Department of Commerce & Insurance

Tennessee State Board of Examiners for Land Surveyors

CONTINUING EDUCATION REPORTING FORM FOR CONTINUING FOR (year) _____

This form is REQUIRED by Rule 0820-05-.10(1), for maintaining your PDHs for Tennessee PLS biennial renewal. This form does not replace copies of your certificates of completion. Every licensee is required to obtain the equivalent of thirty PDHs per biennial renewal. These PDHs may be obtained any time during the applicable renewal period. A minimum of two PDHs shall be earned by successfully completing a course or activity that has content areas focused on surveying ethics and standards of practice per biennial renewal.

NAME_____ TN License Number _____

MAILING ADDRESS _____

_____

COUNTY (If a Tennessee resident) _____

PLACE OF EMPLOYMENT _____

BUSINESS ADDRESS _____

DATE OF BIRTH_____ Social Security # _____

PHONE_____(W) _____(H)

_____Fax) E-Mail Address _____

Being a newly registered land surveyor on_____, per Rule 0820-05-.03(3), I am exempt from continuing education requirements as a prerequisite for initial one year period of active registration; however as a new licensee I am required to obtain continuing education requirements toward the second year of the initial licensing period, if the initial licensure includes two years.

PROGRAM NUMBER	DATE COMPLETED	SPONSOR/PROVIDER	TITLE/DESCRIPTION OF COURSE SEMINAR	NUMBER OF PDHs EARNED
			TOTAL PDHs EARNED	

Department of Commerce & Insurance

PROGRAM NUMBER	**DATE COMPLETED**	**SPONSOR/PROVIDER**	**TITLE/DESCRIPTION OF COURSE SEMINAR**	**NUMBER OF PDHs EARNED**
			TOTAL PDHs EARNED	

TN Department of Commerce & Insurance

AFFIDAVIT

The PDH credits listed herein are true and correct, and accurately state the professional development hours I have earned. I understand that I must submit all supporting documentation (i.e. certificates of attendance along with this completed form) as requested by the Board.

_____

Land Surveyor's Signature

INSTRUCTIONS – PLEASE READ CAREFULLY –

YOU MUST USE THE ORIGINAL CONTINUING EDUCATION REPORTING FORM WHEN SUBMITTING YOUR CONTINUING EDUCATION INFORMATION.

All surveyors licensed to practice in Tennessee must complete this form, per Rule 0820-05-.10(1), sign the affidavit above and mail to the Board office at the address listed below. You *must* also *submit certificate(s)of completion* as proof of your attendance. If courses did not have prior approval, information on the course must be supplied, along with third party documentation showing proof of attendance and is subject to the approval of the board. Lack of compliance by December 31 of every odd year will invalidate your license.

Continuing education documentation may be sent to the Board office as soon as the course/seminar is taken and you have received a certificate of completion. *YOUR CONTINUING EDUCATION DOCUMENTATION MUST TO BE TURNED IN TO THE BOARD OFFICE BY DECEMBER 31 OF EVERY ODD YEAR, ALONG WITH THIS FORM. CONTINUING EDUCATION IS PART OF YOUR RENEWAL REQUIREMENTS. NO EXCEPTIONS WILL BE MADE. IT IS UP TO YOU, THE LAND SURVEYOR, TO PROVIDE THE BOARD OFFICE WITH PROOF OF ATTENDANCE, NOT THE COURSE/SEMINAR PROVIDER*. You may *either* email, mail, or fax all information pertaining to continuing education to the address shown below:

Tennessee Board of Examiners for Land Surveyors

500 James Robertson Parkway

Nashville, TN 37243-1146

Phone: 615-741-3611

Fax: 615-253-1692

Email: Cody.Kemmer@tn.gov

FOR OFFICE USE ONLY

Date Received _____

Total PDHs Reported _____

Carryover Hours _____

Certificates of Completion

*Furnished? Yes*_____*No* ____