



Louisiana Professional Engineering and Land Surveying Board

Continuing Professional Development Sponsor/Provider Application

A \$100.00 non – refundable fee is to be submitted with this application. Make checks payable to LAPELS.
DO not complete this form until you have read and thoroughly understand this form and the attached instructions

Organization Name: _____

Taxpayer Identification Number (TIN) or SSN: _____

Address: _____ City: _____ State: _____ Zip: _____

Web Page Address: _____

Contact Person: _____ Telephone Number: _____ - _____ - _____

E-mail Address: _____ Fax Number: _____ - _____ - _____

Attach a description of your organization and its qualifications to be a CPD sponsor/provider. Include such documentation as you deem appropriate to substantiate your qualifications to present CPD courses.

SPONSOR/PROVIDER AGREEMENT

We agree to comply with the Louisiana Professional Engineering and Land Surveying Board’s qualification requirements for Continuing Professional Development Sponsors/Providers and to cooperate with the Board in monitoring compliance with such requirements, including maintenance of appropriate documentation for a period of at least six (6) years following each course. Furthermore, we agree to make such records available at all reasonable times for review and copying by persons designated by the Board.

These records shall contain the name, date and location of each course, the name of the instructor or presenter, an outline of the subject matter, and the number of Professional Development Hours (PDH) credits, and shall be furnished to each attendee. We agree to maintain a list of those persons attending each course. We agree to allow a person designated by the Board to attend at no cost any or all courses presented for PDH credit and to make such changes or modifications in the course material or presentations that the Board shall direct.

We understand that the Board may revoke its Sponsor/Provider approval at any time.

Signature: _____ Title: _____ Date: _____

For Office Use Only:

Approved:	By:	Disapproved:	By:	Effective Date:	Expiration Date:
------------------	------------	---------------------	------------	------------------------	-------------------------

Louisiana Professional Engineering and Land Surveying Board

QUALIFICATION REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT SPONSORS/PROVIDERS

In order to become a Board-approved sponsor/provider, an organization must conduct courses which will enhance and improve the professional development of professional engineers and/or professional land surveyors and/or serve to safeguard life, health and property and promote the public welfare.

A Board-approved sponsor/provider must agree to:

1. Allow persons designated by the Board to attend any or all courses presented for Professional Development Hour (PDH) credit without fee or charge for the purpose of determining that the course meets the standards of the Board.
2. Allow persons designated by the Board to copy, review and/or make changes or modifications in course material or presentations for the purpose of ensuring that the course meets the standards of the Board.
3. State in every brochure or other publication or announcement concerning the course, the general content of the course and the specific knowledge or skill to be taught or addressed, as well as the credit to be earned in PDHs.
4. Ensure that each instructor or presenter of the course is qualified to teach the subject matter.
5. Provide each person completing the course with written documentation attesting to that person's attendance to the course as well as the name of the course, the date and location held, the sponsor/provider's name and the number of PDH credits earned.
6. Retain for a period of at least six (6) years documentation which shall include the sponsor/provider's name, the name of the course, the date and location held, the instructor's or presenter's name, the number of PDH credits earned by attendance and a list of attendees.
7. Designate a contact person and provide the Board with the name of that person.

The Board will maintain a list of approved sponsors/providers who have submitted a Continuing Provider Development Sponsor/Provider Application and have indicated their agreement by signing a Sponsor/Provider Agreement provided by the Board. Upon approval by the Board, such sponsors/providers shall be recognized as "Board-approved sponsors/providers."

Failure of a Board-approved sponsor/provider to comply with all of the Board's qualification requirements and these terms shall be grounds for the Board to revoke its sponsor/provider approval, to remove the sponsor/provider's name from the list of approved sponsors/providers and to notify licensees of the Board of that removal.