



# REGISTERED CONTINUING EDUCATION PROGRAM MANUAL FOR CPC PROVIDERS

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Provider Manual 2023



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## OVERVIEW

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### General Description

The 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 offering both live and interactive distance learning educational activities are eligible to apply 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** on page **15** of this manual. The following sections describe the requirements set forth in the standards.

## **PROVIDER CATEGORY**

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Providers are categorized according to the following criteria:

- **National:** A provider that offers educational activities in more than one geographic region as defined by the U.S. Census Bureau, nationally and/or a provider that offers distance education programs
- **Regional:** A provider that offers educational activities in one geographic region as defined by the U.S. Census Bureau (**Northeast** = CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, & VT; **Midwest** = IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD & WI; **South** = AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX VA, & WV; **West** = AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, & WY)
- **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
- **Firm:** A provider that only offers educational activities to its own employees
- **ACEC state member organization**

### **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 state member organization	per agreement

The application fee of \$150 will be applied to the first year's annual fee if the provider is accepted.

# EDUCATIONAL ACTIVITY REQUIREMENTS

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## Delivery Methods

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

1. **Live onsite or live online courses (Synchronous): Seminars, technical training sessions, or formal educational course activities**
2. **Distance learning online courses (Synchronous and Asynchronous): Seminars and technical training course activities**

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. In the RCEP system, synchronous live programs are classified as **scheduled activities**.

**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 course 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. In the RCEP system, asynchronous distance learning programs are classified as **on-demand activities**.

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

## 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 REQUIREMENTS**

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### **For educational activities to meet RCEP requirements, they must:**

- Have a clear purpose statement/course description with stated and relevant learning objectives.
- Be current, technically accurate, and effectively designed. Presentations should show most recent revision date.
- Be developed by individuals qualified in the subject matter and instructional design.
- Be delivered by individuals qualified in the subject matter and instructional methods.
- Be unbiased. Activities may not promote or market a particular company's products or services during the training portion of the educational content.
- Not contain any proprietary information, including company/product names, logos, or reference numbers in the activity's presentation materials (such as slides, handouts, or samples) used during the training portion of the educational content. Only the first and last slides of a presentation/handout may contain a company's name and logo.
- Include the required **RCEP Quality Assurance** slides as defined in **Appendix C**. Required RCEP Quality Assurance slides can be downloaded from the RCEP website at [RCEP.net](http://RCEP.net) at the Education Provider's tab
- Be reviewed periodically and updated as necessary. No educational content shall be offered without revision longer than two years from initial offering.
- Include and display the activity's development date or content revision date on either the activity's Outline, Agenda, or the appropriate RCEP Quality Assurance slide (Copyright, Purpose/Learning Objectives, Questions).
- Be a minimum of 60 minutes (1 hour) of instruction or presentation which is equivalent to 1 Professional Development Hour (PDH).
- Be advertised as offered by a registered provider of RCEP. The RCEP does not accredit or certify individual activities or presenters, so, providers should not use the terms "accredit" or "certify" when referring to educational activities.
- Have an assessment mechanism if offered on-demand, as detailed in the **Administrative Requirements** section.

## **EDUCATIONAL ACTIVITY REQUIREMENTS**

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### **Explanation of Purpose and Learning Objective statements:**

Most purpose statements/course descriptions are included in a marketing brochure and in the material submitted for review by a professional association. It is usually a broad statement made in one or two sentences, such as, "The purpose of this program is to help the course participant gain a better understanding of the choices available in roofing materials." However, these terms cannot be measured.

The purpose statement/course description needs to be translated into measurable terms for learning objectives by detailing what is to be discussed during the course activity. "Gain a better understanding" needs to be converted into action verbs. Providers have to be able to measure the course objective to know if the course content accomplished it. In the evaluation, participants must be asked how well they can accomplish the learning objectives, and the provider must list each learning objective.

The question at the end of a learning program is always, "How do you know the participants learned?"

- By using the term "explain" or "describe," participants can prove that they comprehend the information presented during the course activity.
- By using the term "select" or "apply," participants can prove that they can apply the information they learned.
- By using the term "compare" or "categorize," participants can show that they can analyze information from the seminar.

Program Learning Objectives are written in the following format:

At the end of this presentation, participants will be able to:

- Explain the issues in sustainability of roofing materials
- Describe the process of installing a sustainable roof
- Select roofing materials that promote sustainability
- Categorize which roofing materials are most sustainable
- Compare energy consumption of buildings with different roofing materials

## **EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS**

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### **RCEP Presentation Statement**

The following statement **must be included at the beginning of all RCEP activities** and displayed on the first required RCEP 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.net](http://RCEP.net). Certificates of Completion will be issued to all participants via the [RCEP.net](http://RCEP.net) online system. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the RCEP”.

### **Company/Product Identification**

Company, organization, product (trademarks, patents, etc.), and service information shall not be displayed on any materials or discussed during the PDH credit earning portion of any RCEP qualified course 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 RCEP promotional statement for use when including RCEP in marketing materials. A sample of an RCEP approved promotional piece can be found in **Appendix B** on page 18 of this document.

“[INSERT 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.net](http://RCEP.net). Certificates of Completion will be issued to all participants via the [RCEP.net](http://RCEP.net) online system. Complaints regarding RCEP registered providers may be addressed to RCEP at 1400 L Street, NW, 4<sup>th</sup> Fl., Washington, DC, 20005. Website: [RCEP.net](http://RCEP.net).”

### **Use of RCEP Logo**

The RCEP logo and Registered Provider Imprimatur are available for download in JPEG format at [RCEP.net](http://RCEP.net) under the Education Provider tab. They are for use only by currently approved registered providers and are limited to identifying providers as being registered with RCEP. For higher resolution files, please contact the RCEP administrator.



*RCEP.net for Engineers, Surveyors and A/E/C Professionals*

## **EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS**

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### **Advertising**

RCEP registers and approves providers, not individual educational activities or presenters. The terms “certify” and “accredit” may not be used interchangeably with the term “register” when referring to providers offering educational activities. Promotional materials must accurately state the activity length, available PDH credit, cost, and refund policy. 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, RCEP requires that all presenters sign the **Presenter Quality Commitment Agreement** found in **Appendix F** on page 22 of this Provider Manual. The provider’s primary point of contact must retain copies of the Presenter Quality Commitment Agreements for **six years**.

## ADMINISTRATIVE REQUIREMENTS

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### Initial Application Process

A **Flow Chart** detailing the initial application process can be found in **Appendix D** on page 20 of this Provider Manual.

### Filing Applications

Providers shall complete the online application at [RCEP.net](http://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 documents; (see **Appendix G** on page 23)
- A nonrefundable application fee of \$150.00 by check, made payable to RCEP;
- A signed Presenter Quality Commitment Agreement (see **Appendix F** on page 22)
- A signed Provider Agreement (see **Appendix E** on page 21); and

See **Appendix G** on page 23 of this Provider Manual for a detailed list of documents required for submission. Supplemental materials may be provided electronically by email, flash drive, or CD and sent with the application fee and signed Provider Agreement to:

RCEP, 1400 L Street, NW – 4th Floor, Washington, DC 20005.

Supplemental documents, check, and Provider Agreement must be received by the RCEP Administrator within **15 business days** of completing the initial online application.

### Presenter Quality Commitment Agreement

In an effort to maintain the quality of educational activities and to further the qualifications and reputation of presenters, RCEP requires that all presenters sign the **Presenter Quality Commitment Agreement** found in **Appendix F** on page 22 of this Provider Manual. The provider's primary point of contact must retain copies of the Presenter Quality Commitment Agreements for **six years**.

### Provider Agreement

RCEP approved providers are responsible for maintaining compliance with all RCEP provider, administrative, marketing, and standards requirements contained in this RCEP Provider Manual. RCEP approved providers must fulfill all the terms set forth in the **Provider Agreement, Appendix E**.

### Application Review

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

Please allow **30 days** for the review process to be completed.

### Review Outcomes

- **If submitted materials meet RCEP standards and requirements**, the provider will be informed of approval and given access to the [RCEP.net](http://RCEP.net) system for educational activity listings and attendance records. At this time, the provider will also be invoiced the balance due for the 1<sup>st</sup> year's approval period.
- **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 resubmit 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.

- **If submitted materials include deficiencies** that 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 or its affiliated subsidiaries under a new name but with the same principals and/or owners is not permitted.

## **RCEP.Net System Access and Activities**

Providers will gain full access to the [RCEP.net](http://RCEP.net) online system 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 attendance records. Providers should list educational activities to [RCEP.net](http://RCEP.net) (in advance of the event) and must record attendance records after completion of the educational activities. Attendance records must be recorded in the RCEP System within **30 days** after the educational activities completion date.

## **Educational Activity Listing on Master Calendar**

Once approved, providers are required to list educational activities in RCEP.net. Providers may choose not to publish an activity on the RCEP Master Calendar, but all courses should still be listed. Courses that are listed but not published on the Master Calendar will not be subject to course listing fees. All providers may publish up to 100 activities on the RCEP Master Calendar each year at no cost. Subsequent listings are subject to a listing fee that is billed separately from registered provider fees. The fees for publishing courses are as follows:

1–100 course listings	Included in annual fee
Each additional block of 100 course listings	\$100/block

## ADMINISTRATIVE REQUIREMENTS

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### Renewal and Reapplication Process

The **Flow Chart** detailing the initial and renewal process are in **Appendix D** on page 20 of this Provider Manual.

#### Provider Renewal (Annually)

Providers are approved for a 3 year period. To maintain approved provider status during the 3 year approval period, the provider is required to renew annually. An invoice in the amount consistent with the provider's type will be automatically generated in the RCEP System two months before the renewal deadline date, then emailed to the provider's designated Billing Contact. The renewal deadline date is the anniversary date of the provider's initial acceptance into the registry. Failure to complete the annual renewal process will result in the provider's removal from the registry.

#### Provider Reapplication (Triennially)

Providers are required to reapply and have different course material reviewed every 36 months (or three years) from the anniversary date of acceptance into the registry. At the time of reapplication, providers must update the online renewal application, provide new supplemental documents for review and approval, pay by check the nonrefundable application fee of \$150.00, and send a newly signed and dated **Provider Agreement** (see **Appendix E**). A complete reapplication package must be received by the RCEP Administrator within **15 business days** of updating the online application. Supplemental documents should differ from materials submitted for the initial application. Please allow a total of **30 days** for the review of reapplication documents. See **Appendix G** for a detailed list of supplemental documents required for reapplication.

#### 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 state member organization	per agreement

Failure to complete the reapplication process will result in the provider's 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, see the **Application Review and Review Outcomes** sections on page 8.

Providers that do not consistently report activities and attendance to the [RCEP.net](http://RCEP.net) online system may not be renewed. To remain a Registered Continuing Education Provider in good standing, a provider must continuously record activities and attendance records (PDHs) in the [RCEP.net](http://RCEP.net) online system.

## ADMINISTRATIVE REQUIREMENTS

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### The point of contact is responsible for:

- Ensuring all RCEP standards and requirements are met.
- Being the liaison between RCEP and the provider organization by serving as the first line of communication. Should the primary point of contact be unavailable, the secondary point of contact will assume the RCEP administrative role and the accompanying responsibilities for the provider organization.
- Handling inquiries from educational activity registrants and participants.
- Paying provider's fees upon receipt of RCEP invoices.
- Assigning a "primary" and a "secondary" point of contact. Points of contact for educational activity registrants and billing purposes may be the same or different than the designated RCEP primary and secondary contacts.
- Establishing and maintaining a standard operating procedure for administering the program.
- Ensuring the accuracy of all educational activity listings.
- Obtaining a signed Presenter Quality Commitment Agreement (**Appendix F**) from all educational activity presenters.
- Recording attendance at [RCEP.net](#) no later than **30 days** after the approved activity is concluded. [RCEP.net](#) will then automatically generate a certificate of completion, in the standardized format, for deposit into each attendee's RCEP subscriber account. The attendee may download the certificate of completion at any time.
- Retaining all documents related to educational activities for at least **six years** (see details in **Records Retention** section on page 12).
- Renewing provider status annually and reapplying every 3 years.
- Transferring RCEP point-of-contact responsibilities in the event of a position or job change.

### 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** with (**Required**) evaluation questions can be found in **Appendix H** on page 24 of this document.

All asynchronous distance learning educational activities must also have an end-of-activity assessment. 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 full credit for the activity.

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

## **ADMINISTRATIVE REQUIREMENTS**

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### **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 3 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.

### **Records Retention: Activities and Attendance**

The provider is responsible for listing activities (educational offerings) and recording attendance (PDHs) to [RCEP.net](https://www.rcep.net) on a regular basis. Activities that are open to the public should be listed to [RCEP.net](https://www.rcep.net) and published to the RCEP Master Calendar in advance of the activity offering. In addition, providers must record attendance to [RCEP.net](https://www.rcep.net) within **30 days** of completion of the activity.

### **Activity Requirements for RCEP.net**

Activities or course offerings should be listed in [RCEP.net](https://www.rcep.net) and, if applicable, published in the RCEP Master Calendar prior to the date of the scheduled event. Any activities that are on-demand and thus not a scheduled activity should be listed in [RCEP.net](https://www.rcep.net) and, if applicable, published on the Master Calendar as they become available.

To list an activity to [RCEP.net](https://www.rcep.net), the following pieces of information must be compiled for each activity:

- Activity title
- Activity description
- Number of PDHs awarded for completion of the activity
- Instructor name(s), company
- Activity type (COL = College Level Course; CEC = Continuing Education Course; COR = Short Course/Tutorial)
- Delivery method (CLA = Classroom Instruction; CON = Conference/Convention; LIV = E-Learning Live; DEM = On Demand Learning/Self Study)
- Content area (HSW = Technical, Health, and Safety; E = Ethics; BP = Business Practices; JS = Jurisdiction Specific; OTH = Other)
- Profession (A = Architecture; E = Engineering; S = Surveying; O = Other)
- Start date (scheduled activities only)
- End date (scheduled activities only)
- Venue address, including street address, city, state, zip code, and country
- For help or guidance with reporting activities to [RCEP.net](https://www.rcep.net), contact ACEC at [rcep@acec.org](mailto:rcep@acec.org).

A certificate of completion must be issued to all participants for each activity completed. [RCEP.net](https://www.rcep.net) automatically generates certificates of completion for each attendee when attendance is recorded (PDHs are issued) in [RCEP.net](https://www.rcep.net).

## Attendee Information Requirements for RCEP.net

The provider must inform participants that attendance records will be recorded to the Registered Continuing Education Program at [RCEP.net](http://RCEP.net). Attendance must be recorded to [RCEP.net](http://RCEP.net) for each activity participant in order to issue the earned PDH Certificate. To record attendance in [RCEP.net](http://RCEP.net), providers must collect the following information from participants:

- E-mail address (this is the subscriber's username in the system)
- First name
- Last name
- Mailing address/P.O. Box
- City
- State
- Zip code
- Country
- Primary license number (optional)
- Primary state of licensure (optional)

Once attendance is recorded, a certificate of completion is automatically generated in the system for each participant then deposited into their RCEP Subscriber Account. Each participant will receive an email confirmation immediately after the certificate of completion has been deposited. (Note: If the participant is new to [RCEP.net](http://RCEP.net), a free and basic subscriber account is created for that participant and the certificate is deposited into their subscriber account. Attendees that already have an RCEP subscriber account will simply receive the additional attendance record/PDHs Certificate deposited into their RCEP subscriber account.

Participants may download their certificate of completion if they wish to print it and if not, the certificate will remain stored in their subscriber account if they wish to access it at a later date.

Attendance should be recorded within **30 days** of the activity's completion date. Providers must log into [RCEP.net](http://RCEP.net), find the activity for which attendance is being recorded, and click on the "Manage Attendance" tab to either enter each participant individually or import a list of participants.

Questions about how to list activities and record attendance in [RCEP.net](http://RCEP.net) may be directed to [rcep@acec.org](mailto:rcep@acec.org).

## Retention

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

- Educational activity outline/materials
- Records of participation (maintained within [RCEP.net](http://RCEP.net))
- Date/period educational activity was available for participation
- Location(s)
- Number of credits earned by participants (maintained within [RCEP.net](http://RCEP.net))
- Results of evaluation mechanism and examinations
- Presenters and educational activity authors and their credentials
- Signed presenter agreement form
- At least three signed affidavits from participants used to calculate PDH value (for on-demand education activities)

## **ADMINISTRATIVE REQUIREMENTS**

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### **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 list educational activities prior to the activity start date and record attendance within **30 days** of the activity completion date in the [RCEP.net](https://www.rcep.net) online system. This will be subject to regular audits by RCEP administrators and may affect the provider's approval status.

Providers are required to provide any requested educational activity materials in support of audit functions within **30 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.

**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 the following standards, RCEP providers are responsible for compliance with all provider, educational activity, marketing, and administrative requirements contained in the RCEP Provider Manual as well as fulfilling the terms set forth in the Provider Agreement. Providers may also be required to meet specific requirements of state/jurisdictional licensing boards to have PDHs issued recognized by that state. 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. Learning objectives should be constructed using action verbs related to what participants will be able to do after having received the instruction and should be measurable.

**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. All activities should be reviewed to ensure content exhibits current industry standards and compared to evaluation feedback to assess whether the activity's objectives were met.

**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. A brief biography with a minimum of 50 words that includes any licenses, designations, or certifications held by the presenters should be provided to the RCEP provider. RCEP 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 Manual at the **Educational Activity 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 **Educational Activity Delivery Requirements** section of this Provider Manual. 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 full credit for the activity as partial credit is not acceptable. 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 one (1) professional development hour in length, which is defined as one (1) 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* (<https://ncees.org/wp-content/uploads/CPC-Guidelines-2017-final.pdf>).

### **Educational Activity Results and Records Standards**

**CE 9. CE providers must provide each participant with documentation of his or her participation and successful completion of an activity by recording attendance information to the [RCEP.net](https://ncees.org) online system.**

**Description:** Providers shall provide each participant with documentation as stated in the **Administrative Requirements** section. Providers can accomplish this by recording attendance in [RCEP.net](https://ncees.org). A certificate of completion to document participation and successful completion is automatically created in the system when attendance is recorded in the [RCEP.net](https://ncees.org) online system. Participants may download certificates of completion from [RCEP.net](https://ncees.org) (for free) and may store certificates for future use in [RCEP.net](https://ncees.org) (for free). CE providers are responsible for obtaining permission to provide this information to the program by notifying participants of this practice. Participant information is not shared and is stored on the secure [RCEP.net](https://ncees.org) site for career record-keeping purposes. The service is free unless the participant chooses to upgrade to Power User status.

**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 **Administrative Requirements** section.



*(INSERT provider name)* invites you to attend

*(INSERT course title)*

on

*(INSERT course date)*

*(INSERT course location if applicable)*

*(INSERT course content)*

*(INSERT 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 website at \_\_\_\_\_ .

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

[*INSERT 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 the RCEP.net. Certificates of Completion will be issued to all participants via the RCEP.net online system. Complaints regarding registered providers may be sent to RCEP at [www.RCEP.net](http://www.RCEP.net).

**RCEP Quality Assurance Slides**

Every course activity’s presentation material (PowerPoint) must include the following slides/screens as indicated. These slides can be downloaded as a PowerPoint file at [www.RCEP.net](http://www.RCEP.net) at the Education Providers tab. They must be incorporated into the course activity presentation materials in the order detailed below.

Provider Quality Assurance

“[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.net. Certificates of Completion will be issued to all participants via the RCEP.net online system. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the RCEP”.

[RCEP Provider Imprimatur]

**Provider Quality Assurance – REQUIRED Slide**

This RCEP slide must be incorporated into the PowerPoint presentation or other presentation material. It must follow the title slide or first page in the presentation material.

The RCEP Provider Imprimatur is accessible at [RCEP.net](http://RCEP.net) at the Education Provider tab.

**COPYRIGHT MATERIALS**

This educational activity is protected by U.S. and international copyright laws. Reproduction, distribution, display, and use of the educational activity without written permission of the presenter is prohibited.

©Provider name and current year  
[Provider logo is acceptable here]

**Copyright Slide – OPTIONAL Slide**

If copyright information is to be included, this slide must be used instead of including copyright information on multiple slides. If used, this slide must follow the RCEP Quality Assurance slide above. Your provider logo may be added to the Copyright Materials slide.

**Purpose and Learning Objectives**

[Detail the purpose statement/course description in detail followed by Learning Objectives]

At the end of this presentation, you will be able to:

[List learning objectives on this slide]

**Purpose Statement and Learning Objectives – REQUIRED Slide**

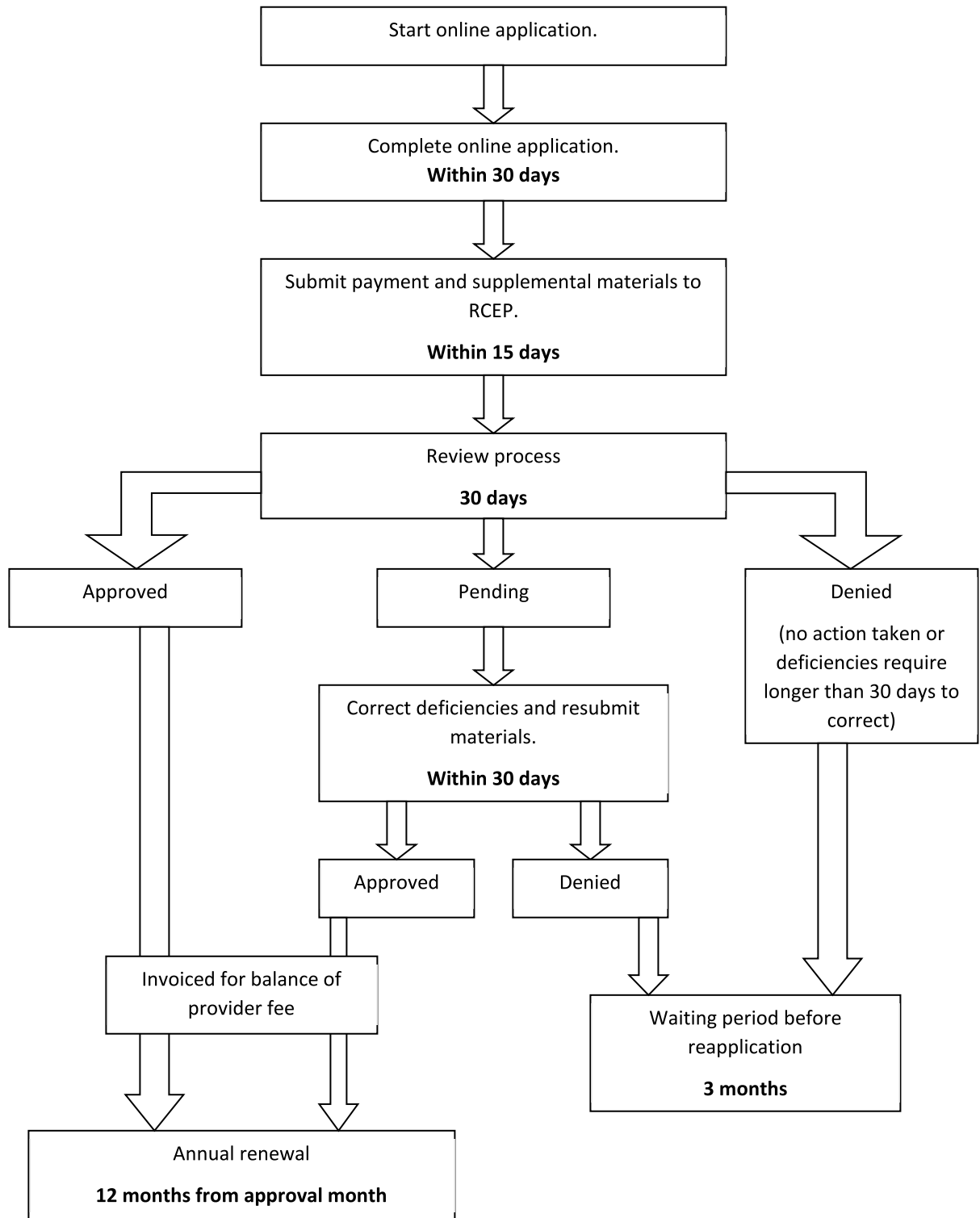
This slide must follow the Copyright Materials slide or the RCEP Slide if the Copyright slide is NOT included. More information about Learning Objectives is available under the “**Educational Activity Requirements**” section of this Provider Manual and at [RCEP.net](http://RCEP.net). NOTE: The Purpose Statement and Learning Objectives can be two separate slides if necessary.

Thank you for your time.

**Questions?**

**Questions/Last Page – REQUIRED Slide**

All educational activity presentation/handout materials must conclude with a “Questions” slide. This slide is the last page of the presentation/handout materials. It is acceptable to include provider name, logo, and service information on this slide.



**Note: Approved providers must reapply to RCEP every three years to maintain RCEP approval status.**



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 of 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 only the first and last pages of the presentation slides and/or handouts.
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. Participants attendance must be recorded by the Provider to the [RCEP.net](http://RCEP.net) online system no later than 30 days after the activity is completed. 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 that full credit be issued. Partial credit will not be issued.
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 to participants and collected by the presenter to gather feedback on content and delivery.
11. All participants will be provided with a certificate of completion within 30 days of activity completion.
12. All product and proprietary content and questions will be addressed before or after the educational content of the activity is presented.

**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)

\_\_\_\_\_  
Presenter Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Provider Name

- Complete the online application form.**
  - Access the online application form at RCEP.net.
  - Online applications may be completed in stages.
  - Online applications must be complete within 30 days of start date.
  - Once complete, follow the prompt to print the online application. Keep a copy for your records.
- Submit the following materials by mail.**
  - Copy of this checklist
  - Signed Provider Agreement
  - The primary point of contact must sign and date the **Provider Agreement (Appendix E)**
  - 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 RCEP. Do not staple check to materials.

**New Applications and Reapplications must include the following supplemental documents by mail on a flash drive or CD, or by email to [rcep@acec.org](mailto:rcep@acec.org). Only Microsoft Office program files and PDF files are accepted. The documents below must be submitted for each type of course activity 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 documents. Supplemental documents submitted must meet requirements and standards described in Appendix A.**

**Annual renewals do not require the submission of the following supplemental documents.**

- 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 form (if submitting an on-demand and scheduled activity, please submit a sample evaluation form for each)
- Sample educational activity learning assessment (required for on-demand activities only)
- Sample educational activity outline
- Include in outline the amount of PDH credit to be awarded for the sample educational activity, the statement of purpose of the activity, the intended RCEP delivery method type of the activity, the intended category of the activity [(1) Health, Safety, and Welfare Including Core Technical, (2) Business Practices, or (3) Ethics], 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). These can be in the form of a resume. Bios should be a minimum of 50 words and should include any licenses, designations, or certifications held by the presenters.
- Copies of at least three affidavits from participants stating the length of time taken to complete the activity. These are required for self-paced asynchronous distance (on-demand) activities.

**Send all materials by mail to:**

RCEP  
1400 L Street, NW - 4<sup>th</sup> Floor  
Washington, DC 20005

**Sample Program Evaluation**

Program Title \_\_\_\_\_

Presenter \_\_\_\_\_ Date \_\_\_\_\_

**Please assist us in evaluating this program by responding to each question below with either Y (yes), P (partially), or N (no) and provide comments to explain your answer.**

**PART 1: CONTENT**

- |   |   |   |   |
|---|---|---|---|
| 1. Were the program learning objectives stated clearly and concisely? <b>(Required)</b>     | Y | P | N |
| Comment _____   |   |   |   |
| 2. Did you learn information you will be able to use?                                       | Y | P | N |
| Comment _____   |   |   |   |
| 3. Did this program meet your expectations? <b>(Required)</b>                               | Y | P | N |
| Comment _____   |   |   |   |
| 4. Are you confident that you could accomplish these learning objectives? <b>(Required)</b> |   |   |   |
| (List learning objective one)   | Y | P | N |
| (List learning objective two)   | Y | P | N |
| (List learning objective three)   | Y | P | N |
| (List learning objective four, etc.)  | Y | P | N |
| 5. Was the material presented in a way that will be easy for you to apply?                  | Y | P | N |
| Comment _____   |   |   |   |
| 6. Were all of the topics beneficial for you?   | Y | P | N |
| Comment _____   |   |   |   |
| 7. Was the amount and pacing of content presented appropriate for you?                      | Y | P | N |
| Comment _____   |   |   |   |
| 8. Did you find the program content current and relevant? <b>(Required)</b>                 | Y | P | N |

Comment \_\_\_\_\_

**PART 2: PRESENTER**

9. Were the presenters easy to understand? Y P N

Comment \_\_\_\_\_

10. Did the presenters cover the content adequately in the allotted time? Y P N

Comment \_\_\_\_\_

11. Did the presenters help you understand the content? **(Required)** Y P N

Comment \_\_\_\_\_

12. Was the presenter responsive to the group's needs or questions? Y P N

Comment \_\_\_\_\_

**PART 3: FACILITY**

13. Were the registration procedures participant friendly? Y P N

Comment \_\_\_\_\_

14. Did the handouts or advance preparation materials contribute to your learning? Y P N

Comment \_\_\_\_\_

15. Were the audio and visual materials effective? **(Required)** Y P N

Comment \_\_\_\_\_

16. Was the room/facility comfortable for you during the program? Y P N

Comment \_\_\_\_\_

17. Did the equipment or technology function appropriately? Y P N

Comment \_\_\_\_\_

18. Was the scheduling convenient for you? Y P N

Comment \_\_\_\_\_

19. Were the break time and refreshments satisfactory for you? Y P N

Comment \_\_\_\_\_

**PART 4 MARKETING (OPTIONAL)**

20. How did you hear about this program? (Check boxes can be inserted here)

\_\_\_\_\_

21. What primarily attracted you to this program? (Check boxes can be inserted here)

\_\_\_\_\_

22. What is your primary job function? (Check boxes can be inserted here)

\_\_\_\_\_

23. Are you a member of any professional associations? (Check boxes can be inserted here)

\_\_\_\_\_

24. What other program topics would you be interested in attending? (Check boxes can be inserted here)

\_\_\_\_\_

25. Are you interested in receiving information about future courses by email?    Y        N

E-mail: \_\_\_\_\_

Copyright: Lyn Everett Knowles 2010

Reference: This questionnaire is based in part on Exhibit 11.4 Sample Participant Questionnaire in Cafferella, R. S. (2002). *Planning Programs for Adult Learners*. 2<sup>nd</sup> ed., San Francisco: Jossey-Bass, pp. 244–246.