

Each licensee is required to complete 24 PDH of continuing professional competency (CPC) activities that are relevant to professional practice, as a condition of each licensure renewal or for reactivation of each license.

Section 4.5(b) of the act requires that 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. **Section 4.5(c)** provides numerous methods that may be utilized by licensees for obtaining acceptable PDH units. If a continuing professional competency activity meets the requirements of section 4.5 of the act, if it is completed in accordance with the requirements of the act, relates to professional practice, and does not relate to practice building or office management (§37.1 of the regulation of the Board defines both "Practice Building" and "Office Management") it is very likely that it would be considered an acceptable activity.

Acceptable certificates of completion must provide the name of the individual that completed the activity, the name of the sponsoring organization, the date, location and duration of the activity, the name(s) of the instructor(s) or speaker(s) and PDH earned for each activity.

If any CPC activities have been completed in accordance with section 4.5(c)(1), 4.5(c)(5), 4.5(c)(6) and/or 4.5(c)(7) of the Act, **the following documentation is required to support claimed PDH:**

4.5(c)(1): College course relevant to professional practice: Submit a sealed transcript, from the College or University, listing the course title, course number, credit (number of semester hours or quarter hours) earned.

4.5(c)(5): Teaching, presenting or instructing any of the activities listed in 4.5(c)(1), 4.5(c)(2), 4.5(c)(3), 4.5(c)(4) of the Act: If your name is not listed as an instructor on the certificate of completion for the activity, submit a letter from the activity sponsor/provider clearly indicating you were the individual responsible for teaching, presenting or instructing the activity.

4.5(c)(6): Authoring a published paper, article, or book relevant to professional practice: Submit copies of the cover, title page, publication date page and a synopsis of the topic.

4.5(c)(7): Obtaining a patent relevant to professional practice: Submit a copy of the Patent Grant Letter.

4.5(d)(1): 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 hour 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.

4.5(d)(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.

The CPC requirements can be found in Section 4.5 of the Engineer, Land Surveyor and Geologist Registration Law (Act) and in §37.111 of the Board's Regulations (Title 49, Chapter 37). The regulations for reactivation of a license can be found in §37.18 of the Regulations.