

Form 1-SB PE/LS

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

Before you begin, please note that the \$900 application fee is non-refundable. You are advised to review our [FAQ's](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.

Important Note:

- If your entity and/or course(s) are approved by: LA CES; ACECNY; RCEP; IACET; NCSEA; P.I.E.; AIA; or Shaw Fund (NYSAPLS).
- Or**
- Your entity is a college, university, or other degree-granting institution registered by the New York State Education Department or an equivalent program accredited by an acceptable accrediting agency (e.g. ABET).
- Or**
- Your entity is authorized to offer courses through: OSHA; EPA; Federal Highway Administration (FHWA); National Highway Institute (NHI); FEMA; or Office of Homeland Security.

You are deemed an approved sponsor of continuing education in New York State for Engineering and/or Land Surveying and DO NOT NEED TO APPLY FOR APPROVAL. As such, you must comply with all five (5) quality standards as outlined below.

Standard 1: Courses/Activities

The sponsor will offer courses of learning or self-study programs in one or more of the subjects prescribed for acceptable continuing education as outlined in §68.14(c)(3)(i) and §68.15(c)(2)(i). Please note: Courses and educational activities must contribute to the professional practice of professional engineering or land surveying. The following courses are not acceptable in New York: project management related to improving/maximizing profitability and professional fees; marketing and public relations; expanding a design professional's business; laws related to arbitration, mediation, liens and limiting the design professional's liability (unless they are related to safeguarding the health, safety, and welfare of the public); real estate licensing; basic AutoCAD; personal, estate or financial planning; zoning as it relates to increasing a developer or engineer/land surveyor's profitability; and design build and/or alternative delivery methods (unless it includes information on the laws related to design build and its limitations in New York State).

Standard 2: Organization

The sponsor is an organized educational entity or an entity that has expertise in the professional areas that will be taught, including, but not limited to, postsecondary institutions that are not already deemed approved pursuant to §68.14(i)(2)(ii) and §68.15(i)(2)(ii) of this subdivision, and national, state, or local engineering or land surveying associations.

Standard 3: Instructors

The sponsor must have written selection and evaluation criteria and procedures in place to ensure that instructors are qualified to teach the courses offered.

Standard 4: Assessment of Learning

The sponsor must assess the extent to which course participants have achieved the stated course objectives via a learning assessment method applied by the instructor. Sponsors must maintain assessment methods that (1) are appropriate to the course/activity objectives and educational methods and (2) measure the extent to which the objectives were accomplished.

Standard 5: Records

The sponsor must retain course records for at least six (6) years from the date of completion of coursework/activity. Records must 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) an 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) an 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.

IF YOU DO NOT MEET ANY OF THE ABOVE REQUIREMENTS FOR AUTOMATIC APPROVAL AS A SPONSOR OF CONTINUING EDUCATION FOR ENGINEERING AND/OR LAND SURVEYING, YOU MUST APPLY FOR APPROVAL BY COMPLETING THE REST OF THIS FORM AS DIRECTED

Form 1-SB PE/LS
**Application for Approval as a Continuing
Education Sponsor for Professional
Engineering and/or Land Surveying**

Instructions: Complete this application and submit the entire form, along with the \$900 application fee, and any required information to the Office of the Professions at the address at the end of the form. Make check or money order payable to the New York State Education Department (SED). **By submitting this form, the organization agrees that this fee is for evaluation and consideration, not approval, of the application is non-refundable.** Applications must be submitted at least 90 days (45 days for a renewal application) prior to the date on which continuing education programs will begin. Note: When issued, approvals are for a three-year period. **You are advised to review our [FAQ's](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.**

Check what you are applying for (check one):

- Initial Application

16-Eng	\$900	VN
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15-LS	\$900	VN
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- Renewal Application

16-Eng	\$900	VN
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15-LS	\$900	VN
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Name of Organization _____

Mailing Address

Contact Person _____

Telephone Number _____

Fax Number _____

Email _____

Website _____

Courses will be offered to Professional Engineers Land Surveyors

The New York State Education Department has approved five (5) Standards to which approved continuing education sponsors are expected to adhere. These standards are outlined on Page 1.

Standard 1: Courses/Activities - See page 1 for more information.

1. Attach ONE example of a course or activity outline, program or brochure that best represents the types of courses or activities that will be offered. The planned course or activity must include: (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.

Standard 2: Organization - See page 1 for more information.

2. The organization indicated on this application 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

Explain: _____

- another organized educational entity

Explain: _____

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

Standard 3: Instructors - See page 1 for more information.

4. Attach a brief description of your criteria for selecting instructors and evaluating their performance.

Standard 4: Assessment of Learning - See page 1 for more information.

5. Attach a brief description of the methods used to evaluate the effectiveness and overall quality of courses or activities that includes the role that participants and instructors play in the evaluation process.
6. Attach a sample copy of the certificate of completion/participation that is provided to each licensed practitioner upon completion of a course and/or activity. The certificate must include (a) the organization's name; (b) the date and location of the course/activity; (c) the course/activity time; (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 - See page 1 for more information.

7. Retain course records for at least six (6) years from the date of completion of coursework/activity. Please do not submit records unless requested by NYSED.

Affirmation

I hereby affirm 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 68.14 (Professional Engineering) and/or 68.15 (Land Surveying) of the Regulations of the Commissioner of Education, as set forth in this application. I agree that course/activity records will be maintained for six years from the date each course/activity was offered. I agree to notify the New York State Education Department (NYSED) if the address where the records are kept changes. I further agree to provide NYSED with information regarding our organization and the courses and/or activities we offer and agree to permit NYSED to conduct visits to verify our compliance with the requirements. I understand that approval, if granted, will be for a three-year period and may be renewed upon further application (including \$900 application fee). I have enclosed the appropriate fee and agree that this fee is for evaluation, not approval, and is not refundable.

Signature

Date

Print Name

Title

Return Directly to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Registration and Fee Unit, 89 Washington Avenue, Albany, NY 12234-1000, U.S.A.. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department. The \$900 application fee is non-refundable. You are advised to review our [FAQs](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.