



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

310 West Millbrook Road  
Raleigh, North Carolina 27609

September 20, 2001

Mr. John Huang PE  
PDHonline.org  
2410 Dakota Lakes Drive  
Herndon, VA 20171

Dear Sponsor :

This is to inform you that the North Carolina State Board of Examiners for Engineers and Surveyors has approved the application of PDHonline.org to serve as an *Approved Sponsor* of Continuing Professional Competency (CPC) activities for Professional Engineers and Surveyors licensed by the State of North Carolina.

Designation as an *Approved Sponsor* indicates recognition by the Board of Examiners of the CPC activities offered by PDHonline.org as meeting the required standards. **Activities must contain a clear purpose and objective and shall result in the maintenance, improvement, or the expansion of skills and knowledge relevant to a licensee's field of practice.** Professional Development Hours awarded **must equal actual contact time.** Activities offered by your organization shall be acceptable for PDH credit by the Board without scrutiny of individual course content.

You are reminded that, as part of your agreement with the Board, your organization shall:

- 1- Provide each attendee with documentation of attendance.
- 2- Submit quarterly reports to the Board which indicate the name of each course presented, the date and location held, the number of PDHs earned, and a roster of attendees that are licensed by this Board, **to include the Board-assigned license number of each attendee.** A Sample Report Form is enclosed.
- 3- You are also required to notify the Board in advance each time a seminar, workshop or other educational activity is scheduled.

The Board further reminds you that under the regulatory provisions of 21 NCAC 56.1700, sponsor status expires on the last day of the month of April following issuance or renewal. Annual renewal forms will be mailed each March to the address of record for the sponsor. I look forward to working with you and your organization in the future.

Sincerely,

Linda B. Peace  
Supervisor, Continuing Education

Enclosure

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**Telephone**  
(919) 841-4000

**FAX**  
(919) 841-4012

**EMAIL Address**  
ncboard@ncbels.org

**WEB Site**  
www.ncbels.org