

# Professional Development Hours (PDH's)

Derek Mitch, P.E. – PDH Chair

## Presentation Overview

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# License Renewal / PDH Requirements

## License renewal cycle and fees:

Licenses expire **September 30 of every odd-numbered year**. Section 4.5 of the Engineer, Land Surveyor and Geologist Registration Law requires the completion of at least 24 PDH, **as a condition for licensure renewal**.

The board mails renewal notices two to three months prior to the license expiration date. Notices are mailed to the most recent address the licensee has reported to the Board. **The Postal Service does not forward licenses**.

Professional Engineer	\$50.00
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Section 4.5(b) of the Engineer, Land Surveyor and Geologist Registration Law requires that each licensee shall be required to meet the continuing professional competency requirements as a condition for licensure renewal. The Board does not maintain a listing of continuing professional competency activities that may be available.

The Board does not provide preapproval for any continuing professional competency activities, courses or providers.

# License Renewal / PDH Requirements

## **Engineer, Land Surveyor and Geologist Registration Law (Continuing Education Provisions)**

### **Section 2. Definitions.**

As used in this act –

\* \* \*

(o) “Activity” shall mean any qualifying activity with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to a licensee’s professional practice.

(p) “College or unit semester hour” or “college or unit quarter hour” shall mean credit for courses in programs approved by the Accreditation Board of Engineering and Technology or the National Association of State Boards of Geology or other related college courses.

(q) “Continuing education unit” shall mean a unit of credit customarily used for continuing education courses.

(r) “Course” shall mean any qualifying course with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to a licensee’s professional practice.

\* \* \*

(t) “Professional development hour” or “PDH” shall mean fifty minutes of instruction or presentation relevant to professional practice or any equivalent.

\* \* \*

# License Renewal / PDH Requirements

## **Section 4.5. Continuing Professional Competency Requirements.**

(a) In order to safeguard life, health and property and to promote the public welfare, the practice of professional engineering, professional land surveying and professional geology in this commonwealth requires continuing professional education.

(b) Each licensee shall be required to meet the continuing professional competency requirements of this section as a condition for licensure renewal. Continuing professional competency obtained by a licensee should maintain, improve or expand skills and knowledge obtained prior to initial licensure, including law and ethics applicable to the profession, or develop new and relevant skills and knowledge. No credit shall be given for a course in practice building or office management.

(c) Each licensee shall be required to obtain twenty-four PDH units during the biennial renewal period. If a licensee exceeds the requirement in any renewal period, a maximum of twelve PDH units may be carried forward into the subsequent renewal period. PDH units may be earned as follows:

- (1) Successful completion of college courses relevant to professional practice.
- (2) Completion of continuing education courses relevant to professional practice.
- (3) Completion of correspondence, televised, videotaped and other short courses or tutorials relevant to professional practice.
- (4) Completion of seminars, employer-sponsored courses, workshops or professional or technical presentations made at meetings, conventions or conferences relevant to professional practice.

# License Renewal / PDH Requirements

- (5) Teaching, presenting or instructing in any of the activities listed in clauses (1), (2), (3) and (4).
  - (6) Authoring published papers, articles or books relevant to professional practice.
  - (7) Obtaining patents relevant to professional practice.
- (d) (1) Except as provided in clause (2), units of other types of credit shall be converted to PDH units as follows:
- (i) One college or unit semester hour shall equal forty-five PDH units.
  - (ii) One college or unit quarter hours shall equal thirty PDH units.
  - (iii) One continuing education unit shall equal ten PDH units.
  - (iv) One hour of professional development in course work, seminars or professional, technical presentations made at meetings, employer-sponsored courses, conventions or conferences shall equal one PDH unit.
  - (v) Each published paper, article or book shall equal ten PDH units.
  - (vi) Each patent obtained shall equal ten PDH units.
- (2) Teaching any of the activities listed in clause (1)(i), (ii), (iii) and (iv) shall equal double the amount of PDH units provided for in those subclauses. Teaching credit shall be awarded for teaching a course or seminar but shall not be awarded to full-time faculty members in the performance of their duties at their employing institutions.
- (e) The board shall not require courses to be preapproved. The board may preapprove course providers. The board shall have final authority regarding approval of courses, credit, PDH value for courses and other methods of earning credit. Credit determination for activities listed in subsection (d)(1)(v) and (vi) shall be the responsibility of the licensee. The board shall accept credits earned in other jurisdictions if the activity otherwise complies with this section.
- (f) The licensee shall be responsible for maintaining records to be used to support credits claimed. Required records shall include all of the following:



# License Renewal / PDH Requirements

- (f) The licensee shall be responsible for maintaining records to be used to support credits claimed. Required records shall include all of the following:
- (1) A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name and PDH credits earned.
  - (2) Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
- (g) (1) A licensee may be exempt from the requirements of this section for any of the following reasons:
- (i) A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty consecutive days in a year shall be exempt from obtaining the professional development hours required during that year.
  - (ii) A licensee experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by the board may be exempt. Supporting documentation must be furnished to the board.
- (2) An individual applying for initial licensure and registration shall be exempt from the requirement set forth in subsection (a) for the licensure period immediately following initial licensure and registration.
- (h) As part of the process to reactivate a licensee, a licensee must obtain all delinquent PDH units, except that under no circumstances shall a licensee be required to obtain more than the biennial renewal requirement.

# Audit Letter



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,  
LAND SURVEYORS AND GEOLOGISTS  
P. O. BOX 2649  
HARRISBURG, PA 17105-2649  
(717) 783-7049  
Fax (717) 705-5540



Dear Certificate Holder:

You have been selected for audit of the continuing professional competency requirement of 24 PDH units you acquired to obtain your current license. If you received your license after September 30, 2011, notify the Board, in writing, of your exemption from the continuing education requirement.

For this audit, **YOU MUST SUBMIT** a copy of the documentation that verifies your attendance and completion of the courses/seminars. **THE DOCUMENTATION SUBMITTED WILL NOT BE RETURNED.** Certificates of completion or other documentation submitted at the time of renewal are not valid and must be resubmitted. If you no longer have your certificates, you must contact the course sponsor for duplicates.

**COURSES IN PRACTICE BUILDING OR OFFICE MANAGEMENT ARE NOT ACCEPTABLE.**



# Audit Letter

Acceptable documentation is certificates of completion provided by the sponsor. In addition a course description must be submitted for each course attended. Documentation must indicate your name, number of PDH units awarded, sponsoring organization, location, title of program, date of program, and the instructor or speaker name. **No other documentation will be accepted.**

Submit one complete packet that contains documentation verifying all of the units you completed and a copy of this letter.

**Your audit documentation is due within 30 days from the date of this letter.**

**NO EXTENSIONS WILL BE GRANTED!**

Failure to satisfactorily comply with this audit request will result in a referral to the Professional Compliance Office, which may result in disciplinary action including possible loss or restriction of your license and/or monetary penalties.

Thank you for your cooperation,  
State Registration Board for Professional Engineers, Land Surveyors and Geologists

st-engineer@pa.gov  
www.dos.state.pa.us/eng

## Certificate Format

# Certificate of Completion

### Course Description:

On Monday, June 2, DeIDOT closed the southbound lanes of the I-495 bridge spanning the Christina River in Wilmington, DE. Stockpiled dirt that was located near the bridge was suspected of creating lateral subsurface pressure on the bridge [...]

<u>Attendee:</u>	<u>Name</u>
<u>Number of PDH's:</u>	1.0 PDH
<u>Sponsoring Organization:</u>	ABCD Susquehanna Chapter
<u>Location:</u>	Sheraton Harrisburg Hershey Hotel
<u>Title:</u>	DeIDOT's I-495 [...]
<u>Date:</u>	10/20/2014
<u>Instructor:</u>	Mr. Greg Burkhart [...]

Endorsed:                      Derek R. Mitch, P.E. – PDH Chair \_\_\_\_\_

- Certificate of Completion
- Course Description
- Attendee Name
- Number of PDH Units
- Sponsoring Organization
- Location
- Title of Program
- Date of Program
- Speaker Name

# Additional Information

- <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/EngineersLandSurveyorsandGeologists/Pages/Continuing-Education-Information.aspx#.VeWOWfIVhBc>
- Activity Log:

PENNSYLVANIA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

## Continuing Professional Competency Activity Log

Your Full Name	Complete License Number (letters and all numbers including zero)

**All activities must be relevant to professional practice** 1 PDH = 50 minutes of instruction or presentation

**Continuing Professional Competency Activities** CE courses, correspondence, televised, videotaped, short courses, tutorials, seminars, employer-sponsored courses, workshops or conferences relevant to professional practice

Date(s) of Course	Title of Course	Sponsor/Provider Name	Location	Instructor	Duration	PDH	Taught?	
							Yes	No

P. O. BOX 2649 HARRISBURG, PENNSYLVANIA 17105
717-783-7049
ST-ENGINEER@STATE.PA.US

## Additional Information

- You can verify if someone has an active license:

<http://www.licensepa.state.pa.us/>

- You can find renewal information here:

<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/EngineersLandSurveyorsandGeologists/Pages/Renewal%20Information.aspx#.VeWL6vIVhBd>

# Questions?

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Cell: 412-608-3091

Office: 717-540-6040