



**MEDIATE BC SOCIETY
COURSE ASSESSMENT FORM**

Name of Institution/Training Organization/Trainer: _____

Name of Course: _____

Name of Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

1. Documentation:

I have attached the following documents/information:

- | | |
|---|---|
| <input type="checkbox"/> Course description (<i>see Criteria 1-i</i>) | <input type="checkbox"/> Qualifications of instructor(s) (<i>see Criteria 7</i>) |
| <input type="checkbox"/> Course overview (<i>see Criteria 1-ii</i>) | <input type="checkbox"/> Qualifications of coach(es) (<i>see Criteria 7</i>) |
| <input type="checkbox"/> Course agenda/outline (<i>see Criteria 6</i>) | <input type="checkbox"/> Description of instructional methods (<i>see Criteria 8</i>) |
| <input type="checkbox"/> Course materials provided to students (<i>see Criteria 5</i>)
(<i>Please list</i>): | <input type="checkbox"/> Description of evaluation methods (<i>see Criteria 9</i>) |
| _____ | <input type="checkbox"/> Complete set of student course evaluations (<i>Optional</i>) |
| _____ | <input type="checkbox"/> Information on course history (<i>see Criteria 10</i>) |
| _____ | <input type="checkbox"/> Other (<i>Please specify</i>): |
| _____ | _____ |
| _____ | _____ |

2. Course assessment fee:

I have attached a cheque in the amount of \$275.63 (\$262.50 + GST) payable to the Mediate BC Society in payment of the course assessment fee.

3. Declaration/Consent:

I, the undersigned:

- i) verify that the information contained in this application and accompanying documentation is correct to the best of my knowledge, and
- ii) give my consent for the Roster Committee or Mediator Roster Manager to enquire into any representation made on this application or accompanying documentation for the purpose of clarifying whether the course has met Mediate BC's Roster criteria for course acceptability.

Signature: _____

Date: _____

Please mail your completed form and attachments to:

Mediate BC Society
Attn: Mediator Roster Program
Suite 177 – 800 Hornby Street
Vancouver, B.C. V6Z 2C5