



The Practicing Institute of Engineering, Inc.

Sponsor Annual Report

Organization Name: _____

(Sponsor Number)

Date: _____

Official Contact: _____ Phone: _____

Address: _____ Fax: _____

Email: _____

Sponsor Organization Renewal Date: _____ Total Number of CE Sessions Held: _____

Total Number of CE Hours (PDH) Awarded: _____ Total Number of Attendees: _____

Review of Continuing Education Activities:

Please use this space to describe any problems or concerns you have encountered in executing your continuing education program during this past year.

Required Supporting Documentation for Renewal :

- A) Attach an spreadsheet of all approved courses in your program and all sessions held in the last reporting year. Include the course name, the number assigned to it, evaluator who approved it, number of PDH's approved for it, date and location of each session, and indicate whether or not the associated file is complete (attendance sheets are in, certificates have been distributed, and that the speaker's resume, the course materials and all associated documents are included in said file.)
- B) Attach a list of PIE Approved Evaluator's being utilized to evaluate programs for your organization.

I, the undersigned, hereby certify that the information requested on this form has been provided as truthfully and accurately as is possible:

Signature: _____

Date: _____

Print Name: _____