

**NORTH CAROLINA BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS**

4601 Six Forks Rd Suite 310
Raleigh, North Carolina 27609

July 23, 2018

Certified Training Institute
James Shomin
3135 Logan Valley Road
Traverse City, MI 49684

Dear Mr. Shomin:


The North Carolina Board of Examiners for Engineers and Surveyors has approved the application of **Certified Training Institute**, as an *Approved Sponsor* of Continuing Professional Competency (CPC) activities for Professional Engineers and Professional Land Surveyors licensed by the State of North Carolina. Your Sponsor number is **S-0718**.

Designation as an *Approved Sponsor* indicates recognition by the Board of Examiners for Engineers and Surveyors of the CPC activities offered by **Certified Training Institute**, as meeting the required standards. Activities must contain a clear purpose and objective and shall result in the maintenance, improvement, or expansion of skills and knowledge relevant to a licensee's field of practice. **Professional Development Hours awarded must equal actual contact time.**

You are reminded that, as part of your agreement with the Board your organization shall:

1. Provide each attendee with documentation of attendance. **Provide persons completing the course with written documentation attesting to that person's attendance to the course, as well as the name of the course, the date and location held, the instructor's name and the number of PDHs earned [Rule 21 NCAC 56 .1713(5)].**
2. Notify the Board in advance each time a seminar, workshop or other educational activity is scheduled.
3. Provide attendees an evaluation form as provided by the Board that is to be collected and retained for audit by the Board [Rule 21 NCAC 56 .1713(b)(6)]. **[one per licensee only needed/not per session]**
4. Presentations must **not be product specific or sales oriented** for PDHs to be offered.
5. Please be on notice that your web site should not say North Carolina requires their licensees to obtain Continuing Education through Board Approved Sponsors.

The Board approves sponsors not courses. Licensees self-claim their PDHs when they renew their license annually. Licensees determine if a course or activity has a purpose or objective which will help maintain, improve, or expand their skills and knowledge relevant to their field of practice. The Board staff can provide guidance if the organization is unsure whether a course or activity should be offered for CPC credit. If necessary, the CPC Committee can also evaluate the material.

Sincerely,

Martha Michalowski
Continuing Education

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EMAIL Address
ncbels@ncbels.org

WEB Site
www.ncbels.org

Attendee Sign-In Sheet

Sponsor Name _____

Sponsor Contact Person _____

Course Name _____

Instructor's Name _____

Location _____

Date _____

Number of Professional Development Hours _____

NAME

NORTH CAROLINA LICENSE NUMBER

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