

PROFESSIONAL DEVELOPMENT HOUR (pdh) COURSE APPLICATION FORM

PDH Training Provider: Firm Name: _____

Firm Contact: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Web Site: _____

Primary Target Audience: _____

Course/Activity Name: _____

Course/Activity Purpose: _____

Course/Activity Objective: _____

Course Prerequisites: _____

Assessment of Learning Document(s) Included? Yes No

Instructor(s) Resume(s) Included? Yes No

Electronic Signature of Instructor Included? Yes No

Instructor's Name & Academic Suffixes (if applicable): _____

Contact Hours of Instruction/Presentation: _____

Professional Development Hours (PDH): _____

Date and Location of Course: _____

Would you like this course publicized to outside firms? Yes No

Attach 1) Outline (with time allotment) of Lesson Plan; 2) Instructor's Resume; 3) Course Materials***; 4) Assessment of Learning questions; and 5) Course Registration fee*:

\$40 per course for ACEC New York Members

\$25 per course duplication**

\$275 per course for Non-Members

\$55 per course duplication**

* Course Registration Fee covers (1) course; (1) date; (1) certificate template; and (1) filing

** If course is offered on another date by provider, a new registration fee is required to replicate material, along with a new application. Approved courses are good for 1 year from date of approval, but still are considered a "duplication" if taught on more than one (1) date.

*** Please print presentations on grayscale, and print in numbered "Slide Sorter" view