

Acceptable Verification of Continuing Education Activities

- ❖ All PDH's earned must be relevant to the practice of engineering and/or land surveying as applicable and may include **technical, ethical or business content**.
- ❖ The activity should **maintain, improve or expand the skills set and knowledge relevant to the licensee's field and methods of practice**.
- ❖ Documentation must support **evidence of actual attendance** to be accepted for audit purposes.
- ❖ Certificates, letters of attendance or sign-in sheets **MUST INCLUDE**:
 1. Name of the sponsoring organization
 2. Licensee's Name
 3. Title of the Activity
 4. Number PDH's earned or time attended
 5. Date of the activity

1. Workshops, Seminars, In-House Training, Webinars, Tech./Prof. Meetings, Conferences or Conventions

Verified by: Certificate, letter of attendance or sign-in sheets.

- One PDH for each hour of attendance
- Notification that you have registered for an event is **NOT** accepted as verification of attendance
- **Do NOT send power point slides of the presentation**

2. Teaching or Presentations

Verified by: Program or other documentation showing your name, topic of discussion, date of the activity and length of the presentation. For teaching, provide a syllabus or documentation from the university verifying the pertinent information for the course.

- May be claimed for teaching a course or seminar for the first time only
- Hours earned applied as multiple of two times the length of the presentation
- **DO NOT send power point slides of your presentation**
- *Teaching credit does not apply to full-time or part-time faculty members unless outside the scope of the licensee's customary teaching responsibilities*

3. Active participant of a professional society or organization serving the engineering/surveying profession

Verified by: A signed letter from the Executive Director or President of the organization or meeting minutes.

- Serving as an officer or participate in a committee of the organization
- Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education students
- Earned at the end of each year of service completed
- Limited to a maximum of 4 PDHs per renewal period - 2 PDHs per year of service

4. Active participation on standards or code commissions or licensing examination development committees

Verified by: A signed letter from the Executive Director or President of the organization or meeting minutes

- Earned at the end of each year of service completed
- Limited to a maximum of 8 PDHs per renewal period - 4 PDHs per year of service

5. Writing standards, code development or developing professional licensure exams

Verified by: *Certificate or a signed letter from the Executive Director or President of the organization*

- One PDH for each contact hour

6. University or College Courses

Verified by: *Official college transcript issued by the college or university*

- One college semester hour converts to 15 PDHs

7. Patents Awarded to the licensee or licensee's employer

Verified by: *Copy of the issued patent sufficient to substantiate authorship*

- May not be pending and must be developed by the licensee. Each patent – 10 PDH's

8. Published paper or article

Verified by: *Copy of the publication sufficient to substantiate review or authorship*

- Each paper or article – 5 PDH's

9. Peer-reviewed published professional or technical paper or book in the licensee's area of competence

Verified by: *Copy of the publication sufficient to substantiate review or authorship*

- Each peer-reviewed published paper, book or article – 10 PDH's

Documents That Will NOT Be Accepted to Verify Continuing Education Activities

The list below is not an all-inclusive list, but common documents that have been submitted in the past that are **NOT** accepted by the Audit Committee.

1. Power-Point Slides
2. Copies of paid receipts
3. Airline tickets
4. Group pictures
5. Agendas, course flyers, activity programs or other similar documents that do not state that **YOU** were in attendance at a specific activity.
6. Registration documents i.e. **email notification that you have registered for a webinar.**
7. Certificates **WITHOUT** all of the required information (licensee's name, topic, PDH's awarded, location, date, name of the sponsoring organization)