



Course Submittal Form
New York State Continuing Education for
Professional Engineers
NYSED Sponsor #60

(For Association use only)

Event: _____

Time & Place course/activity scheduled: _____

Course/Activity Name: _____

Name(s) of Presenter(s): _____

Representing Organization/Company: _____

Phone: _____ Fax: _____

Address: _____

Email: _____

Brief Course Description or Abstract: Attach additional sheets if necessary.

Primary Target Audience: _____

Measurable Course Objective: List what the attendee can be expected to learn by completing the course.

Assessment of Learning: Describe the method in which how the attendees learning of the measureable course objectives listed above will be assessed. This may include interactive questions & answers embedded into the presentation, quizzes/tests, case studies included in the presentation, skills demonstrations or other approved assessment. Any post presentation assessments (quizzes/tests) must be attached to this form for review and inclusion in the Course Evaluation Form by NYSASWM.



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Required Supporting Material

- An updated curriculum vitae / resume is attached for each speaker (to demonstrate the speaker's qualifications to speak on the topic). The curriculum vitae page (Page 3 of this form) may be utilized. If a different format is submitted, the information on Page 3 shall be included, as a minimum. A Bio is not acceptable.
- A sufficiently detailed course outline with broken out contact time is attached to demonstrate the appropriateness of the material (PDF file format). Include a PDF copy of the presentation slides and/or handouts or other course materials, if available at this time. The presentation must be submitted for NYSASWM review at least one week prior to the conference.
- Assessment of learning material as discussed on Page 1, if separate from the presentation. (i.e., test, Q & A session, etc.)

Profession Development Hours

_____ Professional development hours of continuing education credit (PDH) requested.

Note: As required by NYS Education Department, the minimum credit allowed for any training shall be 1.0 PDH. Fractional PDHs are allowed if the training activity is greater than 1.0, such as the case of a breakout session with multiple speakers/presentations on the topic. Each 60 minutes of instructional time is equivalent to 1.0 PDH. For courses that are intended to be only 1.0 PDH, the instructional time must be between 50 and 60 minutes. Instructional time includes content presentation, question and answer sessions, case study discussions, small group work, quizzes and exams. Breaks and administrative time are to be deducted. Sufficient schedule information must be provided in the outline to allow for evaluation of actual instructional contact time.

This application is for accreditation to satisfy mandatory Continuing Education requirements for the following design professionals licensed in NYS: (Check all that apply)

- Professional Engineering** **Others (please list)** _____

Course Evaluation Form

NYSASWM will prepare and provide to attendees a course evaluation form. In addition to an instructor evaluation, the Assessment of Learning materials provided herein will also be attached to the evaluation form.

Name (Printed or Typed): _____

Signature: _____

Date: _____



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Curriculum Vitae/ Resume

(Must be completed for NYSASWM Review & Approval, if resume is not provided)

Name: _____

Contact Information:

Address: _____

Phone: _____

Email: _____

Relevant Employment History:

Education (include degree earned, date degree conferred, and Program in which degree was earned):

Licensures (include State and License numbers):

Certifications:

Awards / Recognitions:

Publications:

Previous Presentations:

Other Relevant Information or Project Information (attached additional sheets, if necessary):