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KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson, Suite 507, Topeka, KS 66612

785-296-3053

www.ksbtp.ks.gov

APPLICATION FOR PRE-APPROVAL OF CONTINUING EDUCATION OFFERING

K.A.R. 66-14-1 requires that all continuing education activities on the “Kansas Minimum Standards for Boundary Surveys and Mortgage Title Inspections Standards of Practice” be pre-approved by the Board.

I. SPONSOR INFORMATION:

Individual OR Organization sponsoring the activity

POINT OF CONTACT:

Name of individual - (If sponsored by an organization)

Mailing Address

City

State

Zip Code

Phone Number

Email Address

II. ACTIVITY INFORMATION:

1. **Type of activity** (classroom, correspondence, seminar, online, etc., as defined in KAR 66-14-3)
2. **Name of Course Creator** – Attach a copy of their credentials, including the state(s) in which they are licensed as a land surveyor.

3. **Name of Course Facilitator(s)/Instructor(s) (If different from the sponsor or creator)** – Attach a copy of their credentials, including the state(s) in which they are licensed as a land surveyor.

4. **Outcomes:** Attach the course objectives stated with measurable outcomes. Include a statement of how each of the participant's degree of success will be measured for each objective.

5. **Please provide activity/course syllabus and outline,** along with any participant solicitation materials.

6. **Time Spent:** How much time do you expect each participant to spend in order to reach the stated outcomes?

7. **How many** professional development hours are you requesting for this activity?

8. **Records of participants:** Where and for how long will the records of participants be stored?

9. Would you be willing to enroll, at no charge and for no credit, a member of the Board (or its designee) to take the course/activity for evaluation purposes only? Yes No

10. Would you be willing to provide all course/activity material if requested? Yes No

Certificate of Completion: You must provide each participant with a Certificate of Completion showing the name of the activity, date of completion, name of the facilitator/instructor and the number of PDH's earned.