



IPAC Canada

*Endorsement of Basic Education Courses for Infection Prevention & Control Practitioners  
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](mailto:executivedirector@ipac-canada.org)**

**Educational Institution:** \_\_\_\_\_

**Name and position of representative:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of original endorsement:** \_\_\_\_\_ **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 endorsement was originally granted. Focus on major changes that result in the current course being significantly different from the course initially endorsed (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, librarians, 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](mailto:executivedirector@ipac-canada.org)  
or 1-866-999-7111*