



## ACEC New York Course Approval Guidelines

ACEC New York is an authorized provider of continuing education for professional engineers, registered architects and land surveyors in New York State. Courses approved by ACEC New York are acceptable for both engineering and architectural credits in New York State. As an approved sponsor organization for continuing education, ACEC New York may approve courses for certification. The following guidelines are for submission of new and duplicate courses. All courses are approved for one year from the date of approval.

**NEW COURSES:** Courses must be submitted at least three (3) weeks before the scheduled date of presentation. The turnaround for a course review is usually ten (10) business days or more. Any exceptions are noted at the end of the document\*.

### **STEP ONE – SUBMISSION OF REQUEST FOR COURSE CREDIT**

A firm seeking to have a new course submitted for review and approval must submit to ACEC New York the following:

1. **Course Application.** *Please be sure that application is filled out entirely. Please note that 50 minutes of contact (instruction) time is equivalent to 1 PDH (professional development hour). If a multi-hour course, each subsequent hour is 60 minutes of content (1.5 PDHs translate to 80 minutes; 2 PDHs translate to 110 minutes).*
2. **Course Agenda.** A timed agenda is recommended for all courses and required for courses over 1 hour.
3. **Course Presentation Materials.** To include *at least one* of the following:
  - PowerPoint presentation (to minimize file size, please pdf 4-6 slides per page, unless the slides are not legible when printed smaller);
  - Hand-outs covering course content; or
  - Course manual.
4. **Resumes or Bios of Instructor(s).**
5. **Electronic Signature of Instructor/Company Representative.** This is needed for the course completion certificate template that will be issued to the course provider.
6. **Course Application Fee.** (\$100 Member fee; \$375 Non-Member fee).  
*An additional fee of \$100 will be added to the course review fee if a course is received less than 10 business days before the date the course is to be offered.*

7. Assessment of Learning Questions. **Minimum of 3 (three) questions per PDH requested.** These questions are those that the instructor will verbally ask attendees during the course presentation to assess understanding of course material. In order to provide credit to the course evaluator, these questions must be answerable given the presentation material. **The questions and answers must be submitted in two separate Word documents.** A written quiz or test handout is also allowed, but also must be submitted to ACEC New York.

Please be sure that the date and location (City and State) of the course are filled out on the course application, along with the additional requested information.

### **STEP TWO – REVIEW AND APPROVAL PROCESS**

*After receipt of all materials listed above, it is entered into the ACEC New York database and assigned a course number and a certified course evaluator. Copies of the course materials are sent to the assigned evaluator for review and approval. The evaluator has up to ten (10) business days to complete their review.*

Once a course is approved for credit, the evaluator returns the approval form to ACEC New York and course documents are then housed in an electronic file in the ACEC New York office.

ACEC New York then e-mails the following information to the Course Provider.

1. Sign-In Sheet
2. Sponsor Organization Agreement Authorization
3. Course Evaluation Record
4. Approval Letter - Course Approval is valid for up to one year
5. Certificate Template

The training provider (firm that submits the course) is responsible for sending back the signed Sponsor Organization Agreement form. After ACEC New York receives the signed authorization form, a certificate template form is created and sent via e-mail to the provider. *Please note that the template is locked. If a correction must be made, please contact ACEC New York's Albany office.*

Until a course is approved, it is recommended that the course provider indicate on any marketing materials that credits are pending.

### **STEP THREE – PROVIDER'S ROLE IN ASSIGNING CREDIT**

The provider is responsible for using the certificate template form to create the course certificates for each attendee. This can be made available to attendees the day of the course or mailed to each attendee after the session. *Please note that attendees must attend the entire course to receive credit. Partial credit cannot be granted.*

After the course is presented, the provider is also required to return to ACEC New York a copy of the completed Sign-In Sheet (signatures of attendees ensure that their credits are valid). Sign-in sheets can be emailed or faxed, with email being the preferred method.

**DUPLICATE COURSES:** Any course that is offered more than once -- either on an additional date or to another group of attendees -- is considered a duplicate course. All material must be unchanged from the original approved course to be considered a duplicate course, including the instructor assigned to teach the class.

Please note: the original approval of the course and all its material is only valid for up to one (1) year from the original approval date. For duplicate courses, the provider must submit by fax, e-mail or mail the following:

1. Duplicate application of the original course, with the new date and location
2. Additional Fee for Offering a Duplicate Course in any given year  
(\$40 Member Fee; \$75 Non-Member Fee)

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\***Exceptions:** ACEC New York has a 10-15 business day turnaround on course approvals. This deadline will not apply if one of the following is true:

- The course is rejected for approval and needs to be sent to a second evaluator
- The course evaluator requires additional information on the course or on the instructor
- The course submission is incomplete
- The course reviewer is not able to evaluate the course in the assigned time frame. The course must then be submitted to another evaluator, or ACEC New York may allow the course reviewer additional time.

For more information, please contact the ACEC New York Office, 6 Airline Drive, Albany, NY 12205, 518 452-8611 or email [erica@acecny.org](mailto:erica@acecny.org).