NORTH CAROLINA BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS
4601 Six Forks Rd Suite 310
Raleigh, North Carolina 27609
January 13, 2017

PDH-Pro, Inc.

396 Washington Street, Suite 159
Wellesley, MA 02481

The North Carolina Board of Examiners for Engineers and Surveyors has approved the application of **PDH-Pro, Inc.,** 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-0695.**

Designation as an *Approved Sponsor* indicates recognition by the Board of Examiners for Engineers and Surveyors of the CPC activities offered by **PDH-Pro, Inc.,** 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)].**
4. Presentations must **not be product specific or sales oriented** for PDHs to be offered.

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 particular course or activity should be offered for CPC credit. If necessary, the CPC Committee can also evaluate the material.

Sincerely,
Martha C. Michalowski
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Continuing Education