



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF PROFESSIONAL LAND SURVEYORS

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REQUEST FOR APPROVAL OF PROFESSIONAL DEVELOPMENT HOURS

INSTRUCTIONS

When to Submit

Complete this form to request approval of an organized educational activity intended to fulfill the continuing education (CE) requirements for maintaining a Professional Land Surveyor license in Delaware. The Board must approve all educational courses. Either Delaware-licensed Professional Land Surveyors or program providers may submit a request.

For full details on CE requirements, see Section 10.0 of the Board's [Rules and Regulations](#).

Board-approved courses are listed on the Board's website at [Approved Continuing Education Courses](#).

Documentation Required

- Submit completed request form.
- If request is submitted by a course provider, enclose fee of \$40 by check or money order payable to "State of Delaware." If a Delaware-licensed Professional Land Surveyor submits the request, no fee is required.*
- Enclose a *complete, detailed course schedule* showing the course objectives and typical timetable of the course, including all scheduled breaks.
- Enclose credentials (such as a resume or *curriculum vitae* (CV) for each presenter.

REQUESTER COMPLETES THIS SECTION

1. Requester (check one): Course Provider Delaware Licensee
2. If you are a Delaware-licensed Professional Land Surveyor requesting approval of a course, enter:
Your Name: _____ Delaware License #: **S6** - _____
Phone: _____ Email: _____@_____
3. Enter the following information about the course provider:
Course Provider Name: _____
Contact/CE Coordinator: _____ Email: _____
Address: _____
Street City State Zip code
Phone: _____ Fax: _____ Website: _____
4. Course Title: _____
5. Type of Presentation: Online Live (seminar, classroom)
6. Date(s) Offered: _____

REQUESTER COMPLETES THIS SECTION (continued)

7. List all course presenters:

Enclose resume or *curriculum vitae* (CV) for each presenter.

| PRESENTER NAME | TITLE |
|----------------|-------|
| | |
| | |
| | |

8. Check all land surveying topics that apply:

- | | |
|--|---|
| <input type="checkbox"/> ALTA/ACSM land title surveys | <input type="checkbox"/> State and international boundaries |
| <input type="checkbox"/> GPS (survey related) | <input type="checkbox"/> Water boundaries |
| <input type="checkbox"/> GIS (survey related) | <input type="checkbox"/> Measurement and analysis |
| <input type="checkbox"/> Delaware land use laws | <input type="checkbox"/> Surveyor in course/expert testimony |
| <input type="checkbox"/> Case law | <input type="checkbox"/> Highway design/highway safety |
| <input type="checkbox"/> Boundary laws and regulations | <input type="checkbox"/> Photogrammetry and aerial photo interpretation |
| <input type="checkbox"/> Research | <input type="checkbox"/> Survey standards |
| <input type="checkbox"/> Evidence | <input type="checkbox"/> Survey instrumentation |
| <input type="checkbox"/> Boundary determination | <input type="checkbox"/> Liability for land surveyors |
| <input type="checkbox"/> Unwritten rights | <input type="checkbox"/> Drainage design |
| <input type="checkbox"/> Conflict resolution; i.e. boundary line agreement | <input type="checkbox"/> Sediment and erosion control |
| <input type="checkbox"/> Adverse possession | <input type="checkbox"/> Subdivision Plans and planning |
| <input type="checkbox"/> Highway surveys | <input type="checkbox"/> Land Development Plans and planning |
| <input type="checkbox"/> Railroad surveys | <input type="checkbox"/> Grading and Grading Development Plans |
| <input type="checkbox"/> Easements and rights of way | <input type="checkbox"/> Condominium Plans |
| <input type="checkbox"/> Geodesy | <input type="checkbox"/> Roadway and Street Design and Planning |
| <input type="checkbox"/> Storm Water Drainage Plans | <input type="checkbox"/> Utility Plans and Easements |
| <input type="checkbox"/> Mathematics and computer applications of land surveying | |
| <input type="checkbox"/> Technical writing related to deed descriptions and survey reports | |
| <input type="checkbox"/> Business management and professional development related to the land surveying practice | |
| <input type="checkbox"/> Other: _____ | |

9. **Total Professional Development Hours Requested (Excluding Breaks):** _____

Enclose a *complete, detailed course schedule* showing the course objectives and typical timetable of the course, including all scheduled breaks. Also, enclose credentials (such as a resume or *curriculum vitae* (CV) for each presenter.

BOARD OFFICE COMPLETES THIS SECTION

Board Approval Date: _____

Approved for _____ **hours of** **Online** **Live (seminar, classroom)**

Tabled - Explain reason(s): _____

Denied – Explain reason(s) below.

Not directly related to professional growth.

Other: _____