



IPAC Canada

Acknowledgement of Education Courses

Annual Update Form

Complete all sections. Save a copy for your records, and email with all additional required documentation to IPAC Canada, at executivedirector@ipac-canada.org

Course Provider: _____

Name and position of representative: _____

Mailing address: _____

Telephone: _____ Fax: _____ Email: _____

Date of original acknowledgement: _____ Date of Annual Update: _____

Name of course and course number (if applicable): _____

1. Course Activity

Please identify when the course was offered in the past year. If the course was not offered in the past year, please explain why not and when it will next be offered.

Please identify how many students were initially enrolled and the number who successfully completed the course. If students registered and did not successfully complete the course, please describe the reasons (e.g., withdrew, failed)

2. Course Changes

Please briefly describe any changes in the following since the acknowledgement was originally granted. Focus on major changes that result in the current course being significantly different from the course initially acknowledged (e.g., deletion of a content area or change in grading criteria). Describe the impact the changes are expected to have on the ability of students to meet the course objectives.

Curriculum content/ learning objectives

Course length and/or delivery methods

Faculty teaching the course

Organizational resources available for supporting the course (e.g. admin support, librarian, etc.)

Evaluation of student learning (e.g., grading scheme, evaluation methods)

Other

3. Course Evaluation and Updating

Please briefly describe the methods used in the past year for evaluating the course and provide both a summary of results and detailed examples of how results were used (e.g., specific changes implemented based on specific feedback or issues identified).

*For assistance, please contact IPAC Canada at executivedirector@ipac-canada.org
or 1-866-999-7111*
