



NCSEA Continuing Education Review
THE DIAMOND REVIEW PROGRAM



Provider Application

Provider Name: _____
Company or Organization Name

Program Title: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Contact hours of instruction: _____ (Exclude breaks, meals, receptions, social functions, etc.)

Method of Delivery:

- Live presentation Self-study, not computer-based Self-study, on-line or CD-ROM
 Interactive on-line Other _____

The following materials must accompany this application:

1. Biography or resume of individual(s) that prepared the program
2. Biography or resume of individual(s) that will present the program
3. Title and detailed program description
4. Presentation materials, including handouts, speaker notes, attendee notes, workbooks, and presentation slides
5. Program schedule showing contact time
6. Teaching methods to be used
7. Examination (required for self-administered programs)
8. Evaluation form
9. Full payment

Program materials may be submitted electronically on CD-ROM in word processing, PowerPoint or PDF format, or as paper copy.

I have read the description and program administration of the NCSEA Diamond Review Program, and agree to abide by the NCSEA policies and procedures. I understand that:

- a. my organization is solely responsible for meeting all NCSEA requirements for the content, presentation, marketing and quality assurance of all continuing education programs;
- b. I am responsible for ensuring that other members of my organization are informed of our participation in the Diamond Review program and the requirements therein;
- c. we cannot use the NCSEA name or logo or Diamond Review Program name or logo until a positive determination letter has been received from NCSEA;
- d. we cannot make substantial changes to a reviewed program without notifying NCSEA in writing.

I certify that this continuing education program and application comply with each of the following standards of the New York State Education Department State Board for Engineering and Land Surveying:

- Standard 1 - Organization. Applicant is an organized educational entity or entity that has expertise in the professional area being taught.
- Standard 2 - Courses. Courses are offered in appropriate subject areas.
- Standard 3 - Instructors. Instructors are qualified to teach the courses/programs which will be offered.
- Standard 4 - Assessment of Learning. Sponsor has a method of assessing the learning of participants.
- Standard 5 - Records. Sponsor will maintain records for at least six years from the date of completion of coursework/activity.

I certify that all of the information submitted to NCSEA is true and correct to the best of my knowledge.

Contact Person Signature: _____ Date: _____

Payment Information

Check enclosed Visa MasterCard AMEX Credit Card Number: _____

Fee: \$300 \$500 \$1000 Other _____

Signature: _____ Expiration Date: _____

Billing Address: _____

Return this completed form with all the required materials and payment to:

NCSEA – Diamond Review
 645 North Michigan Avenue • Suite 540 • Chicago, IL 60611
 Telephone: (312) 649-4600 • Fax: (312) 649-5840

NCSEA Office Use

Received on: _____ Payment amount: _____ Check No.: _____

Reviewer 1

Assigned to _____ Date: _____

Accepted Not recommended Contact Hours: _____ Date: _____

Comments:

Signature: _____

Reviewer 2

Assigned to _____

Date: _____

Accepted Not recommended Contact Hours: _____ Date: _____

Comments:

Signature: _____

Final Disposition

Accepted Not recommended Contact Hours: _____

Date: _____

Notification Letter sent on: _____