

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 the participant’s degree of success will be measured for each objective.

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

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

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

Attachments: Include all course materials provided or sent to the participants.

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.

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 for evaluation purposes only?