



THE DIAMOND REVIEW PROGRAM

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

NCSEA approves continuing education courses **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 Vendor 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 Member Organizations:

- ◆ Program will help state MOs develop, approve and monitor their own Diamond Review-approved continuing education courses for structural engineers.
- ◆ 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 MOs. (Vendor courses are not eligible for MO Diamond Review.)

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 courses.

1. Providers submit an application to NCSEA for determination if a specific course is relevant to structural engineering.
2. The application fee for reviewing a course is based on the reviewed number of contact hours. The fee schedule is as follows:

One contact hour	\$300
1 contact hour up to and including 4 contact hours	\$500
Over 4 contact hour up to and including 8 contact hours	\$1000

Greater than 8 contact hours

contact the NCSEA office

Allow six to eight weeks for review of a course. The Diamond Review logo and similar representations cannot be used until a positive determination letter has been received from NCSEA.

All Diamond Review registrations must be renewed annually. Application fees are not refundable.

Member Organizations of NCSEA receive a 50% discount for courses prepared and presented by the Member Organization. Courses that are co-sponsored by a Member Organization are not eligible for this discount unless the Member Organization actively participates in preparing and presenting the course.

1. The fee will be waived for live presentations that are one contact hour conducted only one time by Member Organizations of NCSEA. This includes the educational portion of regularly scheduled events such as monthly meetings. **Courses/educational activities must meet all New York State's continuing education requirements. Education presentations must be separate from other portions of monthly meetings.**
2. The MO Diamond Review program registers MO's and their courses, not individuals.
3. Vendor courses are not eligible for MO Diamond Review.

Associate and Affiliate Members of NCSEA receive a 20% discount for courses longer than one contact hour that are prepared and presented by the Associate or Affiliate Member. Courses that are co-sponsored by an Associate or Affiliate Member are not eligible for this discount unless the Associate or Affiliate Member actively participates in preparing and presenting the course.

1. NCSEA will review:
 - a. The goals and objectives of the course;
 - b. A detailed outline of the program content;
 - c. The presentation materials, including handouts, speaker notes, attendee notes, workbooks, and presentation slides;
 - d. The qualifications of the individual(s) preparing and presenting the course;
 - e. The number of hours of continuing education credit to be awarded upon completion of the course.
2. To be considered relevant to structural engineering, programs must address at least one of the following items:
 - a. Analysis or design methods and techniques typically used by structural engineers, including the use and application of computer software, **excluding basic CAD courses.**
 - b. New York State, federal or national codes, standards and specifications for the design of structures. **Codes, standards, regulations, specific to states other than New York would not be eligible for credit.**
 - c. 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 of products, and the design and use with products. Programs on proprietary products must include discussion on the background, design basis or other non-proprietary material.
 - d. Other topics that **meet all the New York State requirements for continuing education.**

3. The following program areas 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 it's limitations in New York State)
4. Some continuing education courses 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 course 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 course complies with the continuing education requirements in all jurisdictions."
5. The review will be done by a consulting structural engineer. Reviewers will not be employed by educational institutions, professional organizations, trade associations or vendors that present educational programs.
6. Providers may request a second review if a course is determined not to be relevant to structural engineering.
7. Courses must have at least one hour (60 minutes) of educational contact, consisting of direct learning activity. After one hour, credit is given in ¼ hour increments. Credit excludes meals, breaks and other social functions.
8. A vendor provider or MO must keep backup documentation of sponsored educational activities for 6 years after the course 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. Course 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 courses.
9. Course 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 course is complete.
10. Course materials (such as slides, handouts or samples) used during the credit portion of the course 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.
11. Course must be technical in nature and have a clear purpose with stated learning objectives.

12. 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.
13. A sign-in sheet must be available for all attendees to sign.
14. Presenters must provide handouts for each attendee.
15. Individuals who prepare courses and speakers who present courses must have superior and thorough knowledge of the subject material, and must be able to answer all expected audience questions.
16. Remote access of live presentations (such as closed circuit television, webcasts, etc.), where attendees are not at a proctored location, require an examination that will be graded by the provider. The examination must include at least ten questions. At least eighty 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.
17. To assess effectiveness, an evaluation form must be provided to all attendees to solicit feedback on the content, speakers and presentation.
18. Providers are required to issue a certificate of completion to each successful attendee within 10 business days.
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, web seminar, etc.)
 - g. The NCSEA Diamond Review Program logo and the course approval number.
19. A continuing education course must be live and may 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 remains the same.**

