

**MARYLAND BOARD FOR PROFESSIONAL ENGINEERS**  
**Continuing Professional Competency**  
**APPLICATION FOR PROVIDER APPROVAL**

Complete all parts and attach pertinent details of offerings, as outlined below. **Please Submit All Documents Electronically in One File, If Possible.** Submit completed packets to [dlp@professionalengineers-labor@maryland.gov](mailto:dlp@professionalengineers-labor@maryland.gov). The Board will review this submissions at the sceduled meeting and will notify you in writing of its determination.

**PART 1. PROVIDER INFORMATION.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of organization:** (check one)

- Professional engineering firm conducting in-house presentations
- Not-for-profit Organization
- For profit Organization
- Individual
- Unaccredited educational Institution
- Government or Quasi- Government Organization
- If Other, Describe

\_\_\_\_\_  
\_\_\_\_\_

Are you approved to provide continuing education courses in any other states?

Yes  No  If Yes, please list the states, (or attach additional sheets if necessary).

\_\_\_\_\_  
\_\_\_\_\_

Are you approved by International Association for Continuing Education and Training (IACET) as an authorized provider? Yes  No

**PART 2. CRITERIA FOR QUALIFYING PROGRAMS.**

Programs shall meet at least the following criteria in order to be considered qualifying programs:

- (1) Maintain and enhance professional competency of engineers; and
- (2) Foster improvement, advancement, and extension of professional skills and knowledge

related to the practice of engineering.

In addition, providers must furnish attendees with appropriate evidence of participation, such as: certificate of completion; transcript (if applicable). This should include attendees name, course title, course description, date(s) attended, Professional Development Hours (PDHs) earned, provider's and presenters' names.

**PART 3. QUALIFYING PROGRAMS**

**Use this checklist to assist the Board in its review of the programs being offered:**

(check all that apply)

1. Programs have content areas that focus on the following issues:

- Technical, research, analytical or design aspects of engineering;
- Laws and regulations applicable to the practice of engineering in Maryland; Engineering-related computer hardware and software topics;
- Standards of practice or care;
- Professional engineering ethics;
- Project management, risk assessment and management, emergency/disaster management; or
- Similar topics aimed to maintain, improve, or expand the skills and knowledge relevant to the licensee's field or practice

The determination of whether an activity constitutes a qualifying activity is within the discretion of the Board.

2. Programs are organized and classified as:

- University, college, and community college courses;
- Professional workshops;
- Seminars;
- Self-directed; or
- Technical presentations.

3. Programs are presented:

- Live;
- Televised;
- Videotaped;
- Audiotaped;
- Online;
- Other format.

Describe:

---

---

---

---

---

**PART 4. GEOGRAPHIC AREA.**

**Please assist the Board in its efforts to assure that CPC programs are made available to all licensees by indicating the geographic areas in which programs are offered:**

**\_\_ Maryland** Check jurisdiction(s):

Allegany	Anne Arundel	Baltimore City	Baltimore County	Calvert	Caroline
Carroll	Cecil	Charles	Dorchester	Frederick	Garrett
Harford	Howard	Kent	Montgomery	Prince George's	Queen Anne's
St. Mary's	Somerset	Talbot	Washington	Wicomico	Worcester

**\_\_ District of Columbia**

**\_\_ Out-of-State/Other Specify:**

---

---

**PART 5. THE FOLLOWING MATERIALS AND/OR INFORMATION MUST BE INCLUDED WITH THIS APPLICATION. PLEASE SUBMIT FOUR COPIES OF ALL DOCUMENTS.**

1. A list of proposed or existing courses to be offered along with detail course descriptions.
2. At least 4 learning outcomes for each course or self-directed activities to be offered
3. Number of PDH units/CPC credits to be awarded for each course.
4. Sample Certificate of Completion that will be awarded to attendees.
5. Comprehensive resume(s) of each qualified instructor/facilitator.

**PART 6. SIGNATURE OF AUTHORIZED OFFICIAL.**

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DISCLOSURE TO PROVIDERS**

(1) The Board may suspend or revoke authorization as a provider if, in the judgment of the Board, the intent of Business Occupations and Professions Article, §14-314 (f) is no longer served.

(2) An individual or organization whose provider's privilege has been suspended or revoked may appeal to the Board for a hearing, within 30 days after notification of the action by the Board.

(3) The Board may require providers to document the CPC activities for audit by the Board at any time within the succeeding 6-year period after the first presentation of the programs.

Documentation shall include registration and attendance records, course content, presentation date and duration of the activity, number of Professional Development Hours (PDH) offered and participants evaluations.

(4) It is the responsibility of each approved provider to ensure all contact information, including company/organization mailing addresses are kept up to date with the board records. Please forward any changes by email to: [DLOPLProfessionalEngineers-LABOR@maryland.gov](mailto:DLOPLProfessionalEngineers-LABOR@maryland.gov)

### **RETURN TO:**

**[dloplprofessionalengineers-labor@maryland.gov](mailto:dloplprofessionalengineers-labor@maryland.gov)**

**Please use subject: CPC Provider Application**