



**NORTH CAROLINA BOARD OF EXAMINERS
FOR ENGINEERS AND SURVEYORS**

4601 Six Forks Rd Suite 310
Raleigh, North Carolina 27609

March 7, 2024

Continuing Professional Competency Sponsor
2024 ANNUAL RENEWAL

Instructions for completing annual Sponsor renewal:

Review the Sponsor Agreement and then complete the information at the bottom of the form. Return this form to the Board by **email to mmichalowski@ncbels.org** or **mail to the office**. **In the subject of the email put your Sponsor number (S-xxxx).**

Renewals must be received no later than **April 8, 2024**.

Failure to renew will result in the organization being removed from the list of *Approved Continuing Education Sponsors* in North Carolina. **THERE IS NO RENEWAL FEE.**

RENEWAL OF SPONSOR AGREEMENT

We agree to continue to comply with the requirements of the North Carolina Board of Examiners for Engineers and Surveyors and to cooperate with the Board in monitoring compliance with this Agreement. We agree to maintain appropriate documentation, and to make such records available for review by persons designated by the Board.

Said records shall include the name; date and location of each course or presentation; the name of the instructor; the number of PDH credits assigned; and a list of attendees (including NC license numbers).

We agree to allow persons designated by the Board to attend any or all courses presented for credit at no cost and agree to make such changes or modifications in the course materials or presentations as directed by this Board.

We understand that Sponsor Certification is subject to annual renewal and that the Board may revoke this Sponsor Agreement at any time and at its sole discretion.

Contact person has read and understands the section of the Board Rules governing this sponsorship (21 NCAC 56.1713, *Sponsors*) and agrees to adhere to and follow all of the requirements adopted by the Board.

Name of Sponsor: _____

S-_____ (Sponsor No.)

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Position: _____

E-mail: _____ Web address: _____

Date: _____