



Form R1 – 2010 CSI CEN Registered Provider Application

Thank you for your interest in joining the Construction Specifications Institute Construction Education Network (CEN). Please review the information below carefully before completing the application to avoid unnecessary delays. For your convenience, the last page of this application is a checklist to help ensure that all required information is included. **This application can be completed online at <http://education.csinet.org/>.**

OVERVIEW

The Construction Specifications Institute Construction Education Network is a community of high-quality education Providers who offer CSI continuing education credits. These Providers are required to meet the standards and guidelines set forth in the CSI CEN Registered Provider Standards Manual. The goal of the network is to assure that built environment professionals can access and benefit from the highest possible quality education programs for the entire building industry and to ensure that CSI CEUs are recognized by professional licensing authorities. The purpose of the standards is:

- To provide guidance and focus for Providers wishing to award CSI CEUs for education programs
- To ensure that built environment professionals receive the highest possible quality education programs
- To safeguard and ensure CSI CEN Provider education programs meet the highest quality education standards as required by various licensing authorities, organizations and accreditation agencies
- To provide a definitive benchmark that education Providers can use to assist them in the development of educational content
- To supply a diverse and dynamic community of educators with a unified set of standards

CEN REGISTERED PROVIDER BENEFITS

- The CSI CEN provides educators with the ability to target the entire building industry through their educational programs.
- Registered Providers supply a valuable service to the building industry professional. CSI CEN Registered Providers are able to build strong relationships with their audience through their educational offerings.
- A state-of-the-art online credit management system allows Registered Providers to administer their programs with ease and efficiency, using online submission tools for most paperwork and online user manuals.
- Comprehensive support services are provided via telephone, email, and through the credit management system.
- Use of the CSI CEN logo on promotional and marketing materials informs Learners that your education programs are of the highest quality available anywhere.

Being a CSI CEN Registered Provider requires an organization-wide commitment to quality program development using accepted educational standards as a basis of the development process. Registered Providers must also be committed to improving all aspects of their programs and development processes on an ongoing basis. As such, the CSI CEN Registered Provider Standards Manual and this application focus on both the educational program content being registered, as well as the organization itself.

Providing high quality continuing education services to the industry is essential to the ongoing improvement of the built environment.

Additionally, many professionals are mandated by State authorities and accreditation agencies to complete a number of continuing education credits in order to renew their professional licenses. Information on these requirements can be found in the "MSE Information" (Mandatory Continuing Education) section of the CSI CEN website, located at <http://education.csinet.org/>

High quality education programs provide the Learner with an invaluable service, allowing the industry to continuously improve methods, efficiency and overall well-being in the built environment. Our Registered Providers are the cornerstones of this concept and as such must strictly adhere to the standards set forth by the CSI CEN.

Prior to submitting this application, it is strongly recommended that you review the CSI CEN Registered Provider Standards Manual in detail. The manual contains information specific to program compliance. All personnel involved in the development, administration and delivery of educational programs should familiarize themselves with this important document.

APPLICATION INFORMATION

The CSI CEN Registered Provider Application can be completed in paper format or online at <http://education.csinet.org/>

This application involves three parts:

- Part A refers to organizational information and educational content development processes. This section also includes the application agreement.
- Part B refers to Health, Safety and Welfare (HSW) eligibility of your education programs.
- Part C refers to one of the educational programs you intend to offer. You are required to submit a copy of the programs visual presentation as well as any material distributed to participants.

Applicants will be notified of the results of the review team's evaluation within 20 business days of receipt of the completed application, annual fee, non-refundable application fee and program materials. Please review the 2008 Provider types and fee schedule. Applications received without the annual registration fee, application fee (if required) or program materials will not be processed until all materials have been received.

For the purposes of clarification or missing information, the review team may contact the Primary or Secondary Liaison listed on the application. CSI CEN requires that the Primary or Secondary Liaison submit program materials such as the program's visual presentation, Presenter/Instructor notes, etc. These program materials should be sent via email to cen@csinet.org or via regular mail to:

**The Construction Specifications Institute
Construction Education Network
ATTN: Review Team
4094 Majestic Lane, Suite 369
Fairfax, VA 22033**

FAX: 888-374-2003

Following the approval of your application, you will receive the CSI CEN Registered Provider Kit which contains the tools and reference materials required to successfully manage your educational offerings. You will also receive instructions on how to register each education program with CSI CEN. Providers must not advertise or promote an educational program as "registered" with the CSI CEN, until the Provider has received confirmation of the program registration from CSI CEN. This includes the use of the CSI CEU logo on any promotional or marketing materials.

Thank you for applying to be a CSI CEN Registered Provider. We look forward to working with you to create the most valuable and successful educational program available anywhere! **If you have any questions or need additional clarification, please contact CSI CEN Customer Service at 888-861-6067 or email cen@csinet.org.**

PART A – ORGANIZATIONAL INFORMATION

SECTION 1 – BASIC INFORMATION

Please carefully complete all fields below. Please print legibly in the space provided.

Company / Organization Name: _____

Street Address 1: _____ Telephone: _____

Street Address 2: _____ Fax: _____

City: _____ State: _____ Zip: _____ Website: _____

SECTION 2 – 2010 PROVIDER TYPES AND FEES (check one only)

PROVIDER TYPE	DESCRIPTION	ANNUAL FEE
<input type="checkbox"/> Global	An organization, association, manufacturer or service provider that conducts educational programs for credit, nationally and/or internationally.	\$3000
<input type="checkbox"/> Regional	An organization, manufacturer or service provider that conducts educational programs for credit, within one designated region (as defined by CSI). NOTE: Regional providers are subject to random compliance audits with regards to regional restrictions.	\$1200
<input type="checkbox"/> Academia / Government / Non-Profit	An accredited school, university or college, government or non-profit association that conducts educational programs for credit.	\$600
<input type="checkbox"/> AEC Design Firm / GC	A medium to large sized design firm, with its own training unit, that conducts educational programs for credit to their employees only.	\$400
<input type="checkbox"/> Affiliate	Divisions of governmental or chapters of non-profit organizations sponsored by a related CSI CEN Registered Provider that conduct educational programs for credit. IMPORTANT: Please review the information provided in the CSI CEN Registered Provider Manual to confirm your eligibility.	Provided as a professional courtesy

All prices are expressed in USD.

NOTE: Registered Provider fees (non-refundable) are due annually on the date of the Provider Application approval.

IMPORTANT: If you are applying as a "Regional" Registered Provider, select only one region from the list below:

- Great Lakes
 Gulf States
 Middle Atlantic
 North Central
 Northeast
 Northwest
 South Central
 Southeast
 Southwest
 West

Visit <http://cen.csinet.org/regions> for more information to ensure you choose the correct region.
If you have any questions, or require clarification about CSI Regions, contact CSI CEN Customer Service at 888-861-6067.

SECTION 3 – PAYMENT INFORMATION

Annual Provider Fee (from fee schedule above) \$ _____

Application Fee (if required) \$ _____

Total Enclosed \$ _____

Credit Card Account Number: _____ Expiration Date: _____

Name on card: _____

Purchase Order Number: _____

Check enclosed

SECTION 4 – PRIMARY AND SECONDARY LIAISON CONTACT INFORMATION

The Primary Liaison is the person responsible for communication between the CSI CEN program and the Provider organization. The Primary Liaison is also responsible for compliance to CSI CEN standards and the dissemination of information regarding changes or updates to the CSI CEN, or to the Provider’s educational committee/team/personnel. For a complete list of the Primary and Secondary Liaison responsibilities, please see the “Primary and Secondary Liaison” section in the CSI CEN Registered Provider Standards Manual.

In the event that the Primary Liaison is unavailable or unable to perform the required tasks involved in the administration of the program, the Secondary Liaison must perform the responsibilities of the Primary Liaison.

Primary Liaison

Secondary Liaison

Full Name: _____

Full Name: _____

Title: _____

Title: _____

Telephone: _____

Telephone: _____

Email Address: _____

Email Address: _____

SECTION 5– PROGRAM DEVELOPMENT INFORMATION

Please answer the following questions in the space provided, or if additional space is required, use a separate piece of paper and attach it to this application.

1. Please provide an overview of your organization’s involvement in the built environment industry.

2. Are you a registered education provider for other associations? If so, please list them.

I. _____

II. _____

III. _____

IV. _____

V. _____

3. Within your organization, who will develop your educational programs and what are their qualifications?

4. How are Presenters/Instructors involved in the needs assessment process and how will they be involved in the program development process?

5. Please describe the process your organization uses to ensure that your programs are kept current and relevant to the built environment industry.

6. How do you ensure that your programs are delivered by qualified personnel? What are the minimum requirements for Presenters/Instructors?

7. What methods are employed to allow for Learner feedback on program content and Presenter/Instructor performance?

8. What processes are used to evaluate program effectiveness and how is that information incorporated into the improvement of your programs?

9. How will you ensure programs contain content and are delivered in compliance to CSI CEN standards?

10. In what manner and with which tools will the Primary or Secondary Liaison maintain 7 years of historical record information?

SECTION 6 – CSI CEN REGISTERED PROVIDER QUALITY COMMITMENT AGREEMENT

By submitting this Provider application for review, I understand and agree to the following:

- To the best of my knowledge, all information included in this application is accurate and timely. No information included with this application has been included to intentionally mislead or deceive the CSI CEN Review Team.
- Once approved, the Registered Provider’s organization is required to meet or exceed the compliance standards as set forth by the Construction Specifications Institute Construction Education Network.
- CSI CEN must be immediately notified of any changes to either the Primary or Secondary Liaison’s contact information.
- All programs must be registered before they are marketed as a CSI CEN registered program.
- Programs must be conducted by qualified personnel in a professional, efficient and consistent manner, and must not contain sales or marketing bias.
- All programs conducted for the purpose of awarding CSI CEUs must be pre-approved/registered with the CSI CEN a minimum of 15 business days prior to credit being awarded for these programs.
- The Primary and Secondary Liaisons are responsible for compliance to CSI CEN standards and the dissemination of information regarding changes or updates to the CSI CEN, or to the Provider’s educational committee/team/personnel.
- Programs must not be considerably altered. It is expected that minor updates to content will be required however any program with 25% or more updated content should be re-registered as a new education program.
- Program attendance must be documented through “sign-in sheets” (either hardcopy or electronic). Attendee information must be submitted to CSI CEN within 20 business days of the program’s conclusion.
- When possible, provide a means for Learners to provide feedback about the quality of the program content, Presenter/Instructor skill, and the learning environment.
- I understand the requirements of education programs that qualify for HSW. I also understand that a minimum of 75% of the program content must be dedicated to HSW related topics to qualify for HSW.
- Programs which use visual aids such as PowerPoint presentations or the equivalent must include the CSI CEN Registration Statement following the program title, but prior to the actual educational content.
- Completion certificates must be provided to Learners upon request, and at no charge.
- Retain all hard-copies of documents related to registered programs and attendance in one location for at least seven (7) years.
- Other companies or organizations will not use my CSI CEN Registered Provider number without prior approval from CSI CEN.
- Our education programs are subject to quality audit and we may be removed from the CSI CEN program forfeiting paid fees for non-compliance to CSI CEN standards.

Primary Liaison Name: _____
(please print)

Primary Liaison Signature: _____ **Date:** _____

Secondary Liaison Name: _____
(please print)

Secondary Liaison Signature: _____ **Date:** _____

PART B – HEALTH, SAFETY AND WELFARE (HSW)

Many states require that a minimum number of continuing education credits qualify as HSW, or Health, Safety and Welfare or a similar concept. Health, Safety, and Welfare in the building industry can usually be considered to be anything that relates to the structure or soundness of a building or site.

- Health may include aspects of design that have beneficial effects among users of buildings or sites and address health and environmental issues.
- Safety may include aspects of design intended to limit or prevent accidental injury or death among users of buildings or sites.
- Welfare may include aspects of design that engender positive emotional responses among or enable equal access by users of buildings or sites.

Some examples of HSW related topics:

Accessibility	Laws and regulations governing the practice of architecture or engineering
Acoustics	Life safety codes
Building design	Materials and systems: roofing/waterproofing, wall systems, etc.
Code of ethics	Material use, function, and features
Construction administration	Mechanical, plumbing, electrical: system concepts, materials, and methods
Construction contract laws, legal aspects	Natural hazards related to building design
Construction documents, services	Preservation, renovation, restoration, and adaptive reuse
Construction functions, materials, methods, and systems	Security of buildings, design
Energy efficiency	Site and soils analysis
Environmental: asbestos, lead-based paint, toxic emissions	Site design
Environmental analysis and issues of building materials and systems	Specification writing
Fire: building fire codes-flame spread, smoke contribution, explosives	Structural issues
Fire safety systems: detection and alarm standards	Surveying methods, techniques
Insurance to protect the owners of property and injured parties	Sustainable design
Interior design	

It is important to be aware that the above list of topics is non-exhaustive and is meant only as an example.

In order for programs to qualify for HSW, a minimum of 75% of the program content must relate to HSW issues.

THE DEFINITION OF HSW MAY VARY FROM STATE TO STATE SO IT IS RECOMMENDED THAT YOU CONTACT YOUR SPECIFIC STATE BOARD(S) FOR DETAILS.

I certify that I understand the above definition of HSW (Health, Safety and Welfare) and agree that educational programs created to qualify for HSW credit will meet or exceed these requirements.

Primary Liaison Signature: _____ **Date:** _____

Secondary Liaison Signature: _____ **Date:** _____

PART C – EDUCATIONAL PROGRAM INFORMATION

Please complete the program registration form below for one education program you plan to offer, and attach all program materials for review.

These materials can be sent via email to cen@csinet.org or regular mail to:

**The Construction Specifications Institute
Construction Education Network
ATTN: Review Team
4094 Majestic Lane, Suite 369
Fairfax, VA 22033**

Following application approval, the CSI CEN requires that all educational programs be registered individually to ensure compliance with the standards outlined in the CSI CEN Registered Provider Standards Manual. Materials for these programs are not required to be submitted unless requested by CSI CEN. Upon successful approval of this application, CSI CEN will provide you with a CSI CEN Provider ID. You will then register each educational program with a self-assigned program ID, once CSI CEN confirms the program is registered, the CSI CEN Registered Provider may market the program and CSI CEUs may then be awarded for successful completion of that educational program. Programs are reviewed for compliance on a random audit basis after the initial program is approved.

Program compliance with the CSI CEN is essential. For this reason, the CSI CEN strongly suggests that all personnel involved with the development, promotion, delivery and administration of educational programs be aware of, and understand the requirements as set forth in the CSI CEN Registered Provider Standards Manual. Please note the following excerpts.

GENERAL

- Programs must be a minimum of 1 instructional hour in length. Scheduled program breaks do not qualify as instructional time.
- 1 CEU = 10 instructional hours. Therefore, a one-hour program = 0.1 CEU.
- Programs must be free of marketing or sales bias. CSI CEN suggests that a company's product should be discussed in specific terms, following the educational portion of the presentation, which is at least 50 minutes in length. Corporate logos and company or product information can be included on the first or last slide of the presentation.
- Educational programs must not be altered following program registration. When more than 25% of the content of the program is changed, the program should be re-registered. Minor customizations for the purpose of location or presenter are permitted.
- Programs must contain a slide or other visual cue to clearly define the learning outcomes of the program for the Learner.
- All programs will include the CSI CEN Registration Statement with the CSI CEN logo.

DELIVERY

- The Registered Provider asserts that the individual responsible for the actual presentation of the program to Learners is sufficiently qualified to do so.
- Presenters must make the Learners aware that attendance is required for the entire duration of the program and that partial credit cannot and will not be granted.
- When possible, evaluations should be distributed and collected given that this Learner feedback is a highly-effective needs identification tool and also presents an excellent opportunity for attendees to communicate with the Provider.
- Presenters must accurately and legibly collect attendee information. This is key to the success of your program as the credits that are granted are often used in the license renewal process for attendees.

ADMINISTRATION

- The Primary Liaison is ultimately responsible for the administration of the program. Should the Primary Liaison be unable to fulfill these duties, the Secondary Liaison becomes immediately responsible.
- Each educational program must be pre-registered with the CSI CEN. That is, programs which have not been registered with CSI CEN are not eligible for CEU credit and cannot be marketed as a CSI CEN registered program.
- Attendee information collected must be submitted to CSI CEN within 15 business days of the conclusion of the program. CSI CEN suggests submitting this information using the online system provided to you as a Registered Provider.
- Completion certificates must be provided to attendees upon request. Certificates must be provided free of charge.

If you have any questions or need additional clarification, please contact CSI CEN Customer Service at 888-861-6067 or email cen@csinet.org. If desired, the application can be FAXED to 888-374-2003

SECTION 1 - PROGRAM DETAILS

For this education program you plan to offer:

Program Title: _____

Program ID: _____

Duration in Hours: _____

Credit Value (CEU): _____

HSW?: Yes No

Submitter Name: _____

Submitter Phone: _____

Program Contact: _____

Contact Phone: _____

Program Fee: (if any) \$ _____

Check one: One-time Program Repeated Program

Intended Audience(s):
(choose all that apply)

- Academia Professionals Engineers Specifiers Legal Professionals
- Developers Students Government Interior Designers
- Product / Manufacturer Reps Owners Facility Managers Other (specify below)
- Project Managers Contractors Architects _____
- Landscape Architects Property Managers

Subject Area(s):
(choose all that apply)

- Architecture / Design Engineering Specifications Documents / Standards
- Government Initiatives Construction Contracting Real Estate / Finance
- Research / Education Energy Efficiency Sustainability Green Building / Maintenance
- Legal / Insurance Building Envelope Maintenance Project Delivery Process
- Security / Safety Project Management Specialty Restoration / Renovation
- Interior Design Facility Management Technology Management / Leadership

Program Level: Basic (1-5 years experience) Intermediate (6-10 years experience) Advanced (more than 10 years experience)

YOUR PROGRAM WILL BE ADDED TO THE CSI CEN REGISTERED PROGRAM DATABASE WHICH IS SEARCHABLE BY LEARNERS, UNLESS YOU CHECK THIS BOX TO KEEP YOUR PROGRAM PRIVATE.

SECTION 2 - OVERVIEW

Please provide a brief overview of this education program:

SECTION 3 - PRESENTER / INSTRUCTOR NAME AND QUALIFICATIONS

Please provide the name(s) and qualifications of up to 3 people who will present this educational program. (Qualifications may include specialized training, certifications, industry experience, etc):

- 1. Presenter Name: _____
Qualifications: _____
- 2. Presenter Name: _____
Qualifications: _____
- 3. Presenter Name: _____
Qualifications: _____

SECTION 4 – PROGRAM TYPE AND MASTERFORMAT CLASSIFICATION

DELIVERY METHOD (check one)

- Self-Paced Online (*A delivery method where the Learner progresses at their own pace using materials or content provided online*)
- Self-Paced Traditional (*A delivery method where the Learner progresses at their own pace and the content is delivered via traditional methods such as printed materials, audio/visual media, etc*)
- Guided Online (*A delivery method where the Learner is guided in real-time by an Presenter/Instructor and the interaction takes place over the internet*)
- Guided On-Site (*A delivery method where the Learner is guided in real-time by an Presenter/Instructor and the interaction takes place in a traditional learning environment such as a classroom or similar facility*)

MASTERFORMAT™ DIVISIONS

List at least one and up to 5 MasterFormat Divisions that the educational program directly relates to. Examples: "06 44 00 Ornamental Woodworking" or "10 81 00 Pest Control Devices"

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

For further information on MasterFormat™, please visit:
www.csinet.org/masterformat

- If the program is conducted over the Internet, it contains the required competency test.

For programs conducted over the Internet, supply a valid username, password and web address for access to the education program:

Web Address: http:// _____

Username: _____

Password: _____

SECTION 5 - HEALTH, SAFETY AND WELFARE (HSW)

In order for programs to qualify for HSW, a minimum of 75% of the program content must relate to HSW issues. Please review the Provider standards and guidelines for details on HSW. Place a checkmark next to the categories this educational program directly relates to:

- | | |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Laws and regulations governing the practice of architecture or engineering |
| <input type="checkbox"/> Acoustics | <input type="checkbox"/> Life safety codes |
| <input type="checkbox"/> Building design | <input type="checkbox"/> Materials and systems: roofing/waterproofing, wall systems, etc. |
| <input type="checkbox"/> Code of ethics | <input type="checkbox"/> Material use, function, and features |
| <input type="checkbox"/> Construction administration | <input type="checkbox"/> Mechanical, plumbing, electrical: system concepts, materials, and methods |
| <input type="checkbox"/> Construction contract laws, legal aspects | <input type="checkbox"/> Natural hazards related to building design |
| <input type="checkbox"/> Construction documents, services | <input type="checkbox"/> Preservation, renovation, restoration, and adaptive reuse |
| <input type="checkbox"/> Construction functions, materials, methods, and systems | <input type="checkbox"/> Security of buildings, design |
| <input type="checkbox"/> Energy efficiency | <input type="checkbox"/> Site and soils analysis |
| <input type="checkbox"/> Environmental: asbestos, lead-based paint, toxic emissions | <input type="checkbox"/> Site design |
| <input type="checkbox"/> Environmental analysis and issues of building materials and systems | <input type="checkbox"/> Specification writing |
| <input type="checkbox"/> Fire: building fire codes-flame spread, smoke contribution, explosives | <input type="checkbox"/> Structural issues |
| <input type="checkbox"/> Fire safety systems: detection and alarm standards | <input type="checkbox"/> Surveying methods, techniques |
| <input type="checkbox"/> Insurance to protect the owners of property and injured parties | <input type="checkbox"/> Sustainable design |
| <input type="checkbox"/> Interior design | <input type="checkbox"/> Other |

If you selected "Other", please provide details below:

For the purposes of a quality assurance audit, the Primary or Secondary Liaison is required to submit a copy of the program's visual presentation, Presenter/Instructor notes and/or other program materials to CSI CEN for review. If requested, these program materials should be sent via email to cen@csinet.org or can be sent via regular mail to:

**The Construction Specifications Institute
Construction Education Network
ATTN: Review Team
4094 Majestic Lane, Suite 369
Fairfax, VA 22033**

SECTION 6 – PROGRAM DEVELOPMENT

For this education program you plan to offer:

- 1. What method of needs assessment was used to determine the needs of the prospective Learner? Examples may include: focus groups, Learner feedback, direct request, etc.

- 2. List a minimum of 3 (maximum of 5) learning outcomes for this program:

- I. _____
- II. _____
- III. _____
- IV. _____
- V. _____

- 3. If self-paced, how is the Learner instructed to proceed through the program materials? If the program is "guided", leave this question blank.

- 4. When was the content of this program last updated? If this is a new program, when is it scheduled for review for relevancy? CSI CEN recommends that Providers review their programs annually for relevancy and applicability.

- 5. How does the Learner interact with the program? Examples of interactive learning may include: group discussion, role playing, question/answer period, etc.

- 6. What post-program assessment tools are provided to demonstrate Learner progress? Examples may include: surveys, performance evaluations, exams, etc.

- 7. What method of support or contact is provided to the Learner? Examples may include: telephone support, email addresses, online forums, other online resources, etc.

SECTION 7 - PROGRAM QUALITY ASSURANCE STATEMENT

I certify that this educational program has been developed using the CSI CEN content development processes and standards. The content of this educational program has been designed to address the identified needs of the target audience.

Further, this program does not contain marketing or sales bias and is intended to improve our target audience's understanding of the subject matter. This educational program will only be presented by qualified individuals.

Lastly, Learners will be made aware of the intended learning outcomes at the beginning of the program and an appropriate evaluation method will be used to assess the Learner's comprehension of the subject matter at the conclusion of the program.

By submitting this registration form, I certify that the information I have included in this form is accurate and timely. I understand that intentional misrepresentation on this form may result in the review and/or revocation of my organization's Registered Provider status. Additionally, I am aware that any program may be selected at random for a quality assurance audit.

Primary Liaison Name: _____
(please print)

Primary Liaison Signature: _____ **Date:** _____

Secondary Liaison Name: _____
(please print)

Secondary Liaison Signature: _____ **Date:** _____



SUBMISSION CHECKLIST

Please include this checklist with your completed application. If you have any questions, contact CSI CEN at 888-861-6067. Completed application can be sent by mail or fax to:

The Construction Specifications Institute
Construction Education Network
ATTN: Review Team
4094 Majestic Lane, Suite 369
Fairfax, VA 22033
FAX: 888-374-2003

- Review the 2010 CSI CEN Registered Provider Standards Manual.
- Part A, Section 1, basic information is complete and legible.
- Part A, Section 2, Provider type is selected. If Regional, we've reviewed the regions and chose one region that is most applicable.
- Part A, Section 3, total fees are calculated and valid credit card or payment information is included.
- Part A, Section 4, Primary and Secondary Liaisons are selected and their contact information entered.
- Part A, Section 5, Program Development Information, all questions (1-10) are answered in the space provided. If a separate piece of paper was needed, it is attached to the application.
- Part A, Section 6, Quality Assurance Commitment has been reviewed, signed and dated by both the Primary and Secondary Liaisons.
- Part B, reviewed and understand the difference between regular programs and those that qualify for HSW credit is understood.
- Part B, HSW information has been reviewed, signed and dated by both the Primary and Secondary Liaisons.
- Part C, Sections 1-3, all education program information for one education program is completed and legible. Program materials are included in this packet or have been sent via email to CSI CEN.
- Part C, Section 4, delivery method and MasterFormat Divisions information entered. If the educational program being registered is conducted over the Internet, a valid username, password and web address is included.
- Part C, Section 5, if the educational program is for HSW credit, the HSW related topics are selected. If the educational program's specific HSW-related topics are not listed, "Other" is selected, and details about the topic are provided.
- Part C, Section 6, Program Development information is complete and legible.
- Part C, Section 7, Quality Assurance Statement reviewed and signed by both the Primary and Secondary Liaisons.
- A photocopy of our completed Provider application has been made for our reference.

Primary Liaison Name: _____
(please print)

Primary Liaison Signature: _____ **Date:** _____

Secondary Liaison Name: _____
(please print)

Secondary Liaison Signature: _____ **Date:** _____