REGISTERED CONTINUING EDUCATION PROGRAM FOR PROVIDERS

Provider Manual

RCEP.net for Engineers, Surveyors and A/E/C Professionals

CONTENTS

OVERVIEW

General Description

The Registered Continuing Education Program (RCEP) is a comprehensive registry of continuing education providers that have demonstrated adherence to high-quality, effective practices in the development and delivery of professional education activities for engineers and surveyors. Providers for both live and interactive distance education activities are eligible for review.

Purpose

- Promote quality and consistency in engineering and surveying continuing education and training.
- Measure and monitor providers against established criteria.
- Recognize providers that adhere to effective practices.
- Provide a single source for licensee education recordkeeping.

Registered providers must adhere to the RCEP standards contained in **Appendix A** on page **Error! Bookmark not defined.** of this document. The following sections describe the requirements set forth in the standards.

PROVIDER REQUIREMENTS

Delivery Methods

Only providers of educational activities that meet one of the following delivery methods are considered:

1. **Live seminars, technical training sessions, or formal education courses**
2. **Distance learning programs: Synchronous and Asynchronous**

   The policies and procedures for evaluating distance educational activities were modified from and reflect those published by the International Association for Continuing Education and Training (IACET) and the AIA Continuing Education Systems (CES).

   Synchronous programs are those in which the presenter and participants are engaging in the learning activity at the same time. In the RCEP system, synchronous programs are classified as scheduled activities.

   Asynchronous programs are those in which the presenter and participants are separated by time and are not engaging in the learning activity at the same time. All distance learning activities must provide for interaction between the participants and the presenter. The interaction can be accomplished through a variety of means, such as Web conference, teleconference, video conference, e-mail, or Weblog. In the RCEP system, asynchronous distance learning programs are classified as on-demand activities.

Providers that offer only non-interactive traditional correspondence courses are **not** eligible for the registry.

Provider Categories

Providers are categorized according to the following criteria:

- **National:** A provider that offers educational activities in more than one geographic region as defined by the U.S. Census Bureau, nationally and/or a provider that offers distance education programs
- **Regional:** A provider that offers educational activities in one geographic region as defined by the U.S. Census Bureau (Northeast = CT, ME, MA, NH, RI, VT, NJ, NY & PA; Midwest = IN, IL, MI, OH, WI, IA, KS, MN, MO, NE, ND & SD; South = DE, DC, FL, GA, MD, NC, SC, VA, WV, AL, KY, MS, TN, AR, LA, OK & TX; West = AZ, CO, ID, NM, MT, UT, NV, WY, AK, CA, HI, OR & WA)
- **Professional organization:** A nonprofit organization or government agency that offers educational activities or distance learning programs
- **Academic institution:** Academic institutions with EAC/ABET-accredited programs
- **Firm:** A provider that only offers educational activities to its own employees
- **ACEC state member organization**

Fee Structure

Provider Type	Provider Annual Fee
National	$1,500
Regional	$800
Professional organization	$600
Academic institution	$600
Firm	$300
ACEC state member organization	per agreement

The application fee of $150 will be applied toward the first year if the provider is accepted.

EDUCATIONAL ACTIVITY REQUIREMENTS

For activities to meet RCEP requirements, they must:

- Have a clear purpose with stated and relevant learning objectives

- Be current, technically accurate, and effectively designed. Presentations should show most recent revision date.

- Be developed by individuals qualified in the subject matter and instructional design

- Be delivered by individuals qualified in the subject matter and instructional methods

- Be unbiased. The activities may not promote or market a particular company's products or services during the educational content of the activity.

- Not contain any proprietary information, including company/product names, logos, or reference numbers in the activity materials (such as slides, handouts, or samples) used during the educational content of the activity. Only the first and last slides of a presentation may contain company names and logos.

- Include the required RCEP quality assurance slides as defined in the Educational Activity Delivery Requirements section in the presentation materials. Required quality assurance slides can be downloaded from the RCEP Web site at RCEP.net.

- Be reviewed periodically and updated as necessary. No educational activity shall be offered longer than two years from initial offering without revision.

- Include a development or revision date

- Be at least 1 professional development hour (PDH) in length, which is defined as a contact hour (nominal) of instruction or presentation

- Be advertised as offered by a registered provider of RCEP. The RCEP does not accredit or certify individual activities or presenters, so, providers should not use the terms "accredit" or "certify" when referring to educational activities.

- Have an assessment mechanism as detailed in the Administrative Requirements section

Activity Content Areas

All educational activities shall be classified into one of the following three categories:

- **Health, Safety, and Welfare Including Core Technical**
  Any content that is directly applicable to the design, operation, application, or maintenance of engineered systems, products, buildings, or structures. This area includes all technical topics related to the protection of the health, safety, and welfare of the public.

- **Business Practices**
  Any content associated with legal, contractual, and financial practices as they relate to professional practice. *Please note that some jurisdictions do not accept educational activities in this area or have limitations as to the content.*

- **Ethics**
  Any content related to the ethical obligations of professional practice and the required knowledge to form a solid ethical framework for sound decision-making. *Please note that some jurisdictions do not accept educational activities in this area or have limitations as to the content.*

EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

RCEP Presentation Statement

The following statement **must be included at the beginning of all RCEP activities** and is included in the first required quality assurance slide:

"[INSERT Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. A certificate of completion will be issued to each participant. As such, it does not include content that may be deemed or construed to be an approval or endorsement by RCEP."

Company/Product Identification

Company, organization, product (trademarks, patents, etc.), and service information shall not be displayed in any materials or discussed during the PDH credit portion of any RCEP activity.

Proprietary graphics may be displayed on the first and last slides of a visual presentation and on the front or back page of workbooks, handouts, and other printed materials.

Approved Promotional Statement

The following is the only approved promotional statement. A promotional material sample can be found in **Appendix B** on page 18 of this document.

"[INSERT Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of completion will be issued to all participants. Complaints regarding registered providers may be addressed to RCEP at 1015 15th Street, NW, 8th Fl., Washington, DC, 20005. Web site: RCEP.net."

Use of RCEP Logo

The RCEP logo and Registered Provider imprimatur are available for download in JPEG format at RCEP.net. They are for use only by currently approved registered providers and are limited to identifying providers as being registered with RCEP. For higher resolution files, please contact an RCEP administrator.

REGISTERED CONTINUING EDUCATION PROGRAM
RCEP.net for Engineers, Surveyors and A/E/C Professionals

EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

Advertising

RCEP registers providers, not individual educational activities or presenters. The terms "certify" and "accredit" may not be used interchangeably with the term "register" when referring to providers offering educational activities. Promotional materials must accurately state the activity length, available PDH credit, cost, and refund policy. All marketing practices must reflect the high standards of RCEP.

Presenter Quality Commitment Agreement

In an effort to maintain the quality of educational activities and to further the qualifications and reputation of presenters, RCEP requires that all presenters sign the Presenter Quality Commitment Agreement found in **Appendix C** on page 19 of this document. The primary point of contact must retain copies of the agreements for **six years**.

EDUCATIONAL ACTIVITY DELIVERY REQUIREMENTS

RCEP Quality Assurance Statements

All educational activities must include the following slides/screens as indicated. Sample materials submitted for application must include this information. These quality assurance statements can be downloaded as a PowerPoint file from the Education Providers page on the RCEP Web site at RCEP.net.

"[Provider Name]" has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP at RCEP.net. A certificate of completion will be issued to each participant. As such, it does not include content that may be deemed or construed to be an approval or endorsement by RCEP.

[RCEP Provider Imprimatur]

RCEP Slide – REQUIRED
This RCEP slide should follow the first slide of the educational activity

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COPYRIGHT MATERIALS
This educational activity is protected by U.S. and international copyright laws. Reproduction, distribution, display, and use of the educational activity without written permission of the presenter is prohibited.
©Provider name and current year
[Provider logo is acceptable here]

Copyright Slide – OPTIONAL
If copyright information is to be included, this slide should be used instead of including copyright information on multiple slides. If used, this slide should follow the RCEP slide. Provider logo may be added to this slide.

Purpose and Learning Objectives
[State purpose of activity here]
At the end of this presentation, you will be able to:
[List learning objectives on this slide]

Purpose and Learning Objectives Slides – REQUIRED
State purpose of the activity here. List the learning objectives here. More information about learning objectives is available in Appendix D and at www.rcep.net.

Thank you for your time.

Questions?

Provider Name/Logo   Web site/Phone/

Questions/Last Slide – REQUIRED
All educational activities must include a last slide to solicit questions. It is acceptable to include provider name, logo, and service information on this slide. **This slide is required.**

ADMINISTRATIVE REQUIREMENTS

Initial Application Process

A flow chart detailing the initial application process can be found in **Appendix E** on page 21 of this document.

Filing Applications

Providers shall file the application online at RCEP.net. The application may be completed in stages. All initial applications must be completed within **30 days** of the start date.

In addition to the online application, providers must also submit the following:

- Required supplemental materials;
- A nonrefundable application fee of $150 by check, made payable to RCEP;
- A signed Provider Agreement (see **Appendix F** on page 22); and

See **Appendix G** on page 23 of this document for a detailed list of materials required for submission. Supplemental materials may be provided electronically, by email, flash drives or CD (two copies of the CD) and sent with the application fee and signed provider agreement to:

RCEP at 1015 15th Street, NW, 8th Floor, Washington, DC 20005.

Supplemental materials, check, and Provider Agreement must be received by the RCEP coordinator within **15 business days** of completing the online initial application.

Application Review

Once the application, supplemental materials, application fee, and Provider Agreement are received, content will be reviewed. Submissions will be reviewed to determine whether the provider meets RCEP requirements as defined in the standards (see **Appendix A**).

Please allow **30 days** for the review process.

Review Outcomes

- **If submitted materials meet RCEP standards** and requirements, the provider will be informed of approval and given access to the RCEP.net system for educational activity listings and attendance records. At this time, the provider will also be invoiced for the balance of the provider fee.
- **If submitted materials do not meet RCEP standards** and requirements, the provider will be informed of deficiencies. The provider will be given **30 days** to correct the specified deficiencies and submit revised materials. A provider that fails to meet this deadline will be denied, will forfeit the application fee, and will be required to restart the initial application process. Denied providers may reapply after a waiting period of three months.
- **If submitted materials include deficiencies** that cannot reasonably be corrected within a **30-day period**, the provider will be informed of denial to the registry. Denied providers may reapply after a waiting period of **three months**. Immediate reapplication by a denied provider or its affiliated subsidiaries under a new name but with the same principals and/or owners is not permitted.

ADMINISTRATIVE REQUIREMENTS

Renewal and Reapplication Process

For a flow chart detailing the initial and renewal process, please see **Appendix E** on page 21 of this document.

Providers will be billed **annually** through the RCEP management system. A provider will be required to renew its status annually. Providers are required to reapply and have a material review every 36 months (or three years) from the month of acceptance into the program. At the time of reapplication, providers must submit the online renewal application, new supplemental materials, a check for the nonrefundable application fee of $150, and a signed Provider Agreement (see **Appendix F**). A complete application package must be received by the RCEP coordinator within **15 business days** of completing the online application. Supplemental materials should differ from materials submitted for the initial application. Please allow **30 days** for the review of supplemental materials. See **Appendix G** for a detailed list of materials required for submission.

Fee Structure

Provider Type	Provider Annual Fee
National	$1,500
Regional	$800
Professional organization	$600
Academic institution	$600
Firm	$300
ACEC state member organization	per agreement

A renewal reminder will appear on your RCEP online Dashboard when the appropriate time approaches.

To renew, the provider must complete the online application, updating the organizational information and profile with any changes, within **30 days** of the renewal month. The full provider fee (payable by check) and a signed Provider Agreement form must be received by the RCEP coordinator within **15 business days** of completing the online application form. For a detailed list of materials required for submission, please see **Appendix G**. Failure to complete the renewal process will result in removal from the registry. Once removed from the registry, a provider must restart the initial application process after a **three-month** waiting period.

For information regarding the review process and acceptance/denial at the time of renewal, see the Application Review and Review Outcomes sections on the previous page.

Providers that do not consistently report activities and PDHs to the RCEP system may not be renewed. To remain a Registered Continuing Education Provider in good standing, a provider must continuously record activities and attendance records (PDHs) at RCEP.net.

ADMINISTRATIVE REQUIREMENTS

The point of contact is responsible for:

- Ensuring all RCEP standards and requirements are met
- Being the liaison between RCEP and the provider organization by serving as the first line of communication. Should the primary point of contact be unavailable, the secondary point of contact will assume the responsibilities of the position.
- Handling inquiries from educational activity registrants and participants
- Paying invoices for the provider's fees in RCEP
- Assigning a "primary" and a "secondary" point of contact. Points of contact for educational activity registrants and billing purposes may be the same or different contacts as primary and secondary contacts.
- Establishing and maintaining a standard operating procedure for administering the program
- Ensuring the accuracy of all educational activity listings
- Obtaining a signed Presenter Quality Commitment Agreement (**Appendix C**) from all educational activity presenters
- Recording attendance at RCEP.net within **30 days** of completion. RCEP.net will then automatically generate certificates of completion in the standardized format for each attendee's record, which attendees may store in RCEP.net or download.
- Retaining all documents related to educational activities for at least **six years** (see details in Records Retention section on page 12)
- Renewing provider status annually
- Transferring point-of-contact responsibilities in the event of a position or job change

ADMINISTRATIVE REQUIREMENTS

RCEP.net System Access and Activities

Providers will gain full access to the RCEP.net online system at the time of acceptance to the program. Required activities through this system include listing educational activities, updating point-of-contact information, and recording participant attendance records. Providers should report educational activities to RCEP.net (in advance of the event) as well as attendance records after completion of the educational activities. Attendance records should be recorded within **30 days** of the completion date.

Educational Activity Listing on Master Calendar

Once approved, providers are required to register educational activities with the RCEP Master Calendar. Providers may choose not to display an activity on the master calendar, but all courses should still be registered. Courses that are registered but not displayed on the master calendar will not be subject to course listing fees. All providers may display up to 100 activities on the master calendar each year at no cost. Subsequent listings are subject to a listing fee that is billed separately from registered provider fees. The fees for listing courses are as follows:

1–100 course listings	Included in annual fee
Each additional block of 100 course listings	$100/block

ADMINISTRATIVE REQUIREMENTS

Information to Be Gathered from Participants

A provider must inform participants that attendance records will be reported to the Registered Continuing Education Program at RCEP.net. When attendance is reported, individuals are given a free, basic subscription to RCEP.net; attendees already in the system will simply receive the additional attendance record/PDHs.

To properly report attendance, Providers must collect the following information from participants:

- E-mail address
- First name
- Last name
- Mailing address/P.O. Box
- City
- State
- Zip code
- Country
- Primary license number (optional)
- Primary sate of licensure (optional)

Evaluations and Assessments

Activity evaluations must be collected from all participants and presenters. The primary point of contact must retain results of these evaluations for a period of **six years**. Providers should have a formal process for the review of evaluations to improve the effectiveness of activities.

Each educational activity must be evaluated with an appropriate mechanism to measure whether learning objectives were met. Evaluations should determine whether:

- Learning objectives were met
- Program materials were accurate, were relevant, and contributed to learning
- Time allotted to the learning section of the educational activity was effective
- Presenters were effective
- Facilities/technology were appropriate
- Handouts or advance materials were satisfactory
- Audio/visual materials were effective

A sample evaluation can be found in **Appendix H** on page 24 of this document.

All asynchronous distance learning educational activities must also have an end-of-activity examination. The assessment must be in the form of an objectively based examination with at least five questions from every contact hour of instruction. A minimum passing score of 70 percent is required to receive credit for the activity.

The provider should periodically review all evaluations and assessments to measure program effectiveness. The results must be kept on file with the provider for a six-year period.

ADMINISTRATIVE REQUIREMENTS

Self-paced Asynchronous Distance Educational Activities

Asynchronous distance educational activities that are self-paced or without a timing element are required to be pilot-tested by at least 10 professionals in order to calculate the number of PDHs granted. The number of PDHs granted for completion of the activity should be the average time taken by the sample group of professionals. These professionals must sign affidavits stating the length of time it took to complete the activity. The affidavits and other activity documents must be kept on file with the provider for a **six-year period**.

Records Retention: Activities and Attendance

A provider is responsible for reporting activities (educational offerings) and attendance (PDHs) to RCEP.net on a regular basis. Activities that are open to the public should be reported to RCEP.net and published on the RCEP Master Calendar in advance of the activity offering. In addition, providers must report attendance to RCEP.net within **30 days** of completion of the activity.

Activities

Activities or course offerings should be reported to RCEP.net and, if applicable, published in the RCEP Master Calendar prior to the date of the scheduled event. Any activities that are on-demand and thus not scheduled should be reported to RCEP.net and, if applicable, published on the Master Calendar as they become available.

To report an activity to RCEP.net, the following pieces of information must be compiled for each activity:

- Activity title
- Activity description
- Number of PDHs awarded for completion of the activity
- Instructor name(s), company
- Activity type (COL = College Level Course; CEC = Continuing Education Course; COR = Short Course/Tutorial)
- Delivery method (CLA = Classroom Instruction; CON = Conference/Convention; LIV = E-Learning Live; DEM = On Demand Learning/Self Study)
- Content area (HSW = Technical, Health, and Safety; E = Ethics; BP = Business Practices; JS = Jurisdiction Specific; OTH = Other)
- Profession (A = Architecture; E = Engineering; S = Surveying; O = Other)
- Start date (scheduled activities only)
- End date (scheduled activities only)
- Venue address, including street address, city, state, zip code, and country
- For help or guidance with reporting activities to RCEP.net, contact ACEC at rcep@aces.org.

A certificate of completion must be issued to all participants for each activity completed. RCEP.net automatically generates certificates of completion for each attendee when attendance is reported (PDHs are reported) in RCEP.net.

Attendance

A provider must report attendance to RCEP.net for each activity participant in order to issue PDHs earned. To report attendance in RCEP.net, providers must collect the following information from participants:

- E-mail address (this is the subscriber's username in the system)
- First name
- Last name
- Mailing address/P.O. Box
- City

ADMINISTRATIVE REQUIREMENTS

- State
- Zip code
- Country
- Primary license number (optional)
- Primary sate of licensure (optional)

Once attendance is reported, a certificate of completion is automatically generated in the system for each participant. (Note: If the participant is new to RCEP.net, a basic, free subscription is created for that participant.) Participants may then download their certificate of completion if they wish to print it; the certificate will be stored in their record if they wish to access it at a later date, as well.

Attendance should be reported within **30 days** of activity completion date. Providers must log into the system, find the activity for which attendance is being reported, and click on the "Manage Attendance" tab to either enter each participant individually or import a list of participants.

Questions about how to report activities and attendance in RCEP.net may be directed to rcep@acec.org.

Retention

A provider must also retain records for a minimum of **six years**. At a minimum, records must contain the following information:

- Educational activity outline/materials
- Records of participation (maintained within RCEP.net)
- Date/period educational activity was available for participation
- Location(s)
- Number of credits earned by participants (maintained within RCEP.net)
- Results of evaluation mechanism and examinations
- Presenters and educational activity authors and their credentials
- Signed presenter agreement form
- At least three signed affidavits from participants used to calculate PDH value (for on-demand education activities)

ADMINISTRATIVE REQUIREMENTS

Audit and Complaints Program

All providers and educational activity materials are subject to periodic audits. Audits may be performed following any written complaint forwarded to the RCEP director. Periodic audits will be random and may involve educational activity material review, site visits, and anonymous review of an educational activity and/or activity participant surveys.

Providers are required to post educational activities prior to the activity start date and report attendance within **30 days** of the activity completion date in the RCEP system. This will be subject to regular audits by RCEP administrators and may affect the Provider's approval status.

Providers are required to provide any requested educational activity materials in support of audit functions within **30 days** of request.

Providers are required to respond to audit findings and provide evidence of corrective action. Responses shall identify root cause, corrective actions, and a long-term plan to prevent recurrence, and are required within **30 days** of receipt of findings. All corrective actions must be implemented within **60 days**. Providers failing to correct findings to the satisfaction of the RCEP director will be removed from the registry. If removed from the registry as a result of audit or complaint finding, providers will be required to reapply to the program for reinstatement through the initial application process.

Registered Continuing Education Program Standards

General Standard

CE 1. **Continuing Education (CE) providers are responsible for compliance with all standards stated herein and other applicable requirements.**

Description: In addition to these standards, CE providers are responsible for compliance with all provider, educational activity, and administrative requirements contained in the RCEP Provider Information document and fulfilling the terms set forth in the Provider Agreement. Providers may also be required to meet specific requirements of state/jurisdictional licensing boards to be recognized by them. Providers should contact the appropriate entity to determine requirements.

Educational Activity Development Standards

CE 2. **Educational activities must have a clear purpose and relevant learning objectives.**

Description: Educational activities shall include a statement of purpose and learning objectives. Methodology for determining learning objectives must be consistent with industry-accepted practices for educational content development. Learning objectives should be constructed using action verbs related to what participants will be able to do after having received the instruction and should be measurable.

CE 3. **Educational activities must be current, technically accurate, and developed by individuals qualified with respect to educational activity development and specific content.**

Description: Educational activities and materials must be prepared and regularly updated to reflect current practices. Individuals responsible for development shall be able to demonstrate qualification and experience in the subject matter as well as in educational activity design. All activities should be reviewed for currency and should be tested against client feedback for accuracy.

Educational Activity Delivery Standards

CE 4. **CE providers must ensure that presenters are qualified with respect to specific content knowledge and instructional methods. CE providers shall ensure that all presenters sign the Presenter Quality Commitment Agreement.**

Description: Qualified presenters for educational activities are those who are capable, through training, education, or experience of communicating effectively and providing an environment conducive to learning. They should be competent and current in the subject matter, skilled in the use of the appropriate instructional methods and technology, and prepared in advance. A brief bio with a minimum of 50 words that includes any licenses, designations, or certifications held by the presenters should be provided to the CE provider. CE providers shall implement a system to evaluate and track presenter performance and effectiveness.

CE 5.   **All educational activities shall be delivered as live activities (seminars, technical training sessions, or formal education courses) and/or distance learning activities (synchronous or asynchronous). All educational activities shall be classified as (a) Health, Safety, and Welfare Including Core Technical, (b) Business Practices, or (c) Ethics.**

Description: Synchronous and asynchronous programs are defined in the RCEP Provider Information document's Provider Requirements section. All distance learning activities must provide for interaction between participants and with the instructor. Providers that only offer non-interactive traditional correspondence courses are not eligible for the registry at this time**.** All asynchronous distance activities must have a learning assessment. All asynchronous distance activities, which are self-paced, are required to be pilot-tested to calculate the amount of PDH credit. For more information on these requirements, see the administrative requirements section. Although the NCEES *Model Rules* does not specify or differentiate among classifications, some jurisdictions do not accept educational activities in business practices and ethics or have limitations as to the content. Providers should contact the appropriate entity to determine requirements.

CE 6.   **All educational activities and associated materials shall be unbiased and neither promote nor market particular products or services in the educational content of the activity. Providers must utilize the approved promotional statement on all materials provided to attendees or potential attendees.**

Description: Approved promotional statements are included in the RCEP Provider Information document. Company, product (trademarks, patents, etc.), and service information shall not be displayed in any materials or discussed during the PDH credit portion of any educational activity except as specifically noted in the Provider Information document.

CE 7.   **All educational activities must include an effective means for evaluating the quality of the activity with respect to content and delivery and must implement a mechanism to assess whether learning objectives were met.**

Description: The objectives of the evaluation are to determine participant satisfaction with specific programs and to support continuous process improvement. Evaluations, whether written or electronic, should be solicited from all participants and presenters for each activity. In addition, all distance learning activities shall include an assessment of learning. The assessment must be in the form of an objectively based examination with at least five questions from every contact hour of instruction. A minimum passing score of 70 percent will be required to receive credit for the activity. CE providers must have a formal process for the review of evaluations to improve the effectiveness of activities.

CE 8. **Educational activities must be at least 1 professional development hour in length, which is defined as a contact hour (nominal) of instruction or presentation.**

Description: A complete description of the units and examples can be found in the NCEES *Continuing Professional Competency Guidelines* (ncees.org/Documents/Public/cpc_guidelines.pdf).

Educational Activity Results and Records Standards

CE 9. **CE providers must provide each participant with documentation of his or her participation by reporting attendance information to the RCEP system.**

Description: Providers shall provide each participant with documentation as stated in the RCEP Provider Information document's Administrative Requirements section. Providers can accomplish this by reporting attendance in RCEP.net. A certificate of completion to document participation is automatically created in the system when attendance is reported in the system. Participants may download certificates of completion from RCEP.net (for free) and may store certificates for future use in RCEP.net (for free). CE providers are responsible for obtaining permission to provide this information to the program by notifying participants of this practice. Participant information is not shared and is stored on the secure RCEP.net site for career record-keeping purposes. The service is free unless the participant chooses to upgrade.

CE 10. **CE providers must maintain all records pertaining to educational activities and participant records for a period of six years.**

Description: A list of required records is included in the RCEP Provider Information document's Administrative Requirements section.

RCEP

REGISTERED CONTINUING EDUCATION PROGRAM

(INSERT provider name) invites you to attend

(INSERT course title)

on

(INSERT course date)

(INSERT course location if applicable)

(INSERT course content)

(INSERT learning objectives)

Delivery Method: Live Instruction, Distance (Synchronous/Asynchronous)

Earn _____ PDH credits

To register for this course, contact (contact name) at xxx.xxx.xxxx or visit our Web site at _____ .

For more information regarding refund, complaint and cancellation policies, please contact xxx.xxx.xxxx.

[*INSERT* Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of Completion will be issued to all participants. Complaints regarding registered providers may be sent to RCEP at www.RCEP.net.

PRESENTER QUALITY COMMITMENT AGREEMENT   APPENDIX C

This statement is designed to maintain the standards and requirements of RCEP. Each presenter must sign this agreement prior to initial offering under this program. The provider's primary point of contact for RCEP must retain this signed agreement with educational activity materials for a period of six years.

Presenters are the key to quality continuing education programs. By signing this statement, a presenter agrees to maintain the quality educational activities and fulfill the outlined responsibilities.

1. The educational activity will be delivered without endorsement, bias, marketing, or sales orientation.
2. The content of the educational activity as it relates to the learning objectives will not be altered. (Personalization of activities for presenters and location is allowed.)
3. All educational activities will be accurately promoted consistent with RCEP-approved language.
4. Company/organization logos, product name, product reference numbers, and branding will be limited to the first and last slides only.
5. RCEP quality assurance slides will be included and reviewed with the participants during every educational activity.
6. Information will be gathered from all participants according to the Administrative Requirements section.
7. Results must be reported by the Provider to the RCEP system within two weeks of activity completion. For details, see the Administrative Requirements section.
8. All participants will be made aware that their attendance is required for the entire activity in order for credit to be issued. Partial credit will not be given.
9. Participants in distance learning activities will be made aware of the mandatory end of activity learning assessment and the 70 percent pass rate requirement.
10. Evaluation forms will be distributed and collected to gather feedback on content and delivery.
11. All participants will be provided with documentation of completion within two weeks of activity completion.
12. All product and proprietary content and questions will be addressed before or after the educational content of the activity.

By signing this agreement, a presenter understands that his or her compliance is essential to continued success and provider registration in RCEP.

_____

Presenter Name (print)

_____ _____

Signature   Date

_____

Provider Name

Explanation of Purpose and Learning Objective statements:

Most programs state a purpose for the program in the marketing brochure and in the material submitted for review by a professional association. It is usually a broad statement made in one or two sentences, such as, "The purpose of this program is to help architects gain a better understanding of the choices available in roofing materials." However, these terms cannot be measured.

The purpose needs to be translated into measurable terms for learning objectives. "Gain a better understanding" needs to be converted into action verbs. Providers have to be able to measure the objective to know if they accomplished it. In the evaluation, they should ask participants how well they can accomplish the learning objectives, listing each learning objective.
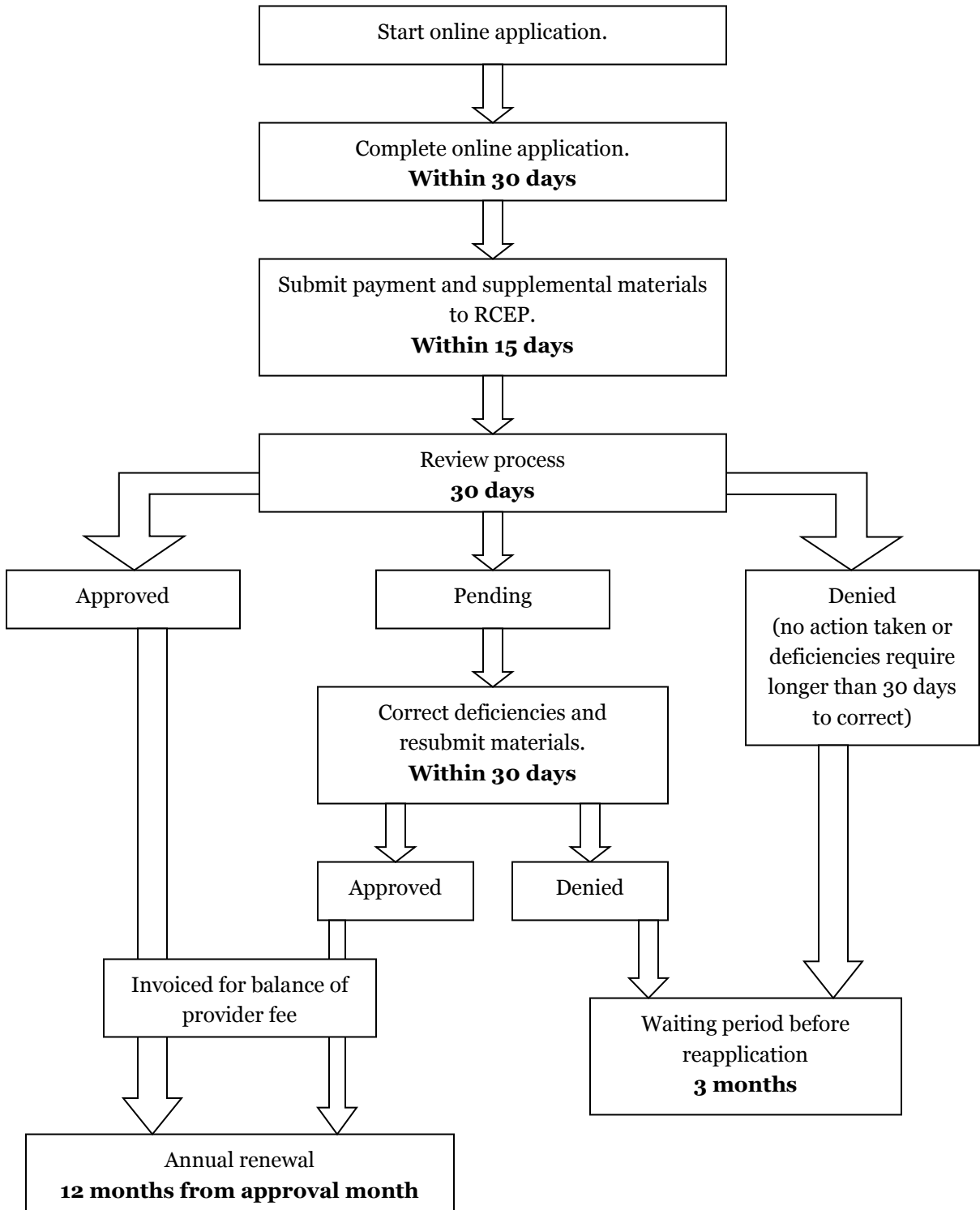
The question at the end of a learning program is always, "How do you know the participants learned?

- By using "explain" or "describe," participants can prove that they comprehend the information from the seminar.
- By using "select" or "apply," participants can prove that they can apply the information they learned.
- By using "compare" or "categorize," participants can show that they can analyze information from the seminar.

Program Learning Objectives are written in the following format:

At the end of this presentation, participants will be able to:

- Explain the issues in sustainability of roofing materials
- Describe the process of installing a sustainable roof
- Select roofing materials that promote sustainability
- Categorize which roofing materials are most sustainable
- Compare energy consumption of buildings with different roofing materials

Start online application.

↓

Complete online application.
Within 30 days

↓

Submit payment and supplemental materials to RCEP.
Within 15 days

↓

Review process
30 days

↓ Approved   ↓ Pending   ↓ Denied (no action taken or deficiencies require longer than 30 days to correct)

Pending →

Correct deficiencies and resubmit materials.
Within 30 days

↓ Approved   ↓ Denied

Invoiced for balance of provider fee

Waiting period before reapplication
3 months

Annual renewal
12 months from approval month

Note: Providers must reapply for approval every three years.

By signing this form and completing the application process, a provider agrees:

1. To abide by the standards and requirements of the Registered Continuing Education Program and to meet all standards set forth in this document

2. To use the following official Registered Continuing Education Program promotional statement, in its entirety and without alteration, in promotional and other materials distributed to prospective educational activity registrants:

   "[Provider Name] has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. Certificates of completion will be issued to all participants via RCEP.net. Complaints regarding registered providers may be sent to RCEP at www.RCEP.net."

   ▪ To use the Registered Continuing Education Program logo only in conjunction with and adjacent to the official Registered Continuing Education Program statement. Proper use of the logo must comply with the Registered Continuing Education Program logo requirements.

   ▪ To retain educational activity and participant records for a period of six years and to respond to any Registered Continuing Education Program inquiry about these records. Upon request, to make records available for audit to the Registered Continuing Education Program or its designee.

   ▪ To authorize the Registered Continuing Education Program, by signature on this application, to share the information submitted by the provider for application with a state board upon receipt of a written request

The provider completing this application understands that failure to comply with this Agreement, or failure to meet acceptable standards in the conduct of RCEP activities, may result in the termination of this Agreement by RCEP, and notice of such termination may be given to state boards and to licensees. The provider further agrees that immediately upon such termination, the use of the official Registered Continuing Education Program promotional statement and the Registered Continuing Education Program logo will be discontinued. In the event the Agreement is terminated and legal action must be instituted by the Registered Continuing Education Program to obtain compliance by the undersigned provider to cease and desist from the use of the official Registered Continuing Education Program promotional statement or program logo, the provider agrees to pay such sums as the court may adjudge for reasonable attorney fees and to pay all costs and disbursements incurred therein.

_____

  Signature of Primary Point of Contact

_____   _____

  Printed/Typed Name of Primary Point of Contact   Date

Send completed and signed form, with appropriate fee and required attachments to the following:

RCEP
1015 15th Street, NW
8th Floor
Washington, DC 20005

☐ **Complete the online application form.**

    ☐ Access the online application form at RCEP.net.

    ☐ Online applications may be completed in stages.

    ☐ Online applications must be complete within 30 days of start date.

    ☐ Once complete, follow the prompt to print the online application. Keep a copy for your records.

☐ **Submit the following materials by mail.**

    ☐ Copy of this checklist

    ☐ Signed Provider Agreement

    ☐ The primary point of contact must sign and date the Provider Agreement (**Appendix F**)

    ☐ Appropriate application/provider fee. For details on appropriate application/provider fees, please see Initial Application Process and Renewal Process in the Administrative Requirements section. Make check payable to RCEP. Do not staple check to materials.

Submit the following materials by mail on flash drives or CDs (two copies) or by email to rcep@acec.org. Only Microsoft Office program files and PDF files are accepted. The documents below must be submitted for each type of delivery method used by provider, i.e., one sample activity's documents for live instruction, one for distance synchronous, and one for asynchronous distance, for a maximum of three sets of sample materials. Submitted materials must meet requirements described in Appendix A.

If renewing, no supplemental materials are required. Reapplication (done once every three years) does require these materials to be submitted.

    ☐ Word document listing files names and indicating which of the requirements below are satisfied by the files

    ☐ Sample educational activity materials which must contain the quality assurance statements (e.g., video, PowerPoint presentation, handouts)

    ☐ Sample educational activity evaluation form (if submitting an on-demand and scheduled activity, please submit a sample evaluation form for each)

    ☐ Sample educational activity learning assessment (required for on-demand activities only)

    ☐ Sample educational activity outline

    ☐ Include in outline the amount of PDH credit to be awarded for the sample educational activity, the statement of purpose of the activity, the intended RCEP delivery method type of the activity, the intended category of the activity [(1) Health, Safety, and Welfare Including Core Technical, (2) Business Practices, or (3) Ethics], and development and/or revision date.

    ☐ Credentials of educational activity developers and presenters (e.g., education, experience, or knowledge gained in the specific content area). These can be in the form of a resume. Bios should be a minimum of 50 words and should include any licenses, designations, or certifications held by the presenters.

    ☐ Copies of at least three affidavits from participants stating the length of time taken to complete the activity. These are required for self-paced asynchronous distance (on-demand) activities.

Send all materials to:

RCEP
1015 15th Street, NW
8th Floor
Washington, DC 20005

Sample Program Evaluation

Program Title _____

Presenter _____ _____   Date _____

Please assist us in evaluating this program by responding to each question below with either Y (yes), P (partially), or N (no) and provide comments to explain your answer.

PART 1: CONTENT

1. Were the program learning objectives stated clearly and concisely? **(Required)**

                                                                        Y   P   N

    Comment _____

2. Did you learn information you will be able to use?   Y   P   N

    Comment _____

3. Did this program meet your expectations? **(Required)**   Y   P   N

    Comment _____

4. Are you confident that you could accomplish these learning objectives? **(Required)**

(List learning objective one)	Y	P	N
(List learning objective two)	Y	P	N
(List learning objective three)	Y	P	N
(List learning objective four, etc.)	Y	P	N

5. Was the material presented in a way that will be easy for you to apply?   Y   P   N

    Comment _____

6. Were all of the topics beneficial for you?   Y   P   N

    Comment _____

7. Was the amount and pacing of content presented appropriate for you?   Y   P   N

    Comment _____

8. Did you find the program content current and relevant? **(Required)**   Y   P   N

    Comment_____

PART 2: PRESENTER

9. Were the presenters easy to understand?   Y   P   N

    Comment _____

10. Did the presenters cover the content adequately in the allotted time?   Y   P   N

    Comment _____

.

11. Did the presenters help you understand the content? **(Required)**   Y   P   N

    Comment _____

12. Was the presenter responsive to the group's needs or questions?   Y   P   N

    Comment _____

PART 3: FACILITY

13. Were the registration procedures participant friendly?   Y   P   N
Comment _____

14. Did the handouts or advance preparation materials contribute to your
learning?   Y   P   N
Comment _____

15. Were the audio and visual materials effective? **(Required)**   Y   P   N
Comment _____

16. Was the room/facility comfortable for you during the program?   Y   P   N
Comment _____

17. Did the equipment or technology function appropriately?   Y   P   N
Comment _____

18. Was the scheduling convenient for you?   Y   P   N
Comment _____

19. Were the break time and refreshments satisfactory for you?   Y   P   N
Comment _____

PART 4 MARKETING (OPTIONAL)

20. How did you hear about this program?   (Check boxes can be inserted here)
_____

21. What primarily attracted you to this program?   (Check boxes can be inserted here)
_____

22. What is your primary job function?   (Check boxes can be inserted here)
_____

23. Are you a member of any professional associations?   (Check boxes can be inserted here)
_____

24. What other program topics would you be interested in attending?   (Check boxes can be inserted here)
_____

25. Are you interested in receiving information about future courses by email?   Y   N
E-mail: _____

Reference: This questionnaire is based in part on Exhibit 11.4 Sample Participant Questionnaire in Cafferella, R. S. (2002). *Planning Programs for Adult Learners*. 2nd ed., San Francisco: Jossey-Bass, pp. 244–246.