

## 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>3/1/17</u>
APPROVED BY: <u>Phil Stahl</u> CHIEF ENGINEER – NCDOT	DATE: <u>3/6/17</u>