

**MARYLAND BOARD FOR PROFESSIONAL LAND SURVEYORS**  
**Continuing Professional Competency**  
**APPLICATION FOR PROVIDER APPROVAL**

Complete all parts.

Attach pertinent details of offerings, as outlined in Part 2. Do not bind the material in order that copies can be made.

Return to :      The Maryland Board for Professional Land Surveyors  
                      CPC Standards Committee  
                      100 S. Charles Street, Tower 1  
                      Baltimore, MD 21201

The CPC Standards Committee will review and make its recommendation to the Board. You will be notified in writing of the Board's determination.

**PART 1**

<b>Name:</b>			
<b>Address:</b>			
<b>Contact person:</b>			
<b>Telephone:</b>			
<b>Fax:</b>		<b>Email:</b>	
<b>Type of organization:</b> (check one)			
<input type="checkbox"/>	National, regional, or State accredited academic institution		
<input type="checkbox"/>	National, State, or regional land surveying organization		
<input type="checkbox"/>	Professional firms conducting in-house presentations		
<input type="checkbox"/>	Technical professional organization	<input type="checkbox"/>	Not-for-profit, 501(c)3
<input type="checkbox"/>	for profit, incorporated	<input type="checkbox"/>	Individual
<input type="checkbox"/>	Unaccredited educational Institution	<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	If Other, Describe		

**PART 2**

**Attach appropriate material (narrative, Outline, Syllabus, resumes of instructors, executive directors, key personnel) to describe the type of program(s) to be offered, taking into consideration the Criteria for Qualifying Programs:**

Programs shall meet at least the following criteria in order to be considered qualifying programs:

- (1) Maintain and enhance professional competency of professional land surveyors or property line surveyors;
- (2) Foster improvement, advancement, and extension of professional skills and knowledge related to the practice of land surveying or property line surveying;
- (3) Have a stated purpose and defined content area;
- (5) Are presented by presenters who are qualified in the defined content area; and
- (6) Have a clearly stated time duration.

In addition, provide CPC participants with some type of certification of attendance for their record keeping, such as: Certificates of participation; Transcripts, if appropriate; Publications; Proof of presentations; which include Title/description of the activity, Dates attended, Provider's name, presenter; or Any other appropriate information.

## PART 3

### Qualifying Activities.

In order for an activity to be considered a qualifying activity, the activity must meet the following criteria:

- A. Maintain and enhance professional competency of professional land surveyors or property line surveyors; and
- B. Foster improvement, advancement, and extension of professional skills and knowledge related to the practice of land surveying or property line surveying.

Have content area that includes at least one of the following:

- (1) Minimum Standards of Practice;
- (2) Legal cases, commentaries, and other related materials as they apply to the law of land boundaries in Maryland;
- (3) The awareness of ethical concerns and conflicts;
- (4) An enhanced familiarity with the codes of conduct;
- (5) An understanding of standards of practice or care; or
- (6) Similar topics aimed at maintaining, improving, or expanding the skills set and knowledge necessary to practice land surveying services or property line surveying services in the most ethical and responsible manner.

☐ Meet the requirements for qualifying programs set forth in Part 2 above.

☐ Organized and classified as:

- ☐ University, college, and community college courses;
- ☐ Professional workshops;
- ☐ Seminars;
- ☐ Technical presentations.

☐ Programs presented:

- ☐ Live;
- ☐ Televised;
- ☐ Videotaped;
- ☐ Audiotaped;
- ☐ By the World Wide Web;
- ☐ Other appropriate format. Describe: \_\_\_\_\_

#### PART 4

Please assist the Committee in its efforts to assure CPC Programs are made available to all licensees by indicating the geographic areas in which programs are offered:

     Maryland

Circle jurisdiction(s): **Allegany, Anne Arundel, Baltimore City, Baltimore County, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico, Worcester**

     District of Columbia

     Out of State/Other

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PART 5

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Individuals or organizations which have been denied authorized provider status by the Committee may appeal the denial to the Board within 30 days after the CPC Standards Committee notifies the individual or organization of the denial.

#### NOTIFICATION FOR PROVIDER APPLICANTS:

##### Documentation Requirements.

(1) The Board may require providers to document the CPC activities for audit by the Board at any time within the succeeding 6-year period after the first presentation of the programs. Documentation shall include registration and attendance records, stated purpose, content, presentation, time and length of the activity, and participant evaluations.

##### Suspension and Revocation.

(1) The Board may suspend or revoke authorization as a provider if, in the judgment of the Board, the intent of Business Occupations and Professions Article, 15-314(f), Annotated Code of Maryland, is no longer served.

(2) A person whose provider's privilege has been suspended or revoked may appeal to the Board for a hearing, within 30 days after notification of the action by the Board.

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