

Annual Reports and Review Reports

Applying and Optimizing Feedback

This resource provides guidance to organizations (primarily current APA-approved sponsors) who have received feedback for response vis-à-vis Annual and Review Reports. This information outlines how organizations may apply and optimize feedback from these reports in a sustained manner.

NB: This guidance is designed to complement requirements outlined in the [Policies and Procedures Manual](#) regarding terms of approval for APA CE sponsors.

The basics:

- Annual and Review Reports include critical feedback from the Continuing Education Committee (CEC) and Office of CE Sponsor Approval (CESA)
- Organizations are required to address each concern/request outlined in their Annual and Review Reports

Tips and tricks for addressing feedback:

- (1) Establish a sustained action plan to optimize your Annual and/or Review Report feedback
- (2) Ensure your program planning individual(s) is/are **continually** addressing feedback from your Annual/Review Report in an **ongoing** manner
- (3) Create calendar reminders with planning members, instructors, and key administrators to periodically evaluate your adherence to the [Standards and Criteria](#)—particularly those areas that were identified in your Annual and/or Review Reports
- (4) Utilize feedback from your participant evaluation data to improve your programs and processes
- (5) [Contact the CESA office](#) when you need guidance and ideas for best practice when addressing feedback received in your Annual and/or Review Report
- (6) **Apply the feedback from your Annual and/or Review Reports within your renewal applications to demonstrate that your organization implements feedback on a consistent and ongoing basis!**