

**Application for Approval of Colleges/Universities as a Continuing Education
Sponsor for Professional Engineering and/or Land Surveying**

At least 90 days in advance of offering courses/activities, send a completed application with the required attachments to the address at the end of the form. Approvals are for a THREE-YEAR PERIOD.

Check one:

- Initial Application
- Renewal Application, Current New York State Sponsor Number: _____

Name of Organization:

Mailing Address:

Contact Person:

Telephone Number:

Fax Number:

E-mail Address:

Courses will be offered to:

- Professional Engineers
- Land Surveyors

To demonstrate that your organization is in compliance with the standards 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, please provide the information requested on this form.

Is the organization indicated above a post secondary institution?

- Yes No

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 72.11 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 72.12 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"/>

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.

Please describe the organization's resources and procedures for creating and maintaining records for each course/activity that includes (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.

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) 68.11 and/or 68.12 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.

The undersigned also assures SED that (a) course records will be maintained for six years from the date each course/educational activity was offered; (b) the undersigned will grant the State Education Department (SED) access to the records upon request; (c) the undersigned will respond to any SED inquiry regarding records; and (d) the undersigned will notify SED if the address where records are kept changes. The assurance must include the street address where the records will be kept.

Signature

Date

Print Name

Title

Records to be stored at: _____

Mail this form to the New York State Education Department, Office of the Professions, State Board for Engineering and Land Surveying, 2nd Floor Mezzanine, 89 Washington Avenue, Albany, NY 12234-1000.