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.