



Florida Engineering Society Continuing Education Credit Application

Chapter Event _____
(Chapter Name)

Regional Meeting _____
(Region Number)

Contact Person _____
(Person responsible for this application - Please print)

Phone _____

E-mail _____

Event Title _____

Number of PDHs Applied For _____ **PDHs** (1 PDH = 50 minutes in the classroom)

Technical Area of Practice _____

Date of Event _____

Location _____

Length of Technical Program
(50 minute minimum) **Start Time** _____ **End Time** _____

Name of Instructor/s

Proof of Attendance

When this application is approved, FES Headquarters will send transcripts to be used as proof of attendance. Each person attending the seminar will receive 2 impression sealed transcripts. One will be marked Registrant Copy, the other - FES Copy. As they leave the seminar, your registrants must turn in the FES copy in order to receive credit. Those copies must reach headquarters within 3 days of the seminar. This will allow FES to record and transmit the information to the FBPE within the required 5 days. Each transcript must have the engineer's printed name, signature, PE license number, and date of the program. The signed Registrant Copy will serve as the certificate of attendance.

Estimated attendance _____ Transcripts will be mailed to you one week before your event.

Application Checklist and Procedure

Please submit this application to FES headquarters at least 6 weeks prior to your chapter or regional meeting. The FES Professional Development Committee will respond within 21 days of receipt at FES headquarters.

1. Fill in the blanks above
2. Attach the agenda/course outline
3. Attach a resume for each instructor
4. Attach a copy of the proposed handouts or presentation
5. Send to FES Headquarters

Mail FES
Attn: Gale Field
125 S. Gadsden Street
Tallahassee, FL 32301

E-mail gfield@fleng.org

Subject line: Event PDH Application