

**Ohio Division of Real Estate & Professional Licensing
Education Section Course Audit Checklist**

77 South High Street, 20th Floor Columbus, OH 43216-6133

(614) 466-4100

School/Provider		Course Title	
Instructor		Course Length in Hours: Planned/Actual	Date
Location		Time Arrived	Time Departed
Anonymous Audit?	If not, when was your identity made known?		Monitor Name

1.	ADMINISTRATION			
a.	Orderly registration/reception?	Y	N	
b.	Is attendance monitored effectively?	Y	N	
c.	Approximate number of learners?			
d.	Does class start on time?	Y	N	
e.	Are late arrivals denied continuing education credit?	Y	N	
f.	Is a course syllabus/outline provided for each student?	Y	N	
g.	Are additional handout materials distributed timely/efficiently?	Y	N	n/a
h.	Are class breaks allotted effectively?	Y	N	n/a
i.	Is a sign in/out sheet used for non scheduled breaks?	Y	N	n/a
j.	Are excessive individual breaks prevented/controlled?	Y	N	
k.	Is there a classroom exam?	Y	N	
l.	Is the classroom exam controlled/graded effectively?	Y	N	n/a
m.	Is distribution of course completion certificates controlled effectively?	Y	N	
n..	Does class end on time?	Y	N	
o.	Are instructions provided regarding use of cell phones/pagers during class time?	Y	N	n/a
2.	FACILITY			
a.	Is the facility easy to find?	Y	N	
b.	Is parking adequate to the number of learners?	Y	N	
c.	Is the classroom ADA accessible?	Y	N	
d.	Is classroom lighting adequate?	Y	N	
e.	Are restrooms adequate to the number of learners?	Y	N	
f.	Are heating, ventilation, & a/c. adequate, as appropriate?	Y	N	
g.	Free from outside noise/distraction?	Y	N	
h.	Writing surface for each learner?	Y	N	

i.	Does the number of seats match the room size and number of learners?	Y	N	
j.	Is seating appropriately comfortable to a professional classroom?	Y	N	
k.	Does the room setup afford an unobstructed view from every seat?	Y	N	
l.	Does the room setup enable the instructor to always face the learners?	Y	N	
3.	TEACHING AIDS			
a.	Are handouts legible, professional, spelled and numbered correctly?	Y	N	n/a
b.	Do course materials appear to conform to copyright guidelines?	Y	N	
c.	Are visual aids used effectively?	Y	N	n/a
d.	Is color application appropriate?	Y	N	n/a
e.	Are projected images, easels and writing boards large enough to be seen by all learners?	Y	N	n/a
f.	Is the projector turned off (when not in use) & on (to redirect focus)?	Y	N	n/a
g.	Does the instructor avoid crossing between the projector and screen?	Y	N	n/a
h.	Does the instructor avoid blocking the learners' view of the visual aids?	Y	N	n/a
i.	Is a sound system in use?	Y	N	
j.	Should a sound system have been used?	Y	N	
k.	Does the instructor have a copy of the red law book for referrals and answering questions from learners?	Y	N	n/a
4.	COURSE CONTENT/FLOW			
a.	Is the approved topic outline followed?	Y	N	
b.	Is the approved timeline followed?	Y	N	
c.	Are all topics in the outline covered?	Y	N	
d.	Is the course appropriate for the approved time?	Y	N	

1.	INSTRUCTOR	Poor	Fair	Good	Excellent
a.	Arrives well in advance of start time.				
b.	Professionally attired/groomed.				
c.	Prepared/well organized				
d.	Positive toward the subject matter				
e.	Appropriate movement around room				
f.	Smooth, effortless use of visual aids.				
g.	Deviates from prepared outline only to meet specific needs.				
h.	Covers all course material, and no extraneous material.				
2.	EFFECT ON LEARNING PROCESS				
a.	Teaches to the learner's level of understanding (explains new terminology, acronyms, concepts – does not talk over the learners' heads).				
b.	Explains need-to-know and relates to learner's existing knowledge.				
c.	Teaches to understand rather than just to memorize.				
d.	Encourages learner participation in overall learning process.				
e.	Encourages questions from learners (more than just "Are there any questions?"), but does not let questions take over the class.				
f.	Restates questions for full class before answering.				
g.	Instructor addresses obvious non participation of individuals.				
3.	COMMAND OF SUBJECT MATTER				
a.	Facts and material are current and accurate.				
b.	Opinions are clearly distinguished from fact/course material.				
c.	Avoids statements or examples that cause confusion among learners.				
d.	Avoids skipping or broad-brush treatment of subjects due to time mismanagement.				
e.	Correct terminology is used throughout course.				
4.	PRESENTATION				
a.	Welcoming remarks make learners feel welcome, focuses learners' attention				
b.	States learning objectives at outset (of each topic/block, as appropriate)				
c.	Uses effective bridges/transitions between subjects. (World's worst bridge: "Let's go on to the next topic...")				
d.	Re-states achievement of learning objectives in summary (of each block as appropriate)				
e.	Avoids ridicule, sarcasm, cynicism of learners or others				
f.	Used presentation strategies other than lecture (role play, simulation, small group breakout/problem solving, case studies, etc. – please specify)				
g.	Holds learners' attention (including back rows)				

Monitor comments, or explanation of markings: _____

This critique is the subjective opinion of the monitor, and is intended to enhance consideration of the interrelated factors of the overall learning environment. This is a courtesy report only and may be provided to the provider and or instructor. Information hereon may be considered as part of a course content approval/renewal process.