

NCEES
REGISTERED CONTINUING EDUCATION PROGRAM
FOR PROVIDERS



REGISTERED CONTINUING EDUCATION PROGRAM

PROVIDER INFORMATION

June 2008

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OVERVIEW

General Description

The NCEES Registered Continuing Education Program (RCEP) is a comprehensive registry of continuing education providers that have demonstrated adherence to high-quality, effective practices in the development and delivery of professional education activities for engineers and surveyors. Providers for both live and interactive distance education activities are eligible for review.

Purpose

- Promote quality and consistency in engineering and surveying continuing education and training.
- Measure and monitor providers against established criteria.
- Recognize providers that adhere to effective practices.
- Provide a single source for licensee education recordkeeping.

Registered providers must adhere to the RCEP standards contained in **Appendix A** found on page 15 of this document. The following sections describe the requirements set forth in the standards.

PROVIDER REQUIREMENTS

Delivery Methods

Only providers of educational activities that meet one of the following delivery methods are considered:

- Live seminars, technical training sessions, or formal education courses
- Distance learning programs (synchronous and asynchronous)
The policies and procedures for evaluating distance educational activities were modified from and reflect those published by the International Association for Continuing Education and Training (IACET) and the AIA Continuing Education Systems (CES).

Synchronous programs are those in which the presenter and participants are engaging in the learning activity at the same time. Asynchronous programs are those in which the presenter and participants are separated by time and are not engaging in the learning activity at the same time. All distance learning activities must provide for interaction between the participants and the presenter. The interaction can be accomplished through a variety of means, such as Web conference, teleconference, video conference, e-mail, or Weblog.

Providers that only offer non-interactive traditional correspondence courses are not eligible for the registry at this time.

Provider Categories

Providers are categorized according to the following criteria:

- **National**—A provider that offers educational activities in more than one NCEES zone (see table below) or nationally and/or providers that offer distance education programs
- **Regional**—A provider that offers educational activities in one NCEES zone
- **Professional Organization**—A nonprofit organization or government agency that offers educational activities or distance learning programs
- **Academic Institution**—Academic institutions with EAC/ABET-accredited programs (Contact NCEES for alternate Provider Information for Academic Institutions with EAC/ABET -accredited programs.)
- **Firm**—A provider that only offers educational activities to its own employees
- **ACEC Member Organization**

NCEES Zones

Central Zone	Northeast Zone	Southern Zone	Western Zone
IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI	CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV	AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, VI	AK, AZ, CA, CO, GU, HI, ID, MT, NV, NM, MP, OR, UT, WA, WY

Fee Structure

<u>Provider Type</u>	<u>Provider Annual Fee</u>
National	\$1,500
Regional	\$800
Professional Organization	\$600
Academic Institution	\$600
Firm	\$300
ACEC Member Organization	per agreement

The application fee of \$150 will be applied toward the first year if the provider is accepted.

EDUCATIONAL ACTIVITY REQUIREMENTS

Requirements

- Activities must have a clear purpose with stated and relevant learning objectives.
- Activities must be current, technically accurate, and effectively designed.
- Individuals qualified in the subject matter and instructional design must develop activities.
- Individuals qualified in the subject matter and instructional methods must deliver activities.
- Activities must be unbiased and not promote or market a particular company's products or services during the educational content of the activity.
- Activity materials (such as slides, handouts, or samples) used during the educational content of the activity may not contain any proprietary information, including company/product names, logos, or reference numbers. Only the first and last slides of a presentation may contain company names and logos.
- Activity presentations must include the required RCEP quality assurance slides as defined in the Educational Activity Delivery Requirements section. Required quality assurance slides can be downloaded from the RCEP Web site at www.rcep.net.
- Activities must be reviewed periodically and updated as necessary. No educational activity shall be offered longer than two years from initial offering without revision.
- Activities must include a development or revision date.
- Activities must be at least 1 professional development hour (PDH) in length, which is defined as a contact hour (nominal) of instruction or presentation.
- Activities meeting the requirements herein may be advertised as offered by a registered provider of RCEP. However, NCEES does not accredit or certify individual activities or presenters.
- Activities must have an assessment mechanism as detailed in the Administrative Requirements section.

Activity Content Areas

All educational activities shall be classified into one of the following three categories:

- **Health, Safety, and Welfare Including Core Technical**
Any content that is directly applicable to the design, operation, application, or maintenance of engineered systems, products, buildings, or structures. This area includes all technical topics related to the protection of the health, safety, and welfare of the public.
- **Business Practices**
Any content associated with legal, contractual, and financial practices as they relate to professional practice. *Please note that some jurisdictions do not accept educational activities in this area or have limitations as to the content.*
- **Ethics**
Any content related to the ethical obligations of professional practice and the required knowledge to form a solid ethical framework for sound decision-making. *Please note that some jurisdictions do not accept educational activities in this area or have limitations as to the content.*

EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

RCEP Presentation Statement

The following statement must be included at the beginning of all RCEP activities and is included in the first required quality assurance slide:

“[Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. A certificate of completion will be issued to each participant. As such, it does not include content that may be deemed or construed to be an approval or endorsement by NCEES or RCEP.”

Company/Product Identification

Company, organization, product (trademarks, patents, etc.), and service information shall not be displayed in any materials or discussed during the PDH credit portion of any RCEP activity.

Proprietary graphics may be displayed on the first and last slides of a visual presentation and on the front or back page of workbooks, handouts, and other printed materials.

Approved Promotional Statement

The following is the only approved promotional statement. A sample of promotional materials can be found in **Appendix F** on page 22 of this document.

“[Provider Name] has met the standards and requirements of the NCEES Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of completion will be issued to all participants.”

Use of RCEP Logo

The RCEP logo is available for download in EPS and JPEG formats at www.rcep.net, is for use only by currently approved registered providers, and is limited to identifying providers as being registered with RCEP.



EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

Advertising

RCEP registers providers, not individual educational activities or presenters. Do not use the terms “certify” or “accredit” interchangeably with “register” when referring to providers offering educational activities. Promotional materials must accurately state the activity length, available PDH credit, cost, and refund policy, and all marketing practices must reflect the high standards of RCEP.

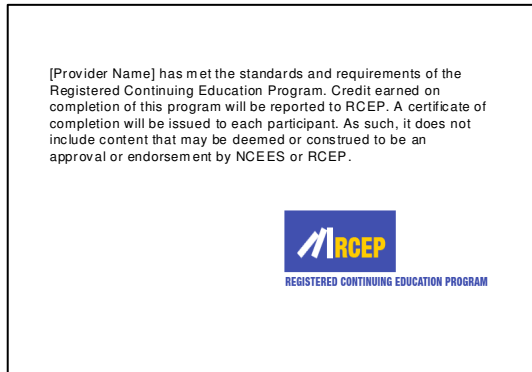
Presenter Quality Commitment Agreement

In an effort to maintain the quality of educational activities and to further the qualifications and reputation of presenters, all presenters must sign the Presenter Quality Commitment Agreement found in **Appendix E** on page 21 of this document. Copies of the agreements must be retained for **six years** by the primary point of contact.

EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

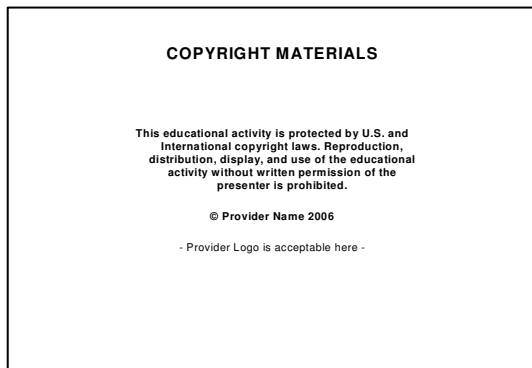
RCEP Quality Assurance Statements

All educational activities must include the following slides/screens as indicated. Sample materials submitted for application must include this information. These quality assurance statements can be downloaded as a PowerPoint file from the RCEP Web site at www.rcep.net.



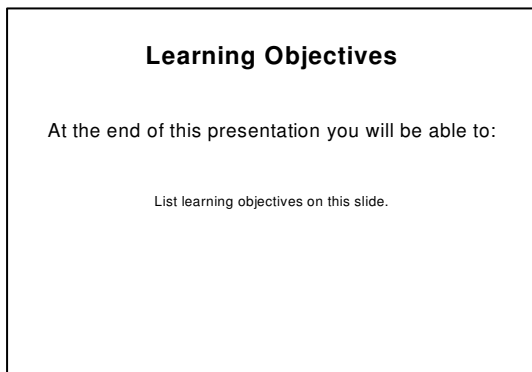
RCEP Screen—REQUIRED

This RCEP slide should follow the first slide of the educational activity. This slide is required.



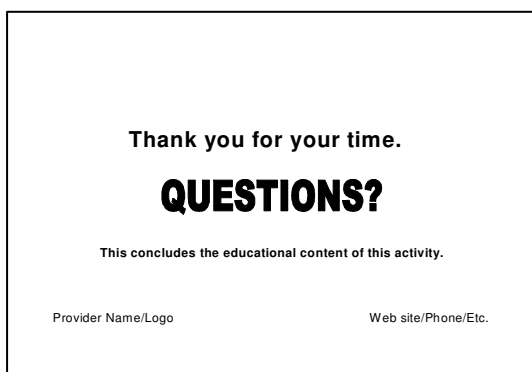
Copyright Screen—OPTIONAL

If copyright information is to be included, this slide should be used instead of including copyright information on multiple slides. If used, this slide should follow the RCEP slide. Provider logo may be added to this slide. This slide is optional.



Learning Objectives Screen— OPTIONAL

List the learning objectives here. This slide is optional.



Questions/Last Screen—REQUIRED

All educational activities must include a last slide to solicit questions. The questions slide should be the last slide of the educational (PDH credit) content of the activity. It is acceptable to include provider name, logo, and service information on this slide. This slide is required.

ADMINISTRATIVE REQUIREMENTS

Initial Application Process

A flow chart detailing the initial application process can be found in **Appendix C** on page 19 of this document.

Filing Applications

Providers shall file the application online at www.rcep.net. The application may be completed in stages. All initial applications must be completed within **30 days** of the start date.

In addition to the online application, providers must also submit the following:

- Required supplemental materials;
- A nonrefundable application fee of \$150 by check, made payable to NCEES;
- A signed Provider Agreement (see **Appendix D** on page 20); and
- A printout of the online application confirmation page.

See **Appendix B** on page 18 of this document for a detailed list of materials required for submission. Supplemental materials must be provided on CD (two copies) and mailed with the check and agreement to the following address:

U.S. Mail

NCEES
Attn: RCEP
P.O. Box 1686
Clemson, SC 29633

Expedited (UPS, Fed-Ex, etc.)

NCEES
Attn: RCEP
280 Seneca Creek Road
Seneca, SC 29678

Supplemental materials, check, Provider Agreement, and confirmation page printout must be received by the RCEP coordinator within **15 days** of completing the online initial application.

Application Review

Once the application, supplemental materials, application fee, Provider Agreement, and confirmation page printout are received, content will be reviewed. Submissions will be reviewed to determine whether the provider meets RCEP requirements as defined in the standards (see **Appendix A**).

Please allow **six to eight weeks** for the review process.

Review Outcomes

- **If submitted materials meet RCEP standards** and requirements, the provider will be informed of approval and will be assigned a provider number and given information on access to the online system for educational activity listings. At this time, the provider will also be invoiced for the balance of the provider fee.
- **If submitted materials do not meet RCEP standards** and requirements, the provider will be informed of deficiencies. The provider will be given **30 days** to correct the specified deficiencies and submit revised materials. A provider that fails to meet this deadline will be denied, will forfeit the application fee, and will be required to restart the initial application process. Denied providers may reapply after a waiting period of three months.

ADMINISTRATIVE REQUIREMENTS

- **If submitted materials include deficiencies**, which cannot reasonably be corrected within a **30-day period**, the provider will be informed of denial to the registry. Denied providers may reapply after a waiting period of **three months**. Immediate reapplication by a denied provider under a new name, but with the same principals and/or owners is not permitted.

Once approved, a provider will be invoiced for the balance of the provider fee less the application fee.

Renewal Process

For a flow chart detailing the renewal process, please see **Appendix C** on page 19 of this document.

The renewal deadline for a provider is set for 12 months from the month of acceptance into the program. A provider must renew annually by submitting the online renewal application, a printout of the online confirmation screen, supplemental materials, a check for the appropriate provider annual fee made payable to NCEES, and a signed Provider Agreement (see **Appendix D**). For renewal, full payment of the provider fee must accompany submitted materials.

Fee Structure

<u>Provider Type</u>	<u>Provider Annual Fee</u>
National	\$1,500
Regional	\$800
Professional Organization	\$600
Academic Institution	\$600
Firm	\$300
ACEC Member Organization	per agreement

A renewal reminder will be sent **30 days** prior to the month of renewal. Another reminder will be sent the month the renewal is due.

The provider must complete the online application within **30 days** of the renewal month. Supplemental materials, full payment by check, a signed Provider Agreement form, and the confirmation page printout must be received by the RCEP coordinator within **15 days** of completing the online application form. For a detailed list of materials required for submission, please see **Appendix B**. Failure to complete the renewal process will result in removal from the registry. Once removed from the registry, a provider must restart the initial application process after a **three-month** waiting period.

For information regarding the review process and acceptance/denial at the time of renewal please see the Application Review and Review Outcomes sections on the previous page.

ADMINISTRATIVE REQUIREMENTS

Role of the Point of Contact

- The primary point of contact is responsible for ensuring all RCEP standards and requirements are met.
- The primary point of contact acts as a liaison between RCEP and the provider organization. The primary point of contact serves as the first line of communication. Should the primary point of contact be unavailable, the secondary point of contact will assume the responsibilities of the position.
- The point of contact for educational activity registrants is responsible for handling inquiries from participants.
- The point of contact for billing purposes is responsible for paying invoices for the provider's fees in RCEP.
- At minimum, a provider must provide a primary and a secondary point of contact. Points of contact for educational activity registrants and billing purposes may be the same or different contacts as primary and secondary contacts.
- The primary point of contact establishes and maintains a standard operating procedure for administering the program.
- The primary point of contact is responsible for the accuracy of all educational activity listings.
- The primary point of contact must obtain a signed Presenter Quality Commitment Agreement (**Appendix E**) from all educational activity presenters.
- The primary point of contact is responsible for recording attendance in the online system and issuing documentation of participation within **two weeks** of educational activity completion.
- The primary point of contact retains all documents related to educational activities for at least **six years** (see details in Records Retention section on page 12).
- The primary point of contact is responsible for renewing provider status annually.
- The primary point of contact is responsible for passing on point-of-contact responsibilities in the event of a position or job change.

ADMINISTRATIVE REQUIREMENTS

Online System Access and Activities

Information on how to access the online system will be provided at the time of acceptance to the program. Required activities through this system include listing educational activities, updating point-of-contact information, and recording participant results information.

Educational Activity Listing on Master Calendar

Once approved, providers are required to register educational activities with the RCEP Master Calendar. Providers may choose not to display an activity on the master calendar, but all courses must still be registered. Courses that are registered but not displayed on the master calendar will not be subject to course listing fees. All providers may display up to three activities on the master calendar each year at no cost. The fourth and subsequent listings are subject to a listing fee that is billed separately from registered provider fees. The fees for listing courses are as follows:

4–10 listings	\$20 annual fee
11–40 listings	\$40 annual fee
41 or more listings	\$60 annual fee

Annual listing fees are based on the calendar year. Invoices for the previous year are mailed in January.

ADMINISTRATIVE REQUIREMENTS

Information to Be Gathered from Participants

A provider must collect a primary license number, the primary state of licensure, and a signed release form from all participants allowing result information to be reported to RCEP.

Evaluations and Assessments

Activity evaluations must be collected from all participants and presenters. The primary point of contact must retain results of these evaluations for a period of **six years**. Providers should have a formal process for the review of evaluations to improve the effectiveness of activities.

Each educational activity must be evaluated with an appropriate mechanism to measure whether learning objectives were met. Evaluations should determine whether:

- Learning objectives were met
- Program materials were accurate, were relevant, and contributed to learning
- Time allotted to the learning section of the educational activity was effective
- Presenters were effective
- Facilities/technology were appropriate
- Handouts or advance materials were satisfactory
- Audio/visual materials were effective

A sample evaluation can be found in **Appendix G** on page 23 of this document.

All asynchronous distance learning educational activities must also have an end-of-activity examination. The assessment must be in the form of an objectively based examination with at least five questions from every contact hour of instruction. A minimum passing score of 70 percent is required to receive credit for the activity.

The provider should periodically review all evaluations and assessments to measure program effectiveness. The results must be kept on file with the provider for a six-year period.

Self-paced Asynchronous Distance Educational Activities

Asynchronous distance educational activities that are self-paced or without a timing element are required to be pilot-tested by at least 10 professionals in order to calculate the number of PDHs granted. The number of PDHs granted for completion of the activity should be the average time taken by the sample group of professionals. These professionals must sign affidavits stating the length of time it took to complete the activity. The affidavits and other activity documents must be kept on file with the provider for a six-year period.

ADMINISTRATIVE REQUIREMENTS

Results Reporting and Records Retention

A provider must present each participant with documentation of participation within **two weeks** of activity completion. Documentation must include:

1. Provider name and contact information
2. Participant's name
3. Educational activity title
4. Profession, discipline/field of study, and content area
5. Date offered or completed
6. Location (if applicable)
7. Delivery method used
8. Amount of PDH credit earned
9. Verification by provider's primary point of contact or designee
10. RCEP provider number
11. Time-measurement statement reading, "In accordance with the standards of the NCEES RCEP, PDH credits have been granted based on 1 professional development hour in length, which is defined as a contact hour (nominal) of instruction or presentation."

A sample certificate of completion can be found in **Appendix H** on page 24 of this document. A sample certificate is also available for download at www.rcep.net.

A provider must also report results to the online system sorted by the participants' primary license numbers within **two weeks** of educational activity completion. Information that must be reported includes:

1. Participants' primary license numbers
2. Participants' names and contact information
3. Start and end date
4. Profession (i.e., engineering or surveying)
5. Location
6. Provider name
7. Type of PDH credit (Live Seminar, Distance Learning, etc.)
8. Content area (Health, Safety, and Welfare Including Core Technical; Business Practices; or Ethics)
9. Amount of PDH credit (hours)
10. Description of activity (title, brief synopsis, presenter, learning objectives)

ADMINISTRATIVE REQUIREMENTS

A provider must also retain records for a minimum of **six years**. At a minimum, records must contain the following information:

1. Educational activity outline/materials
2. Records of participation
3. Date/period educational activity was available for participation
4. Location(s)
5. Number of credits earned by participants
6. Results of evaluation mechanism and examinations
7. Presenters and educational activity authors and their credentials
8. Signed presenter agreement form
9. Signed affidavits used to calculate PDH value (if self-paced asynchronous distance)

ADMINISTRATIVE REQUIREMENTS

Audit and Complaints Program

All providers and educational activity materials are subject to periodic audits. Audits may be performed following any written complaint forwarded to the RCEP director. Periodic audits will be random and may involve educational activity material review, site visits, and anonymous review of an educational activity and/or activity participant surveys.

Providers are required to provide any requested educational activity materials in support of audit functions within **15 days** of request.

Providers are required to respond to audit findings and provide evidence of corrective action. Responses shall identify root cause, corrective actions, and a long-term plan to prevent recurrence, and are required within **30 days** of receipt of findings. All corrective actions must be implemented within **60 days**. Providers failing to correct findings to the satisfaction of the RCEP director will be removed from the registry. If removed from the registry as a result of audit or complaint finding, providers will be required to reapply to the program for reinstatement through the initial application process.

NCEES Registered Continuing Education Program Standards

General Standard

CE 1. Continuing Education (CE) providers are responsible for compliance with all standards stated herein and other applicable requirements.

Description: In addition to these standards, CE providers are responsible for compliance with all provider, educational activity, and administrative requirements contained in the RCEP Provider Information document and fulfilling the terms set forth in the Provider Agreement. Providers may also be required to meet specific requirements of state/jurisdictional licensing boards to be recognized by them. Providers should contact the appropriate entity to determine requirements.

Educational Activity Development Standards

CE 2. Educational activities must have a clear purpose and relevant learning objectives.

Description: Educational activities shall include a statement of purpose and learning objectives. Methodology for determining learning objectives must be consistent with industry-accepted practices for educational content development.

CE 3. Educational activities must be current, technically accurate, and developed by individuals qualified with respect to educational activity development and specific content.

Description: Educational activities and materials must be prepared and regularly updated to reflect current practices. Individuals responsible for development shall be able to demonstrate qualification and experience in the subject matter as well as in educational activity design. No activity shall be offered for more than two years from initial offering without formal revision.

Educational Activity Delivery Standards

CE 4. CE providers must ensure that presenters are qualified with respect to specific content knowledge and instructional methods. CE providers shall ensure that all presenters sign the Presenter Quality Commitment Agreement.

Description: Qualified presenters for educational activities are those who are capable, through training, education, or experience of communicating effectively and providing an environment conducive to learning. They should be competent and current in the subject matter, skilled in the use of the appropriate instructional methods and technology, and prepared in advance. CE providers shall implement a system to evaluate and track presenter performance and effectiveness.

CE 5. All educational activities shall be delivered as live activities (seminars, technical training sessions, or formal education courses) and/or distance learning activities (synchronous or asynchronous). All educational activities shall be classified as (a) Health, Safety, and Welfare Including Core Technical, (b) Business Practices, or (c) Ethics.

Description: Synchronous and asynchronous programs are defined in the RCEP Provider Information document's Provider Requirements section. All distance learning activities must provide for interaction between participants and with the instructor. Providers that only offer non-interactive traditional correspondence courses are not eligible for the registry at this time. All asynchronous distance activities must have a learning assessment. All asynchronous distance activities, which are self-paced, are required to be pilot-tested to calculate the amount of PDH credit. For more information on these requirements, see the administrative requirements section. Although the NCEES *Model Rules* does not specify or differentiate among classifications, some jurisdictions do not accept educational activities in business practices and ethics or have limitations as to the content. Providers should contact the appropriate entity to determine requirements.

CE 6. All educational activities and associated materials shall be unbiased and neither promote nor market particular products or services in the educational content of the activity. Providers must utilize the approved promotional statement on all materials provided to attendees or potential attendees.

Description: Approved promotional statements are included in the RCEP Provider Information document. Company, product (trademarks, patents, etc.), and service information shall not be displayed in any materials or discussed during the PDH credit portion of any educational activity except as specifically noted in the Provider Information document.

CE 7. All educational activities must include an effective means for evaluating the quality of the activity with respect to content and delivery and must implement a mechanism to assess whether learning objectives were met.

Description: The objectives of the evaluation are to determine participant satisfaction with specific programs and to support continuous process improvement. Evaluations, whether written or electronic, should be solicited from all participants and presenters for each activity. In addition, all distance learning activities shall include an assessment of learning. The assessment must be in the form of an objectively based examination with at least five questions from every contact hour of instruction. A minimum passing score of 70 percent will be required to receive credit for the activity. CE providers must have a formal process for the review of evaluations to improve the effectiveness of activities.

CE 8. Educational activities must be at least 1 professional development hour in length, which is defined as a contact hour (nominal) of instruction or presentation.

Description: A complete description of the units and examples can be found in the NCEES *Continuing Professional Competency Guidelines* (http://www.ncees.org/introduction/about_ncees/cpc_guidelines.pdf).

Educational Activity Results and Records Standards

CE 9. CE providers must provide each participant with documentation of his or her participation and provide information to the RCEP participant record system.

Description: Providers shall provide each participant with documentation as stated in the RCEP Provider Information document's Administrative Requirements section. Additionally, CE providers must provide result information to the online participant individual record. CE providers are responsible for obtaining permission to provide this information to the program.

CE 10. CE providers must maintain all records pertaining to educational activities and participant records for a period of six years.

Description: A list of required records is included in the RCEP Provider Information document's Administrative Requirements section.

- Complete the online application form.**
 - Access the online application form at www.rcep.net.
 - Online applications may be completed in stages.
 - Online applications must be complete within 30 days of start date.
 - Once complete, follow the online prompt to print the online application. You will need a copy for your records and a copy to submit by mail.

- Submit the following materials by mail.**
 - Printout of the confirmation page
You will be prompted to print the confirmation page after completing the online application.
 - Signed Provider Agreement
The primary point of contact must sign and date the Provider Agreement (**Appendix D**).
 - Appropriate application/provider fee
 - For details on appropriate application/provider fees, please see Initial Application Process and Renewal Process in the Administrative Requirements section.
 - Make check payable to NCEES. Please do not staple check to materials.

Submit the following materials by mail on CDs (two copies). Only Microsoft Office program files or PDF files are accepted. The documents below must be submitted for each type of delivery method used by provider, i.e., one sample activity's documents for live instruction, one for distance synchronous, and one for asynchronous distance, for a maximum of three sets of sample materials.

- Word document listing files names and indicating which of the requirements below are satisfied by the files
- Sample educational activity materials which must contain the quality assurance statements (e.g., video, PowerPoint presentation, handouts)
- Sample educational activity evaluation
- Sample educational activity learning assessment (required for distance activities only)
- Sample educational activity outline
Include in outline the amount of PDH credit to be awarded for the sample educational activity and development and/or revision date.
- Credentials of educational activity developers and presenters (e.g., education, experience, or knowledge gained in the specific content area)
- Additional information on method of determining educational activity objectives/content (continuation from online application form) if applicable.
- Copies of at least 10 affidavits stating the length of time taken to complete the activity (required for self-paced asynchronous distance activities only)

Mail all materials to the following address:

U.S. Mail

NCEES

Attn: RCEP

P.O. Box 1686

Clemson, SC 29633

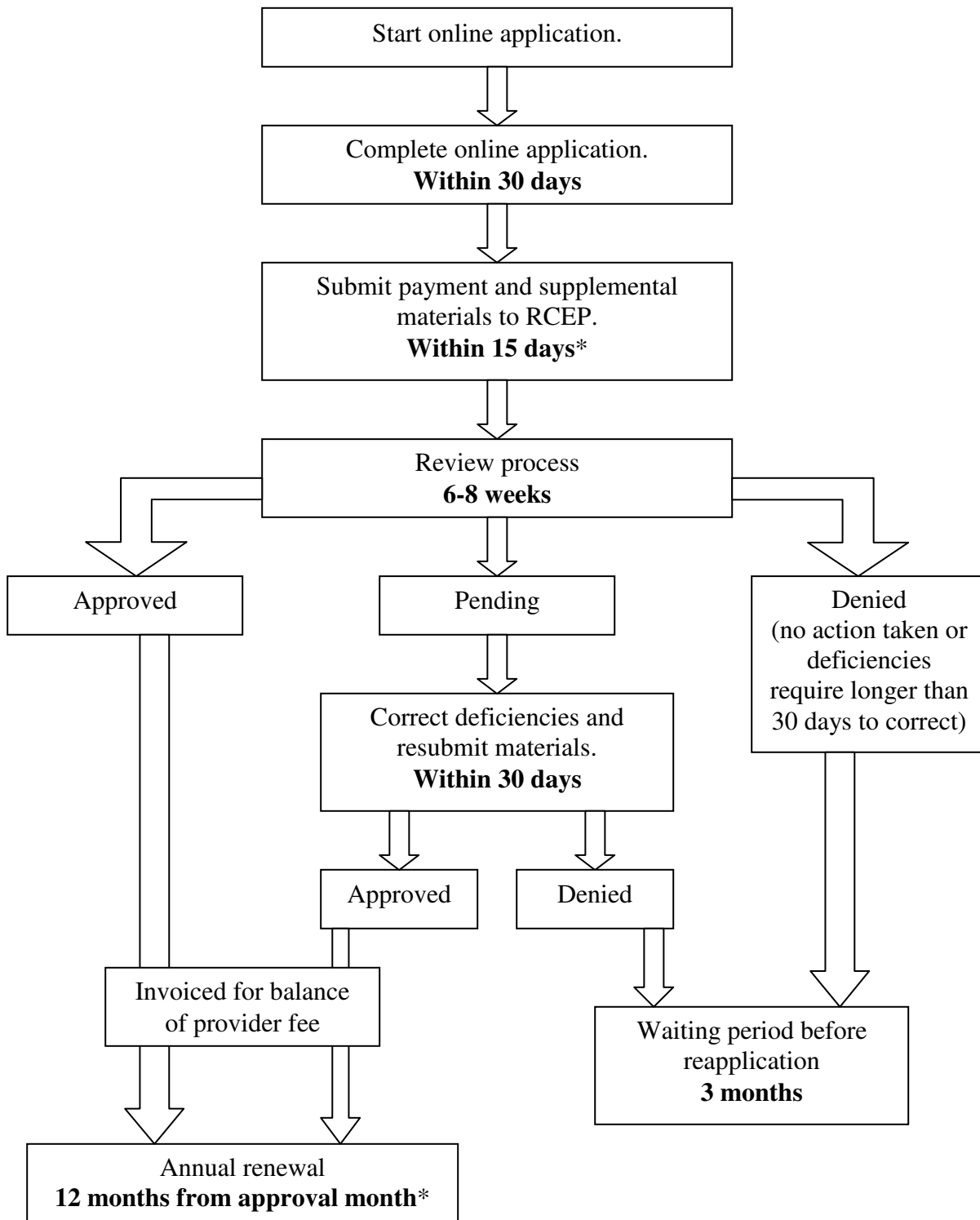
Expedited (UPS, Fed-Ex, etc.)

NCEES

Attn: RCEP

280 Seneca Creek Road

Seneca, SC 29678



*For renewal, full payment of the provider fee must accompany submitted materials.

By signing this form and completing the application process, a provider agrees:

1. To abide by the standards and requirements of the NCEES Registered Continuing Education Program and to meet all standards set forth in this document
2. To use the following official Registered Continuing Education Program promotional statement, in its entirety and without alteration, in promotional and other materials distributed to prospective educational activity registrants:

“[Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of completion will be issued to all participants.”

- To use the NCEES Registered Continuing Education Program logo only in conjunction with and adjacent to the official Registered Continuing Education Program statement. Proper use of the logo must comply with the Registered Continuing Education Program logo requirements.
- To retain educational activity and participant records for a period of six years and to respond to any Registered Continuing Education Program inquiry about these records. Upon request, to make records available for audit to the Registered Continuing Education Program or its designee.
- To authorize the NCEES Registered Continuing Education Program, by signature on this application, to share the information submitted by the provider for application with a state board upon receipt of a written request

The provider completing this application understands that failure to comply with this Agreement, or failure to meet acceptable standards in the conduct of RCEP activities, may result in the termination of this Agreement by RCEP, and notice of such termination may be given to state boards and to licensees. The provider further agrees that immediately upon such termination, the use of the official NCEES Registered Continuing Education Program promotional statement and the NCEES Registered Continuing Education Program logo will be discontinued. In the event the Agreement is terminated and legal action must be instituted by the NCEES Registered Continuing Education Program to obtain compliance by the undersigned provider to cease and desist from the use of the official NCEES Registered Continuing Education Program promotional statement or program logo, the provider agrees to pay such sums as the court may adjudge for reasonable attorney fees and to pay all costs and disbursements incurred therein.

Signature of Primary Point of Contact

Printed/Typed Name of Primary Point of Contact

Date

Mail completed and signed form, with appropriate fee and required attachments to the following:

U.S. Mail
NCEES
Attn: RCEP
P.O. Box 1686
Clemson, SC 29633

Expedited (UPS, Fed-Ex, etc.)
NCEES
Attn: RCEP
280 Seneca Creek Road
Seneca, SC 29678

This statement is designed to maintain the standards and requirements of RCEP. Each presenter must sign this agreement prior to initial offering under this program. The provider’s primary point of contact for RCEP must retain this signed agreement with educational activity materials for a period of six years.

Presenters are the key to quality continuing education programs. By signing this statement, a presenter agrees to maintain the quality educational activities and fulfill the outlined responsibilities.

1. The educational activity will be delivered without endorsement, bias, marketing, or sales orientation.
2. The content of the educational activity as it relates to the learning objectives will not be altered. (Personalization of activities for presenters and location is allowed.)
3. All educational activities will be accurately promoted consistent with RCEP-approved language.
4. Company/organization logos, product name, product reference numbers, and branding will be limited to the first and last slides only.
5. RCEP quality assurance slides will be included and reviewed with the participants during every educational activity.
6. Information will be gathered from all participants according to the Administrative Requirements section.
7. Results must be reported to the online system sorted by the participants’ primary license numbers within two weeks of activity completion. For details, see the Administrative Requirements section.
8. All participants will be made aware that their attendance is required for the entire activity in order for credit to be issued. Partial credit will not be given.
9. Participants in distance learning activities will be made aware of the mandatory end of activity learning assessment and the 70 percent pass rate requirement.
10. Evaluation forms will be distributed and collected to gather feedback on content and delivery.
11. All participants will be provided with documentation of completion within two weeks of activity completion.
12. All product and proprietary content and questions will be addressed before or after the educational content of the activity.

By signing this agreement, a presenter understands that his or her compliance is essential to continued success and provider registration in RCEP.

Presenter Name (print)

Signature

Date

Provider Name



REGISTERED CONTINUING EDUCATION PROGRAM

(provider name) invites you to attend

(course title)

on

(course date)

(course location if applicable)

(course content)

(learning objectives)

Delivery Method: Live Instruction, Distance (Synchronous/Asynchronous)

Earn _____ PDH credits

To register for this course, contact *(contact name)* at xxx.xxx.xxxx or visit our Web site _____

For more information regarding refund, complaint and cancellation policies, please contact xxx.xxx.xxxx

[Provider Name] has met the standards and requirements of the NCEES Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of Completion will be issued to all participants. Complaints regarding registered providers may be address to RCEP, P.O. Box 1686, Clemson, SC, 29633. Web site: www.rcep.net.

Educational Activity Evaluation

Educational activity title: _____

If applicable, presenter: _____

Activity dates: _____ Participant name (optional): _____

Instructions: Please comment on the following evaluation points for this activity and assign a number grade, using a 1–5 scale, with 5 as the highest grade.

- 1. Were the stated learning objectives met? 1 2 3 4 5
Comment: _____

- 2. If applicable, were prerequisite requirements appropriate? 1 2 3 4 5
Comment: _____

- 3. Were materials accurate? 1 2 3 4 5
Comment: _____

- 4. Were materials relevant, and did they contribute to the achievement of the learning objectives? 1 2 3 4 5
Comment: _____

- 5. Was the time allotted to the learning activity appropriate? 1 2 3 4 5
Comment: _____

- 6. If applicable, were the individual presenters effective? 1 2 3 4 5
Comment: _____

- 7. Were the facilities and/or technological equipment appropriate? 1 2 3 4 5
Comment: _____

- 8. Were the handouts and/or advance preparation materials satisfactory? 1 2 3 4 5
Comment: _____

- 9. Were the audio and visual materials effective? 1 2 3 4 5
Comment: _____





REGISTERED CONTINUING EDUCATION PROGRAM

Provider Name

Provider Address

Certificate of Completion

This certificate is presented to

(participant's name)

for successfully completing

(educational activity title)

(profession, discipline/field of study, content area)

Number of PDH credits _____ Date/location _____

**In accordance with the standards of the
NCEES Registered Continuing Education Program,
PDH credits have been granted based on one professional development hour in length, which is defined as
a contact hour (nominal) of instruction or presentation.**

Registered Continuing Education Program Number _____

Instructional delivery method _____

Signature of CEO or individual responsible for administration of continuing education