# CLASSROOM AUDIT FORM

<table>
<thead>
<tr>
<th>Audit Date</th>
<th>Audit Location</th>
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<thead>
<tr>
<th>Provider Name</th>
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<table>
<thead>
<tr>
<th>Course Name</th>
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<tr>
<th>Instructor’s Name(s) &amp; Number (PRINT)</th>
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1. The **Course Introduction Statement** must be disseminated (orally or in writing) to all students at the beginning of the course. Was this completed?  
   - Yes  
   - No

2. Did the course begin at the time at which it was scheduled?  
   - Yes  
   - No

3. How many students were in attendance during the audit?  
   - 

4. Did the Instructor check attendance at the beginning of the course?  
   - Yes  
   - No

5. Did the Instructor verify attendance at the completion of the course?  
   - Yes  
   - No

6. What were the number of credit hours this course is approved for?  
   - 

7. What are the number of hours per day this course was taught (also indicate the number of breaks and duration of breaks per day)?  
   - Hours
   - Breaks

8. Was the approved content outline for this course followed by the Instructor?  
   - Yes  
   - No

9. Did the course cover the course materials as described (either by outline or by promotional material)?  
   - Yes  
   - No

10. Did the course end at the time at which it was scheduled?  
    - Yes  
    - No

   **NO** if no, explain.__________________________________________________________

**Commented [RT1]:** The audit items on the form were identified from NAIC Continuing Education Classroom Course Recommendations guidelines, adopted 2016.

**Commented [RT2]:** Virginia uses a course introduction statement.

**Commented [RT3]:** (Provider must verify the identify and license number, or NPN of all students).
11. Were students paying attention while the course was conducted?  
☐ YES  ☐ NO

Please supply a written explanation by number on the back of this form to any NO responses you have checked above.

__________________________________________________________________________

__________________________________________________________________________

12. If any of the students arrived late, describe how the Instructor handled them as far as reporting of attendance.

__________________________________________________________________________

__________________________________________________________________________

13. Describe how the Instructor handled questions regarding course material.

__________________________________________________________________________

__________________________________________________________________________

14. Describe how the Instructor verified that students were in attendance for the entire course.

__________________________________________________________________________

__________________________________________________________________________