

Montana Association of Registered Land Surveyors

Application for Evaluation of Continuing Education Activity

Instructions:

- A. One form must be completed for each course.
- B. Complete all sections below. Attach extra pages if necessary.

SECTION I: PROVIDER

1. _____
(Name/Name of Organization)

(Street Address) (City) (State) (Zip Code)

(Phone) (Fax) (Email)
2. Briefly describe the providing organization (If applicable):

SECTION II: COURSE

1. This is a: _____ New course being submitted to MARLS for the first time.
_____ New version or repeat of a course previously approved by MARLS.
2. Course(s) will be offered at:
City, State: _____ Date: _____
City, State: _____ Date: _____
3. Course title: _____
4. Check here if this course has been previously reviewed and approved by the National Society of Professional Surveyors or any state requiring continuing education.
NSPS: yes _____ State Name: _____
5. Length of course instruction time: _____
1 PDH (Professional Development Hour) to be awarded for each approved contact hour of instruction.
6. Type of learning activity (check one):
 - 1) _____ Classroom instruction
 - 2) _____ Lecture/Lecture with lab
 - 3) _____ Correspondence course
 - 4) _____ Approved Independent Study
 - 5) _____ Apprentice/Internship
 - 6) _____ Multi-Media/Television/Radio
 - 7) _____ Workshop/Institute
 - 8) _____ Study/Discussion Group
 - 9) _____ Work experience
 - 10) _____ Other; Describe _____
7. Fee being charged per person for this course: \$ _____
\$ _____
Total \$ _____
8. Estimated enrollment range at course location(s) _____
9. The target group(s) for this course are: (Mark all that apply)
_____ Land Surveyors _____ Engineers _____ Survey Technicians
_____ Educators _____ Contractors _____ Title Specialists
_____ Attorneys _____ General Public
_____ Other; describe _____
10. Please explain the instructional programs of this program and the potential for application of this course material? How will a participant use this material professionally?

11. Attach a brief typewritten outline of the content of the proposed program and show the presentation timing of each segment. Be sure to include times for breaks, meals, etc.
12. If available, attach a copy of handouts and texts to be utilized in the course. If unavailable, briefly describe handouts. If any examinations are to be given, attach copies.
13. The instructor will measure success of the program by having the participant:
_____ Complete problems _____ Fill out evaluation form

____ Take a test

____ Other, describe _____

SECTION III: INSTRUCTOR/PANEL MEMBERS

1. Attach a resume of each instructor, including full address and phone number and past educational offerings. Resume should address the qualifications of the instructor to teach in the technical area of the program.
2. Attach a list of panel members who will be involved and briefly describe their roles and expertise (if applicable)

SECTION IV: OTHER

1. Who designed this program? Please identify:
Individual(s) _____
Organization(s) _____
2. Has the program been offered before? Yes ____ No ____ If so, to what audience? _____
3. If a printed program announcement is available, please attach.
4. Attach any other information you wish to offer.
5. Will certificates (proof of attendance) be provided to attendees? Yes ____ No ____

I have reviewed the information provided in this request and find it to be accurate to the best of my knowledge.

(Signature)

(Title)

Please return this form and all attached materials to mtlarson79@yahoo.com.

This helps to expedite the approval process for PDH's for the conference seminars.

**Montana Association of Registered Land Surveyors
CPC Evaluation & Continuing Education
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Email: mtlarson79@yahoo.com
Website: www.marls.com**