



STATE OF TENNESSEE  
Department of Commerce and Insurance  
BOARD OF EXAMINERS FOR LAND SURVEYORS  
500 James Robertson Parkway, 3<sup>rd</sup> Floor  
Nashville, TN 37243-1146  
615-741-3611  
Fax: 615-532-9410

## INSTRUCTIONS FOR CONTINUING EDUCATION COURSE APPROVAL

In compliance with Tennessee Land Surveyors Laws and Regulations, Chapter 0820-4-.11 SPONSORS and 0820-5-.12 APPROVAL OF PROGRAMS, the Tennessee Board of Examiners for Land Surveyors has appointed an advisory committee to assist in evaluating continuing education programs.

Please complete the enclosed form(s), send a copy of your curriculum to each advisory committee member and a copy to the Board office at the address above. The names and addresses of the advisory committee are attached. The following information **MUST BE** included on the application or it will not be reviewed by the advisory committee:

- ❖ The state and license number of the instructor. Instructors will not be limited to just registered land surveyors but could include any professional duly qualified to teach, including, but not limited to, engineers, architects, attorneys etc.
- ❖ All cities in Tennessee where the course will be taught within the next year.
- ❖ The name of the meeting facilities where the course will be taught within the next year.

The minimum length of any seminar shall be ONE hour. No credit will be given for a 15-minute or 30-minute seminar.

At least some portion of the seminar in which you are requesting approval **MUST** be relative to surveying in Tennessee.

***COURSES WILL ONLY BE VALID FOR TWO YEARS FROM THE DATE OF APPROVAL. REAPPLICATION WILL BE REQUIRED TO RENEW THE COURSE.***

Upon receipt of the advisory committee's recommendation, the documentation will be presented to the Board. You will notified, in writing, of the Board's decision.

FOR BOARD USE ONLY

Course # \_\_\_\_\_

Approval Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

**TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS  
PDH Course/Seminar Application Summary**

Date of Submittal \_\_\_\_\_

**CONTINUING EDUCATION PROVIDER/SPONSER**

**FOR YEAR** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Title \_\_\_\_\_

**COURSE INFORMATION**

***COURSES WILL ONLY BE VALID FOR TWO YEARS FROM THE DATE OF APPROVAL. REAPPLICATION WILL BE REQUIRED TO REINSTATE THE COURSE.***

Course Name \_\_\_\_\_

Number of PDHs Requested \_\_\_\_\_

Course Content \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application to Surveying \_\_\_\_\_

\_\_\_\_\_

**TRAINING/TEACHING PERSONNEL**

Name of Instructor \_\_\_\_\_ License # \_\_\_\_\_

Title/Profession \_\_\_\_\_

Employee of \_\_\_\_\_

Training/Expertise Qualifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE LIST ALL DATES, MEETING FACILITIES, AND CITIES IN TENNESSEE WHERE THE COURSE WILL BE TAUGHT WITHIN THE NEXT YEAR:

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***AT LEAST SOME PORTION OF THE COURSE CONTENT FOR WHICH YOU ARE REQUESTING APPROVAL MUST BE RELATIVE TO SURVEYING IN TENNESSEE.***

Please note that this form must be completed in order for the Tennessee State Board of Examiners to consider approving your course/seminar for its continuing education program. Please summarize and place information on this form; attach supporting data to this form.

**TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS**