

## **Montana Society of Engineers (MSE)**

### Approval Process of Continuing Professional Competency Programs

The Continuing Professional Competency (CPC) committee will review:

- Continuing education courses, seminars, workshops, video taped courses/tutorials and professional or technical presentations made at meetings, conventions or conferences.

The CPC committee will not review or make recommendations for:

- College courses, correspondence or authoring of published papers, articles or books.

### **REVIEW AND RECOMMENDATION/APPROVAL PROCEDURE**

1. Submit a written request for evaluation and approval on the MSE application form. Include required attachments. Submit the application form a minimum of 45 days before the desired effective date of the approval.
2. The Administrative Secretary will forward copies to the members of the Continuing Professional Competency Committee for evaluation immediately after receiving them.
3. Each member of the CPC Committee will review the content of the submitted form and attachments by utilizing the evaluation criteria. Members of the CPC Committee will make a recommendation to the Chairperson regarding the approval (along with number of PDHs) or non-approval (along with reasons) of the educational activity. If a consensus is not met among the committee, the chairperson may call a meeting.
4. The Chairperson of the CPC Committee will complete the evaluation/approval form and forward it and the attachments to the President of the Board of Directors of MSE for recommendation or denial.
5. The President of the Board of Directors of MSE will make a recommendation regarding the approval or non-approval of the educational activity and forward the form and attachments to the Chairperson of the CPC Committee and the Administrative Secretary of MSE.
6. The Administrative Secretary will notify the sponsor regarding approval or non-approval of the educational activity.

**Montana Society of Professional Engineers**

**Application for Evaluation of Continuing Education Activity**

**Instructions:**

- A. Complete one form for each course.
- B. Submit a fee of \$30.00 for each course evaluation request. *Make checks payable to Montana Society of Engineers.*
- C. Complete all sections below. Attach extra pages if necessary.

**SECTION I: PROVIDER**

1. \_\_\_\_\_  
(Name/Name of Organization)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City) (State) (Zip Code)

2. Briefly describe the providing organization (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Summarize the provider's history of continuing education offerings (if applicable):

\_\_\_\_\_

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\_\_\_\_\_

**SECTION II: COURSE**

1. This is a: \_\_\_\_\_ new course being submitted to MSE for the first time.  
\_\_\_\_\_ new version/repeat of a course previously approved by MSE.

2. Course(s) will be offered at:  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_

3. Course title: \_\_\_\_\_

4. Course description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ Check here if this course has been previously reviewed and approved by the National Society of Professional Engineers or any state requiring continuing education. NSPE: Yes \_\_\_\_\_ No \_\_\_\_\_ State Name: \_\_\_\_\_

6. Length of course instruction time: \_\_\_\_\_  
1 PDH (Professional Development Hour) to be awarded for each approved contract hour of instruction.

7. Type of learning activity (check one):
- |                                      |  |
|--------------------------------------|--|
| 1.) _____ Classroom instruction      | 6.) _____ Multi-Media/Television/Radio |
| 2.) _____ Lecture/Lecture with lap   | 7.) _____ Workshop/Institute           |
| 3.) _____ Correspondence course      | 8.) _____ Study/Discussion Group       |
| 4.) _____ Approved Independent Study | 9.) _____ Work experience              |
| 5.) _____ Apprentice/Internship      | 10.) _____ Other; Describe _____       |

8. Fee being charged per person for this course: \_\_\_\_\_  
*(Optional: add \$7 per person per course for transcript registration at Montana State University)*

9. Estimated enrollment at course location(s) \_\_\_\_\_

10. The target group(s) for this course are: (Mark all that apply.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Land Surveyors        | <input type="checkbox"/> Engineers      | <input type="checkbox"/> Survey Technicians |
| <input type="checkbox"/> Educators             | <input type="checkbox"/> Contractors    | <input type="checkbox"/> Title Specialists  |
| <input type="checkbox"/> Attorneys             | <input type="checkbox"/> General Public |   |
| <input type="checkbox"/> Other; describe _____ |   |   |

11. Please respond to the following questions:

A. What are the instructional objectives of this program?

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B. How does this program respond to the needs of the designated participant?

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C. Why should a participant attend this program? \_\_\_\_\_

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D. What is the potential for application of this course material? How will a participant use this material professionally?

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12. 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.

13. 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.

