

ISPE REGISTERED PROVIDER PROGRAM

WHAT IS A REGISTERED PROVIDER?

ISPE is an approved provider of PDHs through the state of Illinois. When you become a registered provider under ISPE your courses are peer reviewed which ensures that your participants will earn PDHs for credit in Illinois.

WHO CAN PARTICIPATE

Companies committed to providing quality educational opportunities for licensed Illinois engineers

BENEFITS FOR REGISTERED PROVIDERS

- Authorization to publicize your organization as an “ISPE Registered Provider”
- Authorization to use ISPE’s logo to promote affiliation as a registered provider
- Listing as a registered provider on ISPE’s website

REQUIREMENTS

- You will be required to provide course descriptions for each course you plan to offer at least 30 days in advance of the course for approval by ISPE. This information should be submitted electronically on the forms provided.
- Provide course completion certificates to each participant documenting PDHs granted.
- Maintain a list of all course participants and course materials for at least five years from the date the course was offered.
- Conduct course reviews (by participants) at the conclusion of the course and provide them to ISPE upon request. Evaluations are to be kept on file for a period of two years and contain the items outlined below.
- Provide a registration system to document participation.

PROFESSIONAL DEVELOPMENT POLICIES

- A PDH is based on 50 minutes of instruction. Question and answer can be counted toward the 50-minute requirement. No credit can be given for breaks, lunch hours, etc.
- Trademarks or logos should not be displayed on product samples used during demonstrations.
- Company logos can be used on the first and last slides of a presentation. Specific questions about the company or its products should be reserved for the “non-credit” portion of the program.

- Registered providers are expected to provide quality educational opportunities relevant to design and construction issues and delivered in an appropriate learning environment.

FEES

- The annual fee is \$1000 for up to 10 courses. An additional fee of \$100 will be charged for each additional 10 courses (or any portion thereof) reviewed by ISPE.
- Fees may be paid by check to Illinois Society of Professional Engineers, 100 E. Washington St., Springfield, IL 62701 or by credit card. We accept both Visa, MasterCard and American Express. A printed copy of your provider application form should accompany payment.

HOW TO APPLY

- Complete the electronic application and submit it by email to info@illinoisengineer.com.
- When ready to request approval for specific courses the course summaries should also to be completed electronically and emailed to info@illinoisengineer.com.

PDH CERTIFICATE OF COMPLETION

Certificates of completion are to be provided by the registered provider and must include the following information:

- Name of ISPE Registered Provider
- Program Title
- Date of Presentation
- Start and End Time
- Location of Presentation
- Name of Presenter
- PDHs Awarded
- Registered Provider Logo

PROFESSIONAL DEVELOPMENT EVALUATION FORM REQUIREMENTS

Registered Providers must provide course evaluations from all course participants to ISPE upon request. Registered providers should maintain these evaluations for a period of two years from the date the course was presented. The form should include:

- Name of ISPE Registered Provider
- Program Title

- Date of Presentation
- PDHs Awarded
- Attendee Name, Address and Phone Number
- Evaluation of the Instructor
- Evaluation of the Course Material
- ISPE Registered Provider Logo