

# 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 6) \_\_\_\_\_ Multi-Media/Television/Radio  
2) \_\_\_\_\_ Lecture/Lecture with lab 7) \_\_\_\_\_ Workshop/Institute  
3) \_\_\_\_\_ Correspondence course 8) \_\_\_\_\_ Study/Discussion Group  
4) \_\_\_\_\_ Approved Independent Study 9) \_\_\_\_\_ Work experience  
5) \_\_\_\_\_ Apprentice/Internship 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.

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(Signature)

(Title)

**Please return this form and all attached materials to [mtlarson79@yahoo.com](mailto: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**

**Mark Larson, Committee Chair**

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**Website: [www.marls.com](http://www.marls.com)**