

Acceptable Verification of Continuing Education Activities

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

- One PDH for each hour of attendance

May be verified by Certificate or letter of attendance which MUST INCLUDE:

1. Signature by the sponsoring organization
2. Licensee's Name, Topic, Hours Awarded, Date and Location

Certificates submitted without all of the above information will NOT be accepted. Contact the sponsor to obtain appropriate documentation prior to submitting the certificate for audit.

Teaching or Presentations:

- 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
- *Teaching credit does not apply to full-time or part-time faculty members unless outside the scope of the licensee's customary teaching responsibilities*

May be verified by:

- Program showing your name, topic of discussion, and length of the presentation

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

- Serving as an officer or participate on a committee
- 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

May be verified by:

- A signed letter from the Exec. Dir. or President of the organization or meeting minutes

Active participation on standards or code commissions or licensing exam development committees:

- 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

May be verified by:

- A signed letter from the Exec. Dir. or President of the organization or meeting minutes

University or College Courses:

- One college or unit semester hour converts to 15 PDHs
- Must maintain, improve or expand skills/ knowledge or develop new and relevant skills/knowledge

May be verified by:

- Official college transcript issued by the college or university

Patents Awarded to the licensee or licensee's employer:

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

May be verified by:

- Copy of the issued patent

Peer-reviewed published professional/technical paper/book or published article:

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

May be verified by:

- Copy of the publication sufficient to substantiate review or authorship

Published paper or article:

- Each paper or article – 5 PDH's

May be verified by:

- Copy of the publication sufficient to substantiate review or authorship

Self-Study:

- Three (3) hours of self-study is equivalent to one (1) PDH
- Maximum of 3 PDH's (nine clock hours) may be claimed for self-study each 24 monthly renewal period

May be verified by:

- Does not have to be verified; simply document the hours on your PDH Log Form