

**PROFESSIONAL DEVELOPMENT HOUR (PDH)
COURSE APPLICATION FORM**

Applicant:

Firm Name: _____

Firm Contact: _____

Address: _____

City, State Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Primary Target Audience: _____

Course/Activity Name: _____

Course/Activity Purpose or Objective (attach as separate document if space insufficient):

Check off items (for clarification, please consult the ACEC New York Course Approval Guidelines):

Course Agenda	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Presentation Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor(s) Resume(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic Signature of Instructor/Co. Rep	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessment of Learning Documents*	<input type="checkbox"/> Yes <input type="checkbox"/> No

Instructor's Name: _____

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

*Assessment of learning documents include 3 questions per PDH requested to be used in course approval. These questions must be technical in nature and must be answerable by referencing the submitted material. Please submit questions and answers on two (2) separate Word documents with files labeled accordingly.

*Fees: ACEC New York Members - \$100/course and \$40 for any duplicate course(s)
Non members - \$375/course and \$75 for duplicate course(s)

Once approved, courses are good for up to 1 year from date of approval. Any course offered more than once, is considered a "duplicate course" and requires an additional submission (please see guidelines).

**New fee schedule as of 9/1/2018*

Checks should be made payable to: ACEC New York, 6 Airline Drive, Albany, New York 12205(518) 452-8611 Fax: (518) 452-1710 erica@acecny.org | www.acecny.org