IMPORTANT REMINDERS for CE SPONSORS

Requirements and reminders for continuing education (CE) sponsors for a successful CE course:

1) Turn in your course application, agenda, and fee as early as possible to allow time for DPR to review and ask questions if needed. DPR cannot approve a course after the course has occurred.

2) Check DPR’s CE Web site, www.cdpr.ca.gov/docs/license/classes.cfm, to see how many hours in each CE category your course was approved for, and to ensure that your contact and course information are correct.

3) To add course dates or locations to an approved CE course agenda, submit an “Additional Presentation Request” form (DPR-PML-132) at least 15 business days before the course date. CE forms can be found on DPR’s CE Web site: www.cdpr.ca.gov/docs/license/conted.htm.

4) Inform DPR ahead of time if there are any changes to the course agenda (e.g. time, location, subjects, speakers). Email is preferred: cemail@cdpr.ca.gov.

5) Provide a record of course completion to each attendee within 15 business days of course completion. Each record must include the following information:
   a. licensee’s name
   b. license number
   c. course title
   d. course sponsor’s name
   e. course location
   f. course date
   g. number of hours attended per CE category (Laws and Regulations, Aerial, or Other)
   h. licensee’s signature
   i. course identification code

   For your convenience, a sample record of course completion is available on DPR’s CE Web site: http://www.cdpr.ca.gov/docs/license/conted.htm. Note that CE sponsors may use their own format, as long as the information listed above is included.

6) Document the actual number of hours attended per CE category for each attendee. Include this information on the attendee’s record of course completion and in the sponsor records. For example, if an attendee stays for 1 hour of a 2-hour course, this would be reflected in the attendee’s record of course completion and in the sponsor records.

7) CE sponsors and licensees must keep the records listed in #5 above for three (3) years. Sponsors can use a sign-in sheet for their records as long as all of the required information is included. Licensees can use the record of course completion given to them by the course sponsor as their record.

8) Receive periodic updates from DPR about Licensing and CE by signing up for the Licensing, Certification and Continuing Education electronic mailing list subscription: www.cdpr.ca.gov/docs/dept/listserv/listdesc.htm.

9) Remind attendees that CE is in lieu of re-examination. A DPR suggestion for maintaining an atmosphere conducive to learning would be to ask attendees to limit distractions, such as silencing cell phones or taking essential phone calls outside.

If you have any questions regarding this reminder or DPR’s CE and Licensing Program, you may contact Laurie Brajkovich at laurie.brajkovich@cdpr.ca.gov or 916-445-9903.

Revised January 1, 2014