



## Pennsylvania Society of Land Surveyors Continuing Education Policy

### Guidelines

This document is prepared to assist PSLS chapters that are participating in a Continuing Education presentation at meetings. The policy is important so the PSLS headquarters has a uniform procedure to set up and track the various programs throughout the state. Here are the guidelines to set up a meeting program with PDHs:

1. Identify the Presentation Title, Speaker, Date, Time and Location.
2. Prepare an outline of the presentation. Identify what topics will be covered and general details of the topic. Make sure the subject matter relates to technical aspects of surveying.
3. Acquire a biography. This is necessary to show that the speaker has expertise in the subject matter.
4. Send information to PSLS headquarters with your request for a sign-up sheet and certificate template, and designate if you want meeting information published on the website. PSLS staff will send a sign-up sheet and certificate template via e-mail (preferred) prior to the meeting. **(PSLS must receive your request at least one week prior to the event. Use the attached form.)**
5. Have attendees print name and sign sheet. If the name is not legibly printed, PSLS may not be able to support attendance.
6. At the end of the presentation, distribute certificates (attendee gets one copy; no need to send copy to PSLS headquarters). Make sure each attendee understands it is up to him or her to track PDHs. Typically, it is appropriate to offer the speaker a certificate.
7. Sign and certify the attendance sheet and send it to the PSLS office. The information will be filed for support should an audit occur.
8. PSLS does not provide approval or endorsement for continuing education programs. There is no guarantee that workshops will be approved. Course credit for all states is the responsibility of the individual licensee.



Pennsylvania Society of Land Surveyors  
Continuing Education Policy

**Continuing Education Request Form**

Chapter: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Mail: (if preferred to e-mail)  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, ZIP

Presentation Title: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_  
Location: \_\_\_\_\_

Do you want a sign-in sheet?      Yes       No   
Do you want a certificate template?      Yes       No   
Can PSLs assist you with anything else? \_\_\_\_\_  
\_\_\_\_\_

**Send request to:**

PSLS | 908 N. Second St. | Harrisburg, PA 17102  
or  
[psls@psls.org](mailto:psls@psls.org)