

Form 1-SB. PE/LS

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of the Professions
 State Board for Engineering and Land Surveying
 www.op.nysed.gov/prof/pels/

Department Use Only

Application for Approval as a Continuing Education Sponsor for Professional Engineering and/or Land Surveying

At least 90 days in advance of offering course/activities, send a completed application with the required attachments and the applicable fee of \$900 to the address at the end of the form. In addition to mailing the application, please e-mail a copy of the application to the State Board for Engineering and Land Surveying at enginbd@mail.nysed.gov to assist in processing. Make your check or money order payable to New York State Education Department. Note: APPROVALS ARE FOR A THREE-YEAR PERIOD.

<input type="checkbox"/>	16 - Eng	\$900	VN
<input type="checkbox"/>	15 - LS	\$900	VN

Approved Effective Date

Denied Notification Date

Check One: Initial Application Renewal Application

Name of Organization:

Mailing Address:

Contact Person:

Telephone Number:

Fax Number:

E-mail Address:

Web Site Address:

Courses will be offered to: Professional Engineers Land Surveyors

Each item below is a standard for State Education Department approval as a continuing education sponsor for professional engineering and/or land surveying as set forth in subdivision (i) of Sections 68.11 and 68.12 of the Regulations of the Commissioner of Education. To demonstrate that your organization is in compliance with these standards, please provide the information requested below.

Standard 1 – Organization. Applicant is an organized educational entity or entity that has expertise in the professional area being taught.

1 The organization indicated above is (check one):

a national, state, or local association in: engineering land surveying

a local, state or federal government agency

a post secondary institution

an entity that has expertise in: engineering land surveying

please explain: _____

another organized educational entity, please explain: _____

2 Attach a copy of the charter or certificate of incorporation for the organization.

3 Attach a list of the names, titles, and addresses of the organization's officers, board of directors/trustees, and, if applicable, principle stockholders.

4 Attach a statement describing the organization's primary purpose or mission.

5 Attach a description of any secondary purpose.

6 Attach the statement of the goals of the organization's continuing education program.

Standard 2 – Courses. Courses are offered in appropriate subject areas.

7 Check all subject areas you intend to offer:

Subject Area	Engineering	Land Surveying
Aerospace	<input type="checkbox"/>	
Agricultural	<input type="checkbox"/>	
Architectural	<input type="checkbox"/>	
Biological	<input type="checkbox"/>	
Ceramic	<input type="checkbox"/>	
Chemical	<input type="checkbox"/>	
Civil	<input type="checkbox"/>	
Construction	<input type="checkbox"/>	
Control Systems	<input type="checkbox"/>	
Electrical/Computer	<input type="checkbox"/>	
Environmental	<input type="checkbox"/>	
Fire Protection	<input type="checkbox"/>	
Geological	<input type="checkbox"/>	
Industrial	<input type="checkbox"/>	
Manufacturing	<input type="checkbox"/>	
Mechanical	<input type="checkbox"/>	
Materials/Metallurgical	<input type="checkbox"/>	
Mining/Mineral	<input type="checkbox"/>	
Naval Architecture/Marine	<input type="checkbox"/>	
Architecture	<input type="checkbox"/>	
Other topics that contribute to professional practice of engineering as defined in Section 7211 of Education Law	<input type="checkbox"/>	
Land Surveying Methods and Techniques	<input type="checkbox"/>	<input type="checkbox"/>
Other topics that contribute to professional practice of land surveying as defined in Section 7212 of Education Law	<input type="checkbox"/>	<input type="checkbox"/>
Codes, acts, laws, and regulations governing the practice of engineering and/or land surveying	<input type="checkbox"/>	<input type="checkbox"/>
Other matters of law and ethics that contribute to the health and welfare of the public (specify below)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

8 Provide a course/activity description or a copy of a course/activity outline/program/brochure for each planned course/activity that includes: (a) title; (b) names and qualifications of the presenter(s) for each lecture or topic; (c) description of course/activity content; (d) location, date, and time; (e) starting and ending times of each session or lecture; (f) a description of the teaching methods to be used; (g) the learning objectives of the course/activity; (h) costs, refunds, and cancellation policies; and (i) the length of the course/activity.

9 Attach a description of your procedures to identify, design and evaluate courses/activities before you offer them.

10 Attach a description of your procedures and methods to evaluate the effectiveness and overall quality of your courses/programs. Indicate what part participants play in the evaluation process and on what basis courses/programs are updated or modified.

Standard 3 – Instructors. Instructors are qualified to teach the courses/programs which will be offered.

- 11** Attach a description of your procedures and criteria to select instructors.
- 12** Attach a description of your procedures and criteria to evaluate instructors' performance.
- 13** Attach a roster of full-time and part-time instructors, if applicable.
- 14** Provide a curriculum vitae or resume for each instructor that (1) demonstrates his or her qualification to conduct the course(s)/activities and (2) includes at least his or her: (a) name; (b) current employment title; (c) degree(s) earned, with name and location of institution, major, and date received; (d) licensure status; (e) teaching experience; and (f) previous professional positions.
- 15** Provide job descriptions for instructors if specific instructors have not been identified for a particular course or activity.
- 16** Provide a roster of all full-time and part-time administrators, if applicable.

Standard 4 – Assessment of Learning. Sponsor has a method of assessing the learning of participants.

- 17** Attach a description of the organization's method(s) of assessing the learning of participants in course/activities that (1) are appropriate to the course/activity objectives and educational methods and (2) measure the extent to which the objectives were accomplished.
- 18** Attach a sample copy of the certificate of completion/participation the organization will provide each licensed practitioner who completes a course/activity. The certificate must include (a) the organization's name; (b) the date and location of the course/activity; (c) the course/activity title; (d) the educational method used (e.g., lecture, self-study); (e) the number of contact hours; and (f) the New York State Education Department sponsor number, displayed as (NYSED Sponsor XXXX). This number will be assigned upon approval.

Standard 5 – Records Sponsor will maintain records for at least six years from the date of completion of coursework/activity.

- 19** Attach a description of the organization's resources and procedures for creating and maintaining records for each course/activity that include (a) the date and location of the course/activity; (b) the name and curriculum vitae of the instructor/presenter; (c) the objectives and learning methods of the course/activity; (d) and outline of the course/activity, the assessment methods used, and the number of contact hours of the course/activity; (e) a summary of any program evaluations; (f) a copy of all promotional materials used in the course/activity; (g) any evaluation of the need for the course/activity; and (h) a list of licensed practitioners in attendance, including the profession(s) for which each is licensed to practice.
- 20** Provide a separate signed assurance that (a) the records will be maintained for six years from the date each course/activity was offered; (b) you will grant the State Education Department (SED) access to the records upon request; (c) you will respond to any SED inquiry regarding the records; and (d) you will notify SED if the address where the records are kept changes. The assurance must include the street address where the records will be kept.

Affirmation

The undersigned hereby affirms under penalty of perjury that: I am an officer, director, agent or other person duly authorized to act on behalf of the entity applying for sponsorship approval, and further, that the applying entity has complied with the requirements of Sections (check all that apply) 68.14 and/or 68.15 of the Regulations of the Commissioner of Education, as set forth in this application. The applicant further agrees to provide the State Education Department (SED) with information regarding our organization and the courses/activities we offer and agree to permit SED to conduct visits to verify our compliance with the requirements. The applicant understands that approval, if granted, will be for a three-year period and may be renewed upon further application (including fee). The applicant has enclosed the appropriate fee and agrees that this fee is for evaluation, not approval, and is not refundable.

Signature

Date

Print Name

Title

Mail this form and appropriate fee to:
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New York State Education Department, Office of the Professions, PO Box 22063, Albany, NY 12201. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department.