

# 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:   
(Check all that apply)

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: <u>Angela Stahl</u>	DATE: <u>2/21/17</u>
APPROVED BY: <u>[Signature]</u> CHIEF ENGINEER - NCDOT	DATE: <u>2/22/17</u>