

NORTH CAROLINA  
CERTIFIED PEER SUPPORT SPECIALIST PROGRAM

**Course Modification and Evaluation  
Guidelines (CSEG) Tool**



**December, 2022**

## Introduction

This Course Modification and Evaluation Guidelines (CMEG) Tool is designed to support the assessment of the North Carolina Certified Peer Support Specialist (NC CPSS) changes to the Instructor's Manual presented to the Behavioral Health Springboard (BHS) and North Carolina Division of Mental Health Developmental Disabilities and Substance Abuse Services (NC DMH/DD/SAS) for review. The course owner is required to show that the changes will enhance the content and training of the course. The review process will ensure that the changes will align with the domains and teaching methods are presented to teach these updates (in the case of changes to content).

## How to Use this Document

This evaluation document is designed to help the evaluator of the Instructor's Manual to identify the changes made to an approved course .

### For Course Owners

Course Owners are required to use this document to specify by page and paragraph:

- The precise locations of all changes (i.e., including all PowerPoint slides, handouts) including teaching methods.
- The specifics of how each the new changes will be taught if modifications are made to content. **Teaching methods must precede or align with the content.**

***Course providers must also complete page 3, The Submission Checklist.***

### For Evaluators:

For each core concept, evaluators assess whether the changes enhances the course and adequately teach a core concept and includes instructions to the trainer on how to teach each core concept (if new content is added).

**All forms requesting information must be completed at course submission  
Submission Checklist**

Course Name (or Title) \_\_\_\_\_

Length of Program \_\_\_\_\_

Course Developer \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Signature of Contact: \_\_\_\_\_

**The course developer must provide 3 hard/paper copies (in 3 ring binders) of the updated Instructor’s Manual and additional materials (PowerPoints slide presentation and addendum) and one electronic copy of all documents listed below in MS Word, PowerPoint, or compatible file types.**

Item to Submit	3 Hard Copies	1 Electronic
<b>Instructor’s Manual (Modified)</b>		
Submission Document		
Training materials (Handouts, DVD, Video, Audio)		
Course Fee	\$600	

The electronic copy of your course materials can be emailed to the NCCPSS Program at [pssregistry@unc.edu](mailto:pssregistry@unc.edu)

**Summary Evaluation**

**Evaluation Date:** \_\_\_\_\_

**Evaluators Name:**

**Signatures:**

_____	_____
_____	_____
_____	_____

How would you (the evaluator) rate this course?

<b>Approved</b>	<b>Needs Modification</b>
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If you (the evaluator) did not approve the course, did you provide evidence as to what parts need modification?

Yes      No

**Evaluator Summary Comments:** For courses needing modification, please provide a summary of the areas that need modification or why you did not approve the course.

**Example Page: Only complete Columns 1, 2, 3 and 5**

<b>Domain #:</b>	<b>Core Concept:</b> Which core concept is this change affecting?	<b>Course Developer:</b> Where in the instructor's manual is the change (Page and Paragraph)?	<b>Course Reviewer:</b> Does the change align with the core concept? <b>(Y/N)</b>	<b>Course Developer:</b> Where in the instructor's manual is the updated Teaching method(s) specified? (Page and Paragraph)	<b>Course Reviewer:</b> Does the Teaching Method teach the updated content? <b>(Y/N)</b>	<b>Course Reviewer:</b> Comments
1A	Example 1	Page 1, 2 <sup>nd</sup> – 4 <sup>th</sup> Paragraphs Page 215 -217 starting at paragraph 4 on 215 and ending at paragraph 1 on page 217. Slide 26, handout 5,		Chapter 1 page 1 (Entire page)		
1B	Example 2	Page 13, # 2 & 3 Page 20, bullet point 15. Page 32 # 4. Handout # 5 page 263		Page 13, A, B, & E. Page 20, A & B Page 32, See trainer instructions on page 32 which include handout # 5 and page 263		

**This course review document is to assess whether the changes to the instructor’s manual aligns with the core concepts and teaching methods. Please check pages one and two to see how a course owner or evaluator should use this document.**

**Note: Teaching Methods MUST precede or align with content.**

<b>Domain #:</b>	<b>Core Concept:</b> Which core concept is this change affecting?	<b>Course Developer:</b> Where in the instructor’s manual is the change (Page and Paragraph)?	<b>Course Reviewer:</b> Does the change align with the core concept? (Y/N)	<b>Course Developer:</b> Where in the instructor’s manual is the updated Teaching method(s) specified? (Page and Paragraph)	<b>Course Reviewer:</b> Does the Teaching Method teach the updated content? (Y/N)	<b>Course Reviewer:</b> Comments