



Tennessee Board of Examiners for Land Surveyors
Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, TN 37243-1146
615-741-3611
Fax: 615-532-9410

Instructions and Application for the Course Approval Program

In compliance with the Tennessee Board of Examiners for Land Surveyors ("Board") Laws and Regulations, Tenn. Comp. R. & Regs 08204-.11 SPONSORS and Tenn. Comp. R. & Regs 0820-05-.12 APPROVAL OF PROGRAMS, the Board has appointed an advisory committee to assist in evaluating continuing education programs.

Please complete the enclosed form(s) with a copy of your curriculum and email to land.surveyors@tn.gov.

In order to be processed, the following information MUST be included on the application:

- The state and license number of the instructor. Instructors are not limited to registered land surveyors and may include professionals duly qualified to teach, including, but not limited to, engineers, architects, and/or attorneys.
- A complete list of the cities in Tennessee where the course will be taught within the next two years.
- A complete list of the meeting facilities where the course will be taught within the next two years.

The minimum length of any seminar shall be one (1) hour. No credit will be given for fifteen (15) or thirty (30) minute seminars. In order to qualify for approval, a portion of the seminar MUST be relevant to the practice of land surveying in Tennessee.

COURSES SHALL ONLY BE VALID FOR TWO YEARS FROM THE DATE OF APPROVAL. IN ORDER TO RENEW A PREVIOUSLY APPROVED COURSE, SUBMISSION OF A NEW FORM AND SELECTION OF "RENEWAL" IS REQUIRED.

Renewals / Changes in Applications

Any material change in any information furnished in connection with any application for approval of a course (including but not limited to, information concerning course content, instructors, and facilities) shall be submitted using the course application / renewal form and approved by the Board before taking effect.

If this is a renewal application, please certify that there are no material changes in the course since the original application for course approval. If there are any changes, the organization assumes responsibility to notify the Board of said changes and to seek the proper approval. The undersigned affirms that he/she is the authorized individual to execute this agreement on behalf of the organization.

Printed Name

Signature



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Renewal Application

Please select the type of application:

Initial Application

1. Name of Applicant:

2. Mailing Address:

City:

State:

Zip:

3. Contact Person:

Phone:

4. Fax:

Website:

5. Name of Administrator:

6. Title/Profession/Employer:

7. Training/Qualifications:

8. Course Title and Number:

9. Number of PDH Hours:

10. Course Content:

11. Does this course contain Ethics and/or Standards of Practice?

12. Please list all dates, meeting facilities, and cities in Tennessee where the course(s) will be taught: