**20:75:04:19.  Evaluating learning activity quality.** Continuing professional education program sponsors must have an effective means for evaluating learning activity quality as to content and presentation. A program sponsor must provide a mechanism for a CPA or PA participating in a program to evaluate whether learning objectives and learning outcomes were met. Evaluation should be solicited from each participant either in writing or electronically to determine the following:

 (1)  Stated learning objectives were met;

 (2)  Prerequisite requirements were appropriate, if applicable;

 (3)  Program materials were accurate, relevant, and contributed to the achievement of the learning objectives;

 (4)  Time allotted to the learning activity was appropriate;

 (5)  Individual instructors were effective, if applicable;

 (6)  Facilities and technological equipment were appropriate;

 (7)  Handout or advance preparation materials were satisfactory; and

 (8)  Audio and video materials were effective.

 Program sponsors must periodically review evaluation results to assess program effectiveness and inform developers and instructors of evaluation results.

 Program sponsors must ensure instructional methods used are appropriate for the learning activities. Learning activities must be presented in a manner consistent with the descriptive and technical materials provided. Informal organizations sponsoring continuing professional education courses may abdicate retention of required documentation to the participating CPA or PA.

 **Source:** 31 SDR 97, adopted December 17, 2004, effective July 1, 2005.

 **General Authority:** SDCL 36-20B-12(3).

 **Law Implemented:** SDCL 36-20B-27.