

Tennessee State Board of Examiners for Land Surveyors  
**CONTINUING EDUCATION REPORTING FORM FOR CONTINUING FOR (year) \_\_\_\_\_**

*This form is REQUIRED by Rule 0820-05-10(1), for maintaining your PDHs for Tennessee PLS biennial renewal. This form does not replace copies of your certificates of completion. Every licensee is required to obtain the equivalent of thirty PDHs per biennial renewal. These PDHs may be obtained any time during the applicable renewal period. **A minimum of two PDHs shall be earned by successfully completing a course or activity that has content areas focused on surveying ethics and standards of practice per biennial renewal.***

NAME \_\_\_\_\_ TN License Number \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

COUNTY (If a Tennessee resident) \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ Social Security # \_\_\_\_\_

PHONE \_\_\_\_\_ (W) \_\_\_\_\_ (H)

\_\_\_\_\_ Fax) E-Mail Address \_\_\_\_\_

Being a newly registered land surveyor on \_\_\_\_\_, per Rule 0820-05-.03(3), I am exempt from continuing education requirements as a prerequisite for initial one year period of active registration; however as a new licensee I am required to obtain continuing education requirements toward the second year of the initial licensing period, if the initial licensure includes two years.

PROGRAM NUMBER	DATE COMPLETED	SPONSOR/PROVIDER	TITLE/DESCRIPTION OF COURSE SEMINAR	NUMBER OF PDHs EARNED
			<b>TOTAL PDHs EARNED</b>	



## AFFIDAVIT

The PDH credits listed herein are true and correct, and accurately state the professional development hours I have earned. I understand that I must submit all supporting documentation (i.e. certificates of attendance along with this completed form) as requested by the Board.

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Land Surveyor's Signature

### INSTRUCTIONS – PLEASE READ CAREFULLY –

**YOU MUST USE THE ORIGINAL CONTINUING EDUCATION REPORTING FORM WHEN SUBMITTING YOUR CONTINUING EDUCATION INFORMATION.**

All surveyors licensed to practice in Tennessee must complete this form, per Rule 0820-05-10(1), sign the affidavit above and mail to the Board office at the address listed below. You must also submit certificate(s) of completion as proof of your attendance. If courses did not have prior approval, information on the course must be supplied, along with third party documentation showing proof of attendance and is subject to the approval of the board. Lack of compliance by December 31 of every odd year will invalidate your license.

Continuing education documentation may be sent to the Board office as soon as the course/seminar is taken and you have received a certificate of completion. **YOUR CONTINUING EDUCATION DOCUMENTATION MUST TO BE TURNED IN TO THE BOARD OFFICE BY DECEMBER 31 OF EVERY ODD YEAR, ALONG WITH THIS FORM. CONTINUING EDUCATION IS PART OF YOUR RENEWAL REQUIREMENTS. NO EXCEPTIONS WILL BE MADE. IT IS UP TO YOU, THE LAND SURVEYOR, TO PROVIDE THE BOARD OFFICE WITH PROOF OF ATTENDANCE, NOT THE COURSE/SEMINAR PROVIDER.** You may either email, mail, or fax all information pertaining to continuing education to the address shown below:

Tennessee Board of Examiners for Land Surveyors

500 James Robertson Parkway

Nashville, TN 37243-1146

Phone: 615-741-3611

Fax: 615-253-1692

Email: [Cody.Kemmer@tn.gov](mailto:Cody.Kemmer@tn.gov)

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Total PDHs Reported \_\_\_\_\_

Carryover Hours \_\_\_\_\_

Certificates of Completion

Furnished? Yes \_\_\_\_\_ No \_\_\_\_\_