

## The Practicing Institute of Engineering, Inc.

### INSTRUCTIONS FOR SUBMITTING A NEW COURSE ACCREDITATION APPLICATION

*Read carefully to ensure all required materials are included with your application. If any required materials are missing, your application will be considered **incomplete** and cannot be forwarded to an evaluator for review and approval.*

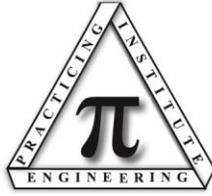
The course accreditation application is an online form located on PIE's website, under the "Online Forms" tab, or by clicking this link: [New Course Accreditation Application](#)

Prior to beginning the online application, gather the following required materials in electronic file format (*You will be uploading them at the end of the online application*):

- 1 – 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. A timed agenda should be provided with all applications requesting 2 or more PDH credits.
- 2 -- All presentation materials (PowerPoint, handouts, etc.)  
**Note:** Use of logos or branding should be kept to a minimum (i.e. first and last slide of a presentation). 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.
- 3 -- Professional bio or resume for each speaker/presenter.
- 4 -- 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, include a copy with your application. In general, a minimum of 4-5 questions for a 1 PDH course is recommended, adding 1-2 questions per additional PDH requested.

Once materials are assembled, complete the online application form. At the end of the application, after providing payment information and clicking the "submit" button, you will be directed to the link for HighTail file sharing service. Follow instructions to upload required course materials as listed above in items 1-4.

You will receive an electronic confirmation and payment receipt via email after submitting online application. In order to receive a delivery receipt from HighTail, you will need to select "Receive a Download Receipt" (on the right side of screen) prior to clicking the "send" button.



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### **PROCESSING TIME:**

PIE recommends planning for a 21-day turnaround time from submittal of **completed application/course materials** to receiving approval documents. Courses are evaluated on a first come-first serve basis. If significant revisions are required or if there is a delay in responding to the course evaluator's questions/concerns during the review process, turnaround time may take longer than 21-days. PIE will not forward approval documents until full payment is received.

If a presentation is scheduled to take place less than 21-days from submittal of completed application/course materials, the Training Provider can opt to pay the expedited service fee to give the application priority status.

*Expedited service is only available for courses scheduled to take place less than 21-days from submittal of completed application. **The expedited service fee will not be refunded if a course is rejected after review. If PIE is unable to locate an evaluator on short notice, all fees will be refunded.***

New course applications submitted with a pre-assigned evaluator (PIE-certified Member/Evaluator in good standing) will generally take less than 21-days to process for approval, as long as all required course materials are submitted along with completed "approved" evaluation form. Regardless of pre-assigned or pre-approved application status, final approval documents will not be forwarded until all required materials and completed application with payment are received.