



Requirements for Sponsor Organization Executive Policy

Organizations committed to increasing the continuing Professional Competency (CPC) of Professional Engineers that agree to the following objectives and/or principles and meet the criteria below may be invited to apply for Sponsor Organization status.

The objectives and/or principles are:

- Sponsors agree to organize and administer CE Programs in a manner consistent with SED regulations and PIE procedures to its members or employees.
- Sponsors agree to share information on CE Programs with PIE and make them accessible to PE's to the greatest extent practical.
- Sponsors will attempt to provide low cost CE Program opportunities to NYS PE's to the greatest extent practical.
- Sponsors will provide Volunteer or In-Kind Services to PIE as outlined below.

The criteria are:

- If the applicant has history with PIE; the records of the organization must be current and the organization considered in good standing. Good standing is understood to mean that all required course documentation and sign-in sheets for all courses previously given while a Program Organization or Training Provider, are on file with PIE. The application must also contain a signed certification, listing the dates and locations of all courses given, including those presented more than once.
- The organization must have written procedures for the continuing education (CE) program that meet PIE requirements. These procedures must be provided to PIE at the time of full application.
- There must be a secure repository for the archiving of the course records for seven years. The location must be identified to PIE and access to the records be provided to PIE within a reasonable time.
- A NYS licensed PE who is a PIE member in good standing and an approved Evaluator must be named as the organization's principal contact for PIE, and be responsible for the care & maintenance of the files. . An assurance must be provided that this person is authorized to act on behalf of the organization in all matters regarding the providing of NYS mandated continuing education training.
- The organization's Evaluator(s) must participate in annual Evaluator training.

The organization must provide a minimum of one Evaluator to participate in an audit of the records of one other Sponsor Organization during each year.