

Instructions for PIE Course Approval

PLEASE READ CAREFULLY

--- INCOMPLETE SUBMITTALS WILL NOT BE PROCESSED ---

The Application and Payment Process

1. **Collect the necessary current forms** (available at www.practicinginstitute.org).
 - - Course Accreditation Application
 - - Payment Submittal Form

2. **Gather Course Information:**
 - A. Outline of Presentation for course. The outline must have sufficient detail to demonstrate the technical content of the material and the amount of actual instruction time.
 - B. Presenter's resume. If more than one presenter is involved, submit a resume for each presenter.
 - C. A copy of the Presentation. This should include: slides, handouts, and/or any other course materials.
 - D. **Assessment of learning** - If you are using a structured Q & A, provide the list of questions that the presenter will pose to the participants. Questions may be integrated into the presentation or at the end. If you choose to use a test or a course evaluation form, include a copy with your application.

3. **Use of Logos or Branding** should be kept to a minimum. The Presentations must be substantively technical in nature and not solely for the promotion of a product. Product comparison may be acceptable if technical in nature.

4. **Seminars and Conferences** – If you are grouping several courses into a Seminar or Conference, each course must be reviewed and approved individually for credit.

5. **What is a course?** Under NYSED rules a continuing education course has a specific defined objective and an evaluation of the effectiveness of the training in meeting the objective. The minimum time for a course is one hour. It is assumed that there is some 'overhead' time for settling down, taking attendance, etc. Each course-hour must include a minimum of 50 minutes of actual instruction. Each course has its own attendance list and course certificate.

6. **Are breaks deducted in the calculation of PDHs?** Per NYSED (see Architect Q&A #9) when a course spans several hours, the break time must be deducted. In such cases, minor breaks may be accommodated without a deduction (10 minutes or less). Lunch time is, of course, also deducted from the calculation of PDHs.

7. **PDH Credit** – A Professional Development Hour (PDH) is assigned for each hour of training. The Minimum credit allowed for any training is 1.0 PDH. The regulations state that there must be, at least, 50 minutes of actual instruction per hour. Fractional PDH's are allowed if the training is greater than one hour in quarter-hour increments above 1.0. The total course time is divided by 60 minutes to calculate the number of PDHs.

Sufficient schedule information must be provided in the outline to allow for evaluation of actual instructional contact time. The evaluator may assign fewer PDHs than were requested for two reasons: 1) the amount of instructional time is determined to be less than required and 2) portions of the training may be discounted due if it is determined that some of content does not meet the SED guidelines.

8. **Prepare payment** - The fee schedule appears on the Payment Submittal Form. You will note that there is a slight escalation in processing fees for multiple PDH courses above 2.0 PDH. If you are requesting a fractional PDH (above 2.0), you round up to the next highest whole number to calculate the fee.

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The Application and Payment Process (continued)

9. Are you Non-Profit or Commercial? The Commercial rate shall apply unless the training provider: a) is a chapter or branch of a nationally recognized professional society or b) supplies PIE with a copy of the IRS letter which confirms the training provider's Non-Profit status.

10. Payment may be made by credit card (Visa, MasterCard, Discover, or American Express) or by check. Credit card information must include the card holder's signature. Checks shall be made payable to: **The Practicing Institute of Engineering, Inc. (PIE).**

11. Send the Course Accreditation Application and supporting materials using one of the following methods:

- A. Via Email: piemail@nysspe.org - Preferred method – size limit of 10MB
- B. VIA FTP Site: <https://www.hightail.com/u/PIE-File-Upload> (for large files)
- C. Via US Postal Service or Private Courier Service (UPS, FedEx, DHL, etc)

Send to: **The Practicing Institute of Engineering, Inc, 6 Airline Dr, Suite 114, Albany, NY 12205**

NOTE #1:** If are paying by check, you must indicate so on the Payment Submittal Form. A duplicate copy of the Payment Submittal Form **must** accompany your check to assure proper credit. **Your application will not be processed until payment is received.

***NOTE #2:** **PIE prefers paperless** submissions whenever possible. **PLEASE** feel free to save paper and postage and send electronic copies of all applications, presentations, agreements and attendance records.*

NOTE #3:** Per New York State Education Department Continuing Education Sponsor Approval Standard 2 – Courses/Activities **PIE cannot approve a course/activity that has already occurred.

The Approval Process

1. Evaluation Time PIE uses a network of Volunteer Evaluators to approve courses. PIE must find a suitably qualified volunteer evaluator to approve your proposed training activity. As such we require a 3 week minimum to process and evaluate your course.

2. Expedited Service: When a course is submitted late (less than 21 calendar days before the first presentation), expedited service **MAY** be available for an additional fee. While we cannot guarantee that Expedited Service will be available every effort will be made to honor requests for Expedited Service. Should PIE be unable to find an evaluator, due to the short notice, the Expedited Service fee will be refunded.

3. The Course Evaluation

- When PIE staff determines you have submitted a complete application, your course will then be sent to a volunteer Evaluator.

4. Approval Notification: After the course review is complete PIE will email the contact person and send:

- Results of the Evaluation,
- Training Provider Agreement form (A person with 'authority to sign' must sign the Training Provider Agreement if one is not already on file.),
- Approved courses are assigned a PIE course number. (This number must appear on all course certificates and attendance sheets), and
- Templates to assist in the creation of attendance certificates and the attendance sheet.

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Training Provider Responsibilities

- 1. Attendance Records must be sent to PIE.** The Training Provider is responsible for submitting attendance records to PIE. PIE keeps attendance records on file for six (6) years in accordance with NYS ED rules*. It is the training provider's responsibility to have all attendees sign the attendance sheet and provide attendees with a certificate at the completion of the course. ALL attendance sheet(s) must be returned to PIE HQ's within **14 days of the event**. Scanned copies of original attendance sheets are acceptable.

- 2. Approval Duration and Renewal:** A course approval is valid for one full year from the approval date. The training provider can offer this course as many times as they like within that one year, as long as the course presentation materials and the speakers have not changed. Renewal of the course after 1 year is optional and is dependant upon prior performance. PIE does not invoice for renewals. It is the training provider's responsibility to submit timely requests for renewal prior to any presentations beyond the approval anniversary.

** PIE maintains records for a period of seven years from the last attendance form received from the Training Provider. PIE purges the files for all course records for courses that have been dormant for seven years.*