

## 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