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CONTINUING EDUCATION REPORT - THE AUDIT PROCESS

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As licensed professional engineers and surveyors in Oklahoma you should be aware you are required to complete 30 professional development hours (PDH's) of continuing education every two years prior to renewing your license. What you may be less familiar with is the continuing education audit process. Listed below is a general timeline and description of what takes place if you are selected for the annual audit:

- ⌘ Late August – Approximately 5% of licensees that renewed their license in the past year are notified that they have been randomly selected to provide verification of the continuing education hours they certified as completing when they last renewed.
- ⌘ Licensees are given until October 1 to provide the documentation verifying completion of their PDH's. The documentation should include a log form/spreadsheet of hours completed and supporting documentation (i.e. acceptable certificates of completion) to verify the hours claimed.
- ⌘ The Audit Committee then meets in mid-October to review the documentation submitted by each audit candidate. These candidates reviewed typically fall into one of three categories:
 1. Accepted with no modification – These candidates are sent a letter of approval by the audit committee.
 2. Accepted with a modified number of carryover hours – These candidates are sent a letter of approval indicating they did not receive all of the carryover hours as submitted (i.e., a person submitted documentation for 45 PDH's – the required 30 plus the maximum 15 carryover hours, but only 35 hours were approved). The letter would show acceptance, but notify the licensee that he/she only had five carryover hours, not the 15 submitted.
 3. Noncompliance – These candidates would be those that did not meet the minimum requirement of having proof of 30 PDH's. A letter is sent outlining how many hours were accepted and why the other hours were not accepted. The letter would inform the licensee that they have 120 days to provide additional documentation to support the original hours claimed or to get new hours to meet the continuing education requirements.

Licensees who do not respond or do not provide supporting documentation for their proof of continuing education in response to an audit letter are referred to the Investigative Committee of the Board to pursue possible legal action. The Board prosecutes individuals who are selected for audit for indicating at the time of their renewal that they have obtained the required number of PDH's for renewal, when in fact they have not or fail to provide the information in response to the audit letter.

The Board's website at http://www.ok.gov/pels/Continuing_Education/index.html contains Board Rules regarding continuing education, a log form to track your continuing education activities (you may create your own spreadsheet if you wish) and a document titled "Acceptable Verification of Continuing Education Activities" that provides a helpful list of what is required to verify continuing education hours claimed. In general, any course you take requires a certificate of completion which is signed by the sponsoring organization, issued in your name and specifying the date, location, topic of discussion and hours awarded.

Questions - please contact Mark Kirk - mkirk@pels.ok.gov