



# The Practicing Institute of Engineering, Inc.

## Course Submittal Form

# \_\_\_\_\_  
(For Institute use only)

Course/Activity Name: \_\_\_\_\_

Name(s) of Presenter(s): \_\_\_\_\_

Training Provider: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

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

Email: \_\_\_\_\_

Date & Place course/activity first to be presented: \_\_\_\_\_

Brief Subject Description (10-25 words): \_\_\_\_\_

Primary Target Audience: \_\_\_\_\_

Course/Activity Objective: \_\_\_\_\_

Course Prerequisites: \_\_\_\_\_

Assessment of learning (i.e. test, quiz, planned structured Q & A session, etc.): \_\_\_\_\_

*See PIE Procedures Manual Section 4.11*

**Required Supporting Material:** Must be received a minimum of **3 weeks** prior to initial presentation for evaluation by PIE; if received less than 3 weeks before the event the submittal is subject to a \$75 surcharge for expedited service.

- A resume or bio is attached for each speaker (to demonstrate the speaker's qualifications to speak on the topic).
- A sufficiently detailed course outline with contact time is attached to demonstrate the appropriateness of the material.
- A copy of the presentation slides and/or handouts or other course materials is attached.
- An Assessment of Learning consistent with PIE Procedures Manual Section 4.11.

\_\_\_\_\_ Professional development hours of continuing education credit (PDH) requested.

Note: The minimum credit allowed for any training shall be 1.0 PDH. Fractional PDHs are allowed if the training activity is greater than 1.0. To obtain an hour's credit, at least 50 minutes must be instruction. Breaks and administrative time are to be deducted. Sufficient schedule information must be provided in the outline to allow for evaluation of actual instructional contact time. Assessed PDH value may be less than requested.

- Indicate here if paying by check **and** emailing or faxing supporting material. A 2<sup>nd</sup> copy of this form **must** accompany check.

**Fee Schedule:** You must check one box each in section A and B.

**Section A**

- Evaluation Fee **non-refundable** (\$25.00) is enclosed.
- Course was evaluated prior to submission by \_\_\_\_\_ (no evaluation fee required)

**Section B Course Registration Fee** (refundable if course not approved.)

- Not-for-profit\* training providers: \$ 75.00 (\* Must provide evidence of recognized not-for-profit status.)
- Commercial training providers: \$175.00

**Section C** (Optional and non-refundable if course not approved)

- Expedited service fee for late submittals \$75.00 (Required if **complete** application is not received by PIE 3 weeks prior to event)

**Total Fee (A+B+C):** \$ \_\_\_\_\_

**Payment Information (Choose One):**

Check enclosed. Payable to: **The Practicing Institute of Engineering, Inc.** Mail to: 6 Airline Dr, Albany, NY 12205

Please charge to my **VISA, MasterCard, Discover Card** or **Amex** (complete information below)

Card# \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

Card Security Code (CSC) \_\_\_\_\_ (3 digit code on the back of card, AMEX has 4 digits on front of card)

Card holders name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

This application is for accreditation to satisfy mandatory Continuing Education requirements for the following design professionals licensed in NYS:

**Check all that apply**  Professional Engineering  Architecture  Land Surveying  Landscape Architecture

Course enrollment is open to public and I would like it to be advertised on the PIE website (Optional)

Signature: \_\_\_\_\_

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