

DIAMOND REVIEW PROVIDER CHECKLIST

NCSEA Member Organizations

For Diamond Review approval, your program must address at least one of the following (check one):

- 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 materials must be submitted along with this document and the application fee:

- List of goals and objectives
- Detailed outline of the program
- Presentation materials, including handouts, speaker notes, workbooks, and presentation slides.
- Speaker(s) qualifications
- Number of hours of continuing education to be awarded
- Evaluation form for attendees to complete
- Sample certificate of completion which includes:
 - Title & subject of the program
 - Number of contact hours
 - Sponsor's name
 - Attendee's name – space for adding
 - Date & location of presentation
 - NCSEA Diamond Review logo and provider number – space for adding
 - Type of learning activity (live presentation, self-administered course, web seminar, etc.)
- If this is a self-administered course, provide a 10 question examination for each hour of continuing education.

The application fee for reviewing a program is based on the reviewed number of contact hours offered. The fee schedule, for programs prepared & presented by NCSEA member organizations, is as follows:

One contact hour	\$150
1.5 contact hours up to and including 4 contact hours	\$250
4.5 contact hours up to and including 8 contact hours	\$500
Greater than 8 contact hours	Contact the NCSEA office

The one contact hour fee of \$150 will be waived for live presentations that are conducted only one time by Member Organizations of NCSEA. Education presentations must be separate from other portions of monthly meetings. Programs that are co-sponsored by a Member Organization are not eligible for this discounted price unless the Member Organization actively participates in preparing and presenting the program.

Providers must retain all documents pertaining to the program for 6 years, including brochures, outlines, handouts, speaker information, attendee roster, date and location of the program, and number of contact hours.

The individual(s) who prepared the program, and speaker(s) who will present the program, have superior and thorough knowledge of the subject material and will be able to answer all expected audience questions. (*initial*)

A positive determination is valid for one calendar year from the date of determination.

Submitted by: _____

Member Organization: _____

Date: _____