



NCSEA Continuing Education Review THE DIAMOND REVIEW PROGRAM



The purpose of the NCSEA *Diamond Review Program* is to provide a recognized means of evaluating continuing education programs to ensure that the programs provide meaningful and useful information to structural engineers.

NCSEA approves continuing education programs and the providers of the programs that are relevant to structural engineering and are prepared and presented by qualified individuals. NCSEA does not recommend continuing education programs.

Benefits of Participating in the NCSEA *Diamond Review Program*

For Continuing Education Providers:

- ◆ Recognition by the leading national organization for practicing structural engineers
- ◆ Preferred listing on the NCSEA website, with links to the provider's website
- ◆ Use of the NCSEA continuing education "Diamond Logo" in marketing materials

For Structural Engineers:

- ◆ Assurance that a program is relevant to structural engineering
- ◆ Up-to-date list of reviewed programs on the NCSEA website

For State Licensing Boards:

- ◆ Review by a recognized national organization for content and contact hours
- ◆ Verifiable completion certificate with complete program information and copyrighted logo

Program Administration

"Providers" are educational institutions, professional organizations, trade associations and product vendors who present continuing education programs.

1. Providers submit an application to NCSEA for determination if a specific program is relevant to structural engineering.
2. A positive determination is valid for one calendar year from the date of determination.
3. A continuing education program can be presented multiple times, in multiple locations, simultaneously in several locations, and anywhere in the United States and Canada, as long as the content and title remain the same.
4. The application fee for reviewing a program is based on the reviewed number of contact hours.
 - a. The fee schedule is as follows:

One contact hour	\$300
1 contact hour up to and including 4 contact hours	\$500

9. Self-administered programs, including self-study programs, online programs, magazine and journal articles, audio and/or video recordings of new or previously-presented programs, and other similar offerings, require an examination that will be graded by the provider. The examination must include at least ten questions for each hour of continuing education credit. At least seventy percent of the questions must be answered correctly to qualify for continuing education credit. Questions may be multiple choice, fill-in-the-blank, essay, or anything similar. True-false questions are discouraged. (NCSEA will identify on their certificate of completion that this is an educational activity.)
10. To assess effectiveness, an evaluation form must be provided to all attendees to solicit feedback on the content, speakers and presentation.
11. The review will be by a consulting structural engineer. Reviewers will not be employed by educational institutions, professional organizations, trade associations or vendors that present educational programs.
12. Providers can request a second review if a program is determined not to be relevant to structural engineering.
13. Providers are required to retain all documents pertaining to a program for six years after the presentation of the program. The documents shall include, but shall not be limited to, brochures and outlines, attendee handouts, visual aids, name and biography or resume of the individual(s) that prepared the program and that presented the program, a roster of attendees, and date and location of the program, and the number of contact hours of instruction. This will facilitate substantiation of program content and an individual's attendance in the event an individual is audited for compliance with a mandatory continuing education requirement.
14. Providers are required to issue a certificate of completion within 10 business days to each successful attendee. The certificate shall include:
 - a. the title and subject of the program;
 - b. the number of contact hours;
 - c. the sponsor's name;
 - d. the attendee's name;
 - e. the date and location of the presentation or of successful completion;
 - f. the type of learning activity (e.g., live presentation, self administered course, web seminar, etc.); and,
 - g. the NCSEA Diamond Review Program logo and the provider number.
15. Some continuing education programs on specific topics may not comply with the continuing education requirements in all jurisdictions. It is the individual's responsibility to claim credit only for those activities that comply with the applicable state laws and rules. NCSEA does not warrant that a program complies with the continuing education requirements in all jurisdictions. All marketing materials for all courses/educational activities must include the statement: "NCSEA does not warrant that a program complies with the continuing education requirements in all jurisdictions."

16. Allow six to eight weeks for review of a program. The Diamond Review Program logo and similar representations cannot be used until a positive determination letter has been received from NCSEA.
17. Once approved, substantial changes cannot be made to a continuing education program without notifying NCSEA.



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: _____



NCSEA Continuing Education Review
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Reviewer Application



Name: _____

Title: _____

Employer: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Education

BS: Year _____ School _____
MS: Year _____ School _____
PhD/DEng: Year _____ School _____
Other: _____ Year _____ School _____

Professional Licenses

PE: State(s) _____

SE: State(s) _____

Identify licenses earned by examination.

Fields of Work Check only those boxes where you have substantial experience and knowledge

Buildings

Commercial Residential Industrial Process Industry (chemical, petroleum, power)
 Institutional Other _____

Bridges

Highway Rail Pedestrian Other _____

Other Structures

Towers Tanks Other _____

Services

Investigation Analysis & Design Code review Construction administration
 Other _____

Have you been employed by, or provided services to any product vendors in the past five years?

No Yes, Company Name: _____

Explain: _____

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 agree to disclose any potential conflicts of

interest prior to reviewing a program. I understand that objectiveness and fairness are most important in administering the Diamond Review Program, and I agree to uphold these principals in a professional manner.

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

Signature: _____ Date: _____

Return this completed form to:

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