

**SPONSOR APPLICATION FORM**

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Name of Applicant (Organization or Individual) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

**Type of Organization:** Accredited Higher Education \_\_\_\_ Professional or Technical Organization \_\_\_\_ Business \_\_\_\_  
Government Agency \_\_\_\_ Other (Explain): \_\_\_\_\_

**Place a check mark beside each type of course your entity will offer:**

\_\_\_\_ Video-Based \_\_\_\_ Correspondence \_\_\_\_ Internet-Based \_\_\_\_ Audiotapes \_\_\_\_ Seminars Only (Attendance  
Required) \_\_\_\_ Other (Explain) \_\_\_\_\_

**Information will be offered:** \_\_\_\_ In-house \_\_\_\_ To public

**APPLICATION PROCEDURE**

During the application process, the Board will evaluate the suitability of your organization to serve as an *Approved Sponsor*. As enclosures to this application, submit general information that will enable the Board to evaluate your qualification for sponsorship. Include such documentation as you deem appropriate. At a minimum, the Board requires that you submit information concerning:

- The type(s) of course(s) your organization plans to offer.
- Number of Professional Development Hours to be awarded for each course.
- The identity and qualifications of the course instructor(s).
- Sample course outlines detailing the content of courses to be offered.
- Descriptions of proposed or existing courses your organization intends to offer.

*Upon receiving Approved Sponsor status, changes involving course content, offerings, instructors, etc. may be made at the discretion of the sponsoring organization. Further review by the Board is not required.*

**SPONSOR AGREEMENT**

We agree to comply with the requirements of the North Carolina Board of Examiners for Engineers and Surveyors and to cooperate with the Board in monitoring compliance with this Agreement. We agree to maintain appropriate documentation, and to make such records available for review by persons designated by the Board.

Said records shall include the name, date and location of each course or presentation; the name of the instructor; the number of PDH credits assigned; and a list of attendees (including NC license numbers).

We agree to allow persons designated by the Board to attend any or all courses presented for credit at no cost, and agree to make such changes or modifications in the course material or presentation as shall be directed by this Board.

We understand that Sponsor Certification is subject to annual renewal and that the Board may revoke this Sponsor Agreement at any time and at its sole discretion.

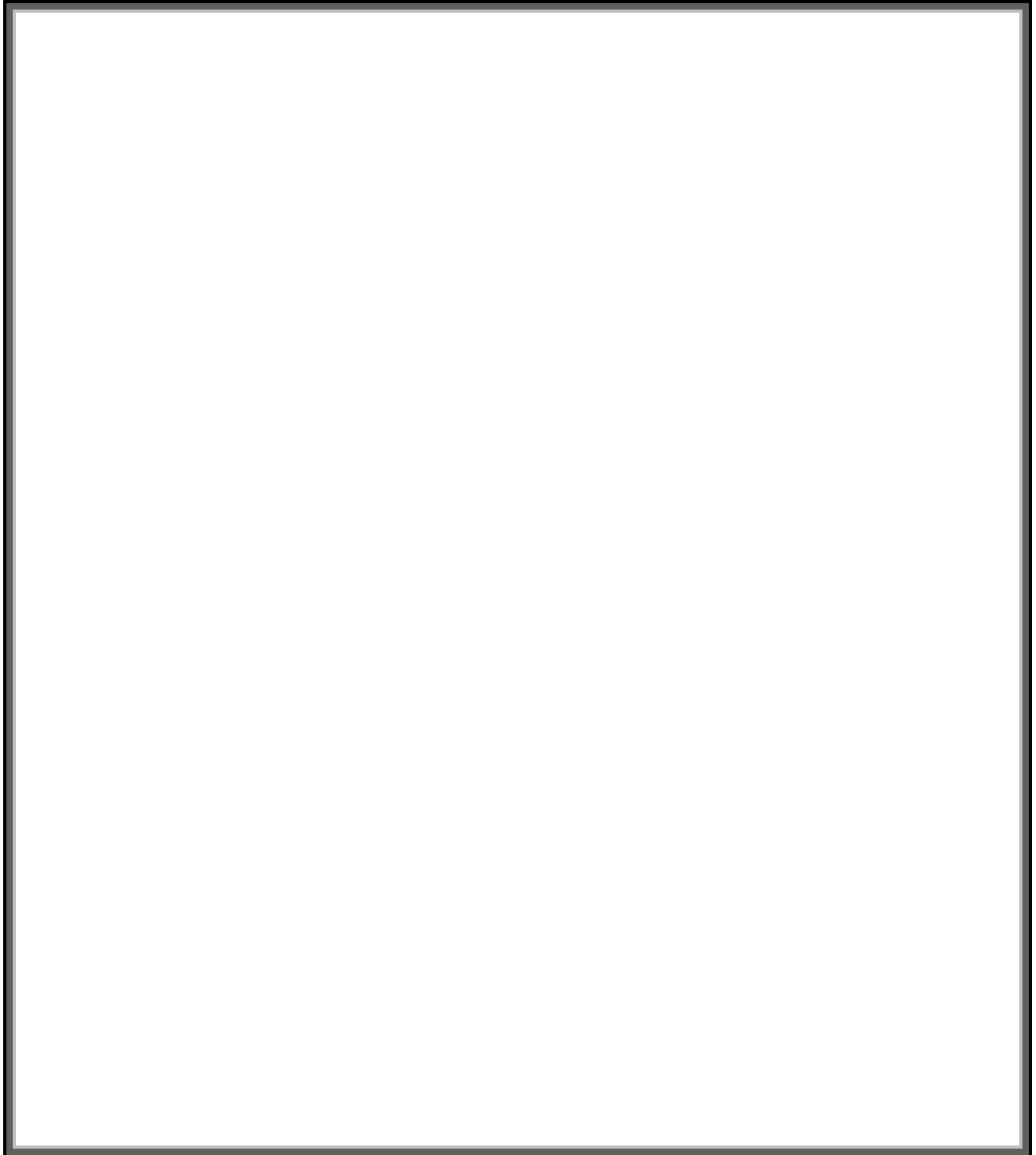
AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name and Position (typed or printed) \_\_\_\_\_

Submit Original (Maintain a copy for your records)

**Fee: Submit check in amount of \$100.00 payable to the NC Board of Examiners.**

Summarize below the qualifications of your organization to provide professional-level continuing education activities to persons licensed to practice the professions of engineering and surveying in North Carolina. In addition, provide the Board with a brief description of your organization in the following space:



(Do Not Exceed This Space)