



INSTRUCTIONS FOR PROFESSIONAL ENGINEERS APPLYING FOR PDH CREDIT FOR A COURSE

These instructions apply to SNAME courses that have been approved for continuing education credit for New York State licensed Professional Engineers (and therefore for credit in those states that have applicable reciprocity agreements with New York State).

PEs who take advantage of the opportunity offered and want the credit that they earn to be certified and recorded will be required to submit a one-page form for each paper, accompanied by payment of a service fee of **\$20 per certificate for members (\$30 for non-members)**. The following guidelines apply:

1. Make sure that you are attending an accredited course, as noted above. Accredited sessions must last the stipulated length of time and must allow the learners opportunity for interaction with the presenter. Instructors will have been so advised, but learners should not hesitate to interrupt to remind them of these responsibilities.
2. As a learner, you must be present and attentive throughout the entire course, unless prior arrangements for partial credit have been made. You certify your complete attendance by your signature and PE License number on the **Learner's Course Evaluation and Application Form**. *If you have arrived late, departed early, or were distracted during the course you must disqualify yourself and must not submit the form.*
3. **You MUST complete the testing element and so indicate and certify on the form under Learning Assessment. A certificate cannot be issued if this portion is incomplete.**
4. A separate form must be submitted for each course. Copies of the form may be available on site. Forms must not be completed or signed until you are able to complete the testing element and certify your complete attendance.
5. The completed form must be submitted, with method of payment indicated, immediately after the session, by **mailing the form to SNAME Headquarters (SNAME, 99 Canal Center Plaza, Suite 500, Alexandria, VA 22314)**, or hand delivering to SNAME's Technical Program Desk, or to a designated SNAME representative at a local Section Meeting. **Only hard copies of the form can be accepted.** If a check will be mailed to arrive within five days, this fact must be so noted on the form.
6. After the conference or meeting an official **PE Certificate of Course Completion** will be issued to qualified learners by the Society. A separate certificate will be issued for each course. Records will be retained and made available for audit.

SNAME Learning Assessment and Application Form

Please print clearly. This information will be used to process your credits. ***You must complete the Learning Assessment.***

Name _____
 Title _____ SNAME Membership Number _____
 Professional affiliation _____
 E-mail address _____ Daytime phone number _____

I certify that I attended the presentation of the following paper:

Title _____
 by _____
 on _____

and the discussion which followed, and that I remained until the session was adjourned.

Learning Assessment:

Cite two principles or new developments learned from or reinforced by this paper or presentation:

1. _____

2. _____

 Signature of learner

 PE License Number

 State/Province

I confirm the learner's attendance at this session: (if Webinar, check here ☐, and disregard next line)

 Signature of Instructor or Session Officer

 Printed name and position of Instructor or Session Officer

Credit will be given for applications submitted immediately after the presentation. Applications submitted subsequently, those that are incomplete, or those for which payments are not made within five days will not be processed.

Billing Information:

☐ Check mailed to arrive within five days

☐ Check enclosed with application

☐ Check for multiple sessions enclosed with another application

☐ Pay with credit card:

☐ MasterCard

☐ Visa

☐ American Express

☐ Discover

SNAME Members: \$20.00
 Non-members: \$30.00

Account Number _____ Expiration Date _____