

Architecture Form 1-SB Application for Approval as a Continuing Education Sponsor for Architects

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.

Check what you are applying for (check one):

Initial Application

03-Arch \$900 VN

Renewal Application

03-Arch \$900 VN

Name of Organization _____

Mailing Address

Contact Person _____

Telephone Number _____

Fax Number _____

Email _____

Website _____

Each item below is a standard for State Education Department approval as a continuing education sponsor for architects as set forth in paragraph (3) of subdivision (i) of Section 69.6 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 on this application is (check one):

a national, state or local association in architecture

a local, state or federal government agency

a school of architecture

a post-secondary institution

an entity that has expertise in architecture

Explain: _____

another organized educational entity

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, principal stockholders.

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

5. Attach a description of any secondary purpose.

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

Standard 2: Courses/Educational Activities. Courses/educational activities are offered in appropriate subject areas.

7. Check all the subject areas you intend to offer:
- Practice Management
 - Project Management
 - Programming and Analysis
 - Project Planning and Design
 - Project Development and Documentation
 - Construction and Evaluation
 - Other subject areas of practice, law and ethics which may contribute to the health, safety and welfare of the public
 - Other subject areas in architecture, engineering, interior design, land surveying, landscape architecture and geology which may contribute to the professional practice of architecture
8. Provide a course/educational activity description or a copy of a course/educational activity outline/program/brochure for each planned course/educational activity that includes:
- a. its exact title;
 - b. names and qualifications of the presenter(s) for each lecture or topic;
 - c. description of course/educational 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/educational activity;
 - h. costs, refunds, and cancellation policies; and
 - i. the length of the course/educational activity in contact hours.
9. Attach a description of your procedures to identify, design and evaluate courses/educational activities before you offer them.
10. Attach a description of your procedures and methods to evaluate the effectiveness and overall quality of your courses/educational activities. Indicate what part participants play in the evaluation process and on what basis courses/educational activities are updated or modified.

Standard 3: Instructors. Instructors are qualified to teach the courses/educational activities 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 qualifications to conduct the course(s)/ educational 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 educational 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 courses/educational activities that (1) are appropriate to the course/educational 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 professional who completes a course/educational activity. The certificate must include (a) the organization's name; (b) the date and location of the course/educational activity; (c) the course/educational activity title; (d) the educational method used (e.g., lecture, self-study); and (e) the number of contact hours.

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

19. Attach a description of the organization's resources and procedures for creating and maintaining records for each course/educational activity that includes (a) the date and location of the course/educational activity; (b) the name and curriculum vitae of the instructor/presenter; (c) the objectives and learning methods of the course/educational activity; (d) an outline of the course/educational activity, the assessment methods used, and the number of contact hours of the course/educational activity; (e) a summary of any program evaluations; (f) a copy of all promotional materials used in the course/educational activity; (g) any evaluation of the need for the course/educational activity; and (h) a list of licensed professionals 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/educational 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 Section 69.6 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/educational 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 \$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 Fees 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.