of the new Hope and Lifelong Learning tax credits. Federal Law
(Section 6109 of the Internal Revenue Code) requires the University to obtain your Social Security Number. Thank you for your cooperation.

PARTICIPANT ROSTER – SIGN IN FORM FOR CEU’S

Sign –In Sheet for CEU Certificate

Internet Broadcast Title:

Date: Time:

<i>Print Name</i>	<i>Signature</i>
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PARTICIPANT ROSTER – SIGN OUT FORM FOR CEU’S

Sign –Out Sheet for CEU Certificate

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**Office of Continuing Education & Professional Advancement
Workshop Evaluation**

Satellite Broadcast

Title: _____

Location: Satellite Broadcast _____ **CEU:** .3

Date(s): _____ **Time(s):** 12:00 p.m -3:00 pm EST

Facilitator: National Institute of Corrections / Leslie LeMaster

Your feedback is important. It is the basis of our continuous improvement to ensure that programs meet or exceed your expectations. Thank you for taking the time to complete this evaluation.

Response Code

5-Excellent 4-Good 3-Adequate 2-Poor 1-Desire changes

Instructor Effectiveness

Knowledge of subject	5	4	3	2	1
Ability to teach according to the student's level	5	4	3	2	1
Organization of class meeting	5	4	3	2	1
Ability to answer questions	5	4	3	2	1
Ability to encourage participation	5	4	3	2	1

Course Information

Written course objectives met expectations	5	4	3	2	1
Course written materials contributed to learning	5	4	3	2	1

Facilities and General

Comfort of classroom for learning	5	4	3	2	1
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Overall

Overall, I rate the learning experience	5	4	3	2	1
I would recommend this course to others		Yes		No	

Comments: Suggestions for improvement

SITE COORDINATOR - PROGRAM EVALUATION FORM

NIC values your feedback on its broadcast programs. By completing this evaluation, you will assist NIC in its commitment to high-quality and productive broadcast training programs. Please complete this form and mail or fax it to NIC at the address or fax number below. Please type or print the information requested.

Program Name: _____

Program Date: _____

In what type of organizational setting did you view the program? (Check one.)

- Prison/state corrections agency
- Jail/local corrections
- Community-based corrections
- Other (describe)

How did you learn about this program?

- NIC website
- NIC online community
- NIC flyer
- Social media
- Magazine/journal article
- Colleagues/personal contacts
- Other (describe)

How could NIC improve this type of learning experience for our viewers?

Describe local activities conducted before or after this program (e.g, group discussions, invited speakers):

Please provide any additional comments:

Do you have any suggestions for topics for broadcast programs?

Overall Evaluation (Check one response):

- Program was good
- Program was fair
- Program was disappointing

May we contact you to follow up on your feedback? If so, please print:

Name: _____

Agency: _____

Mailing Address: _____

Telephone (include Area Code): _____

Fax: _____

E-Mail Address: _____

Mail or fax this evaluation to:

National Institute of Corrections Academy
11900 East Cornell Avenue, Unit C
Aurora, CO 80014
Fax: 303-338-6601

PARTICIPANT - PROGRAM EVALUATION FORM

NIC values your feedback on its broadcast programs. By completing this evaluation, you will assist NIC in its commitment to high-quality and productive broadcast training programs. Please complete this form and mail or fax it to NIC at the address or fax number below. Please type or print the information requested.

Program Name: _____

Program Date: _____

In what type of organizational setting did you view the program? (Check one.)

- Prison/state corrections agency
- Jail/local corrections
- Community-based corrections
- Other (describe)

What did you learn during today's broadcast?

What delivery strategies (video clips, graphics, presentation strategies, etc.) were most effective for you? Why were they effective for you?

What delivery strategies (video clips, graphics, presentation strategies, etc.) were *NOT* effective for you? Why were they *NOT* effective for you?

Describe local activities conducted before or after this program (e.g, group discussions, invited speakers):

Please provide any additional comments:

Do you have any suggestions for topics for broadcast programs?

Overall Evaluation (Check one response):

- Program was excellent
- Program was good
- Program was fair
- Program was disappointing

May we contact you to follow up on your feedback? If so, please print:

Name: _____

Agency: _____

Mailing Address: _____

Telephone (include Area Code): _____

Fax: _____

E-Mail Address: _____

Mail or fax this evaluation to:

National Institute of Corrections Academy
11900 East Cornell Avenue, Unit C
Aurora, CO 80014
Fax: 303-338-6601