

DIAMOND REVIEW PROGRAM for Member Organizations

NCSEA's Diamond Review program was developed to set a high standard for its Diamond Review approved, continuing education courses for structural engineers, thereby assuring acceptance of resulting continuing education credits in all 50 states. NCSEA's Diamond Review Program for Member Organizations (MO's) has been instituted by NCSEA to help state MO's develop, approve and monitor their own Diamond Review approved, continuing education courses for structural engineers. If you would like additional information, please contact Jan Diepstra at 312-649-4600 ext. 202 or jan@ncsea.com.

This Program is intended for *in-state* MO-administration only, thereby allowing MO members to fulfill nationwide mandatory continuing education requirements by taking Diamond Reviewed courses offered and approved by their MO's. ***Vendor programs are not eligible for MO Diamond Review.***

Basics of the program are as follows:

1. MO must keep backup documentation of sponsored educational activities for 6 years after the program is presented. The documentation should include brochures, outlines, attendee handouts, visual aids, name and resume of the speaker, attendee roster, date and locations of the program and number of contact hours. Program quality will be monitored through audit/review reports submitted to NCSEA on a yearly basis. The primary object of a review is to guarantee the quality of all approved programs.
2. MO Diamond Review registration must be renewed annually.
3. ***The MO Diamond Review program registers MO's and their programs, not individuals.***

The following program areas qualify for MO Diamond Review approval:

- ◆ Analysis or design methods and techniques typically used by structural engineers, including the use and application of computer software (excluding basic CAD courses).
- ◆ Federal or national codes, standards and specifications for the design of structures.
- ◆ Use and application of products or services commonly specified by structural engineers, or intended to be specified by structural engineers. This includes the design and use, with or of, products. Programs on proprietary products must include discussion on the background, design basis, or other non-proprietary material.

The following programs will not qualify for Diamond Review approval:

- ◆ risk management
- ◆ project management related to profitability, marketing and public relations
- ◆ insurance
- ◆ laws related to arbitration, mediation, liens (unless they are related to safeguarding the health, safety, and welfare of the public)
- ◆ real estate or real estate development
- ◆ expanding a design professional's practice
- ◆ basic Auto CAD
- ◆ personal development
- ◆ general office management
- ◆ accounting/financial planning
- ◆ succession planning
- ◆ design/build (unless it includes information on the laws related to design build and its limitations in New York State)

Diamond Review Providers receive these benefits:

- ◆ License to use the official Diamond Review logo to promote educational offerings
- ◆ Listing on the NCSEA website as “Registered with NCSEA Diamond Review”
- ◆ Link to Provider website from the NCSEA registered provider directory on the NCSEA website

Diamond Review Program Guidelines

All NCSEA Registered Providers must adhere to the following guidelines which pertain to programs, administration, and program delivery. Please share them with those individuals involved in program development, administration, and delivery.

1. Program must be a least one (1) hour in length, consisting of direct learning activity. After one hour, credit is given in ¼ hour increments. Credit excludes meals, breaks, and social functions.
2. Program content must be unbiased, not promoting or marketing a company's products or services. A company's products or services may be discussed prior to or after the credit portion of the program is complete.
3. Program materials (such as slides, handouts or samples) used during the credit portion of the program may not include any proprietary information, must be educational and generic in nature, and must serve to reinforce the learning objectives. Only the first and last slide of a presentation may include a company's product or service information.
4. Program must have a clear purpose with stated learning objectives, and program must be technical in nature.
5. A certificate of completion must be distributed to participants immediately after the presentation, or mailed within 10 days of the presentation. The certificates must contain all of the information outlined in the sample certificate.
6. Programs must be delivered by individuals deemed qualified by the MO. Such individuals must have superior and thorough knowledge of the subject material and must be able to answer all expected audience questions.
7. Presenters must make participants aware their attendance is required for the entire program in order for credit to be issued. Partial credit may not be issued.
8. A sign-in sheet must be available for all attendees to sign.
9. Presenters must provide handouts for each attendee. Program evaluations must be distributed and collected at the conclusion of all presentations.

Certificate of Completion

Diamond Review providers must provide a certificate of completion for attendees. The certificate must contain the information below (a template for the certificate will be provided upon approval for the MO Diamond Review Program):

- ◆ Member Organization (MO) name as the registered provider
- ◆ Program title
- ◆ Presenter name and qualifications
- ◆ Date(s) of attendance
- ◆ Signature of the MO Diamond Review Registrant
- ◆ NCSEA Diamond Review logo and approval number
- ◆ Number of continuing education hours awarded

MO Diamond Review Program Summary Form

The MO Diamond Review Program Summary Form (Attachment II), for the MO's first Diamond Review course, must be submitted with the application (Attachment I). In the course of the year, the MO will need to submit additional MO Diamond Review Program Summary Forms for any courses that it would like to have listed on NCSEA's website. Note that NCSEA may, at any time and at its discretion, request an MO Diamond Review Program Summary form for any course that an MO promotes as "Diamond-Reviewed". The following information must be entered on the form:

- ◆ MO name and MO Diamond Review Registrant (must be a practicing structural engineer)
- ◆ Program title
- ◆ Presenter name & qualifications
- ◆ Course description – 1 paragraph
- ◆ Learning Objectives
- ◆ How Taught (Method of Delivery)
- ◆ Number of continuing education hours awarded

2008 NCSEA Diamond Review Provider Application

MO Name

MO Diamond Review Registrant Name

Registrant Email Address

Registrant Title and Firm Name

Registrant Telephone Number

Registrant Company

Registrant Fax Number

Registrant Street Address

Registrant City, State, Zip

MO Website Address

MO President

MO President Telephone Number

Please list the information as you wish it to appear in provider listings. The MO Diamond Review Registrant will be the individual listed and will receive materials and updates from NCSEA.

On a separate sheet of paper, provide complete responses to these questions.

1. Who within your organization will select and/or develop the content for your programs?
2. How will your organization be involved in the program development process?
3. How will you evaluate and make improvements to your educational programs?
4. How will you maintain the 6-year documentation retention system?
5. If the MO Diamond Review Registrant will share Diamond Review responsibilities with others within your organization, how will he/she instruct others in your organization on the policies and procedures and communicate updates and changes that govern the Diamond Review program?
6. Who will review your courses (submit names of all reviewers)?

Program cost for Member Organizations less than 500 members	\$500
Program cost for Member Organizations more than 500 members	\$1000
Add AIA approved provider status for any size member organization (AIA - Additional information forthcoming)	\$300

Diamond Review registration approval is valid for one year.

Payment:

Check # _____ payable to NCSEA

Visa

MasterCard

American Express

Card Number

Name on Card

Authorized Signature (required)

Billing Address

City

State

Zip Code

Quality Assurance Statement

I agree to read and abide by NSCEA Diamond Review policies and procedures. I understand that my Member Organization is responsible for the quality assurance of any educational programs that we approve as Diamond Reviewed programs. I understand that we may be removed from the system if we are non-compliant.

MO Diamond Review Registrant signature

Date

MO Diamond Review Registrant name (printed)

MO President's signature

Date

MO President's name (printed)

I agree to provide the necessary continuing education reports to Florida.

MO Diamond Review Registrant Signature

I agree to provide the necessary continuing education reports to North Carolina.

MO Diamond Review Registrant Signature

Florida and North Carolina reporting details will be provided after approval of the application.

MO Diamond Review Program Summary Form

MO Name: _____

MO Diamond Review Registrant: _____

Program Title: _____

Presenter name(s) and qualifications: _____

Course Description: _____

Learning Objectives: _____

Method of Delivery: _____

Length: _____ Credits: _____ Cost to Participants: _____

Attach a copy of materials that will be used: CD, workbook, handouts, speaker notes, etc.