

## IMPORTANT REMINDERS for CE SPONSORS

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

- 1) On DPR's CE Web site, [www.cdpr.ca.gov/docs/license/classes.cfm](http://www.cdpr.ca.gov/docs/license/classes.cfm) you can see how many hours in each CE category your course was approved for and check to ensure your contact and course information are correct.
- 2) 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](http://www.cdpr.ca.gov/docs/license/conted.htm).
- 3) 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](mailto:CEmail@cdpr.ca.gov).
- 4) 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.

- 5) Attendance verification documents (e.g. certificates, scantrons) should not be left out unattended during the course.
- 6) CE sponsors and licensees must keep the records listed in #4 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.
- 7) 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](http://www.cdpr.ca.gov/docs/dept/listserv/listdesc.htm).
- 8) Remind attendees that CE is in lieu of re-examination. We suggest asking attendees to limit distractions, such as silencing cell phones or taking essential phone calls outside.
- 9) If the course is a roadshow (same agenda with multiple dates or locations scheduled), let attendees know that they will receive CE credit only once during the calendar year for the entire series.
- 10) Note DPR conducts random audits on courses to ensure content is current, factual, and consistent with the agenda and any presentation outlines submitted during the approval process. Additionally, audits are used to verify course attendance and actual CE hours completed by attendees are tracked by the sponsor.

*If you have any questions regarding this reminder or DPR's CE and Licensing Program, you may contact us at [CEmail@cdpr.ca.gov](mailto:CEmail@cdpr.ca.gov) or 916-324-4250.*