

Program/Course Submittal Instructions

PIE cannot approve a course/activity that has already occurred. This is per New York State Education Department Continuing Education Sponsor Approval Standard 2 – Courses/Activities.

READ CAREFULLY. INCOMPLETE SUBMITTALS ARE NOT PROCESSED.

- 1. Collect the necessary forms** - Program Submittal Form (available at www.practicinginstitute.org)
- 2. Gather Course Information** -
 - A. Outline of Presentation (this outline must have sufficient detail to demonstrate the technical content of the material, and the length of time for technical instruction.)
 - B. Presenter's resume (more than one presenter? Submit a resume for each one.)
 - C. A copy of the Presentation (this should include: slides, handouts, and/or any other course materials.)
- 3. Assessment of learning** - If you decide to go with a Q & A, give an example of the questions that will be asked/answered. If you decide to go with a test or a course evaluation form, include a copy in your submittal. If your course is submitted as a PowerPoint Presentation, questions should be integrated into the presentation.
- 4. Multiple Course/Seminar/Conference** – Conferences/Seminars that consist of multiple programs or courses must be submitted and approved individually, UNLESS seminar attendees are required to attend every program/course, in which case the Conference/Seminar can be evaluated as a whole. No partial credit/attendance is acceptable.
- 5. PDH Credit** – Minimum credit allowed for any training is 1.0 PDH and must contain a minimum of 50 minutes of technical instruction. Fractional PDH's are allowed if the training is greater than 1.0 PDH.
- 6. Prepare payment** - A fee schedule appears on the Program Submittal Form. It offers two basic divisions in payment categories: Either you (the training Provider) are a For-Profit or a Not-For Profit Entity (generally have a tax status of 501(c)). Not-For-Profit fees will only be honored if proof of status is submitted with application. You may pay via Visa or Mastercard, or by check. Credit card information must include card holder signature. Checks shall be payable to: **The Practicing Institute of Engineering, Inc (PIE).**
NOTE: If you are paying by check a copy of the Program Submittal Form MUST accompany your check, even if other paperwork has been emailed or faxed. Your application will not be considered complete until payment is received.
- 7. Submit paperwork using one of the following methods:**
 - A. Via US Postal Service or Private Courier Service (UPS, FedEx, DHL, etc)
Send to: **The Practicing Institute of Engineering, Inc, 6 Airline Dr, Albany, NY 12205**
 - B. Via Fax: **The Practicing Institute of Engineering, Inc. (518)-283-7495**
 - C. Via Email: piemail@nysspe.org
NOTE: If using option either B. or C., and paying by check, you must indicate it on Program Submittal Form. A duplicate copy of the Program Submittal Form must then accompany your mailed check. Your application will not be considered complete until payment is received.
- 8. Evaluation Time** - PIE asks for 3 weeks minimum, to review and evaluate your program. Anything under 3 weeks constitutes an expedited program and is subject to an additional fee. At least one week of processing time is required for all submittals.
- 9. Approval Process** - PIE will email the contact person on the program submittal form with the results of the Evaluation. If the program is approved, the training provider contact has to sign a training provider agreement and send it back to PIE. Once the training agreement is received, PIE will email a template certificate for attendees along with an attendance sheet for use. It is the training provider's responsibility to have all attendees sign in on the attendance sheet and give them a certificate at the completion of the course. Then ALL attendance sheet(s) must be returned to PIE HQ's within **14 days of the event.**

The course is approved for ONE year. The training provider can offer this course as many times as they like within that one year, provided that the course presentation and the speakers have not been changed. Renewal of the course after 1 year is optional and is dependant upon prior performance. All PIE Approved courses are assigned a PS number which should appear on all course certificates and attendance sheets.