



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

4601 Six Forks Rd Suite 310
Raleigh, North Carolina 27609

Mr Ronald Finger
Process Engineering Consultants, Inc.

Dear Sponsor:

The North Carolina Board of Examiners for Engineers and Surveyors has approved the application of The Process Engineering Consultants, Inc. to serve as an *Approved Sponsor* of Continuing Professional Competency (CPC) activities for Professional Engineers and Professional Land 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 Process Engineering Consultants, Inc. as meeting the required standards. Activities must contain a clear purpose and objective and shall result in the maintenance, improvement, and the expansion of skills and knowledge relevant to a licensee's field of practice. Professional Development Hours awarded must equal actual contact time.

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, date, location, number of PDHs earned, and a roster of attendees to include the Board-assigned license number of each attendee. A Sample Report Form is enclosed and can be copied as needed.
3. You are also required to notify the Board in advance each time a seminar, workshop or 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,

Lanice V. Heidbrink
Continuing Education

Enclosure

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