

Pat - Please
Return to J. Nance

NCDOT Sponsored Professional Development Hours Request

Note: This form should be submitted no later than **2 weeks prior** to the seminar/course delivery date to insure return of PDH confirmation letter to course contact for distribution to participants. * = Required Field

Applicable Profession(s): Civil Eng Surveying Planner or Other:

Course/Seminar/Workshop Title:

Course Purpose & Objective:

Is it a recurring course: Yes No

Presented by: NCDOT ITRE NCSU AASHTO
(Check all that apply) FHWA NHI or Other:

Instructor/Presenter

*Name: Unit/Company:
*Phone: *Email:

NCDOT Course Organizer/Contact (if different from Instructor/Presenter above)

Name: Unit (& Courier Service # if applicable):
Phone: Email:

Course Location

City: Facility:
Date(s): Approx. number of participants:

Course Length

Hours: Days: Approved PDHs:
(completed by CE's office)

(**Subtract** time for all breaks, lunches, introductions, summaries, and unstructured question and answer sessions, and exams when calculating hours)

Attach the Conference outline/agenda to this form
(Send any course material to Angela Stahl.)

REVIEWED BY: Angela Stahl DATE: 11/28/16
APPROVED BY: [Signature] DATE: 12/1/16
CHIEF ENGINEER - NCDOT