

**CONTINUING PROFESSIONAL**

JUNE 2008

**COMPETENCY GUIDELINES**



# **CONTINUING PROFESSIONAL COMPETENCY GUIDELINES**

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## FOREWORD

This manual has been prepared by the National Council of Examiners for Engineering and Surveying (NCEES) to provide guidelines for the jurisdictions that have or are planning to have continuing professional competency (CPC) requirements for licensure renewal. The official position of NCEES concerning CPC is provided as follows in the *NCEES Manual of Policy and Position Statements* in the position statement called Continuing Professional Competency:

NCEES endorses the establishment of uniform continuing professional competency (CPC) requirements for licensed professional engineers and surveyors to promote the health, safety, and welfare of the public by requiring licensees to remain competent within their profession and to facilitate renewal.

CPC should be focused on the advancement, extension, and improvement of the scientific knowledge and professional skills of the licensee and on the enhancement of professional ethics. CPC should be structured in a way that demonstrates compliance but also recognizes the autonomy and strong ethical standards of licensees.

Licensees are expected to meet the CPC requirements of the states in which they have been granted a license by comity, reciprocity, or endorsement. Applicants for a license by comity, reciprocity, or endorsement who are licensed in a jurisdiction without equivalent CPC requirements should not be denied a license for that reason.

Because many engineers and surveyors are licensed in multiple jurisdictions, uniformity of CPC requirements among licensing jurisdictions that mandate CPC is imperative to simplify the licensure-renewal process, to facilitate the recognition of CPC by multiple jurisdictions, and to ensure the viability of continuing professional competency. NCEES encourages licensing boards to follow the *NCEES Model Rules* as outlined in the *NCEES Continuing Professional Competency Guidelines* when adopting CPC requirements.

NCEES encourages the efforts of professional and technical societies, educational programs, and industry in the development of continuing education opportunities to enhance the competency of engineers and surveyors.

This manual was developed to assist jurisdictions in preparing rules, requirements, forms, and instructions that will establish generally accepted standards to facilitate the earning and reporting of CPC credits when relicensing. In addition, this manual is designed to assist jurisdictions in their dealings with licensees and suppliers of CPC activities. It is intended to assist in explaining requirements, criteria, and processes.

This manual was prepared within NCEES by its Committee on Uniform Procedures and Legislative Guidelines with assistance from the Committee on Member Board Administrators and the Continuing Professional Competency Task Force. In addition, acknowledgment and credit is due to those jurisdictions that have pioneered the early adoption of CPC for surveyors and engineers. Much of their work has been incorporated into this manual or has influenced its direction.

These guidelines were updated in June 2008 to reflect changes to various Council documents.



## **SECTION 1 – NCEES MODEL LAW**

The NCEES *Model Law* authorizes continuing professional competency (CPC) in Section 120.60, Board Powers. Paragraph E states: “The board shall have the power and authority to require a demonstration of continuing professional competency of professional engineers and professional surveyors as a condition of renewal or relicensure.”

This paragraph empowers a board to require CPC for relicensing and enables the board to specify CPC requirements that its licensees must meet. This wording does not mandate but rather permits CPC for relicensing when a board so elects. It is also highly desirable to encourage this or similar wording in the law so that the board can specify the requirements in its administrative rules. As outlined in the Foreword, comity and uniformity of requirements for CPC among jurisdictions are very desirable. This wording of a jurisdiction’s law would permit its board to effect those provisions.

## **SECTION 2 – NCEES MODEL RULES**

For each jurisdiction that adopts mandatory CPC for relicensing, the administrative rule provides the fundamental framework of the requirements its licensees must meet. As increasing numbers of jurisdictions implement CPC, the importance of uniformity of the administrative rule among the jurisdictions becomes more urgent. If each jurisdiction requires a different variation of the rule, then multiple-jurisdiction licensees must keep track of what opportunities are acceptable in each jurisdiction and maintain separate logs of activities. When this is coupled with the various periods of renewal among the jurisdictions (such as annual or biennial, various months in which renewal is effected, and even various months depending upon the licensee’s last name), then the requirement of keeping up with what is accepted by each jurisdiction could become a difficult and burdensome chore for multijurisdictional licensees.

NCEES therefore recommends careful consideration of the administrative rule for CPC that may be adopted and urges all jurisdictions to remain as consistent with the NCEES *Model Rules* as is possible.

### ***Model Rules, Section 240.30***

#### **Continuing Professional Competency**

The continuing professional competency guidelines are set forth below for the purpose of providing consistency in those jurisdictions that adopt mandatory requirements or for those jurisdictions that wish to encourage voluntary usage. The purpose of the continuing professional competency requirement is to demonstrate a continuing level of competency of professional engineers and/or professional surveyors.

#### A. Introduction

Every licensee shall meet the continuing professional competency requirements of these regulations for professional development as a condition for licensure renewal.

#### B. Definitions

Terms used in this section are defined as follows:

1. Professional Development Hour (PDH) – A contact hour (nominal) of instruction or presentation. The common denominator for other units of credit.
2. Continuing Education Unit (CEU) – Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in approved continuing education course.
3. College/Unit Semester/Quarter Hour – Credit for course in ABET-approved programs or other related college course approved in accordance with article E of this section.

4. Course/Activity – Any qualifying course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice. Regular duties are not considered qualified activities.
5. Dual Licensee – A person who is licensed as both an engineer and a surveyor.

C. Requirements

Every licensee is required to obtain the equivalent of 15 PDHs per year. If a jurisdiction chooses a biennial or triennial renewal period, the requirement would be 30 PDHs or 45 PDHs, respectively, obtained anytime during the renewal period. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDHs may be carried forward into the subsequent renewal period. PDHs may be earned as follows:

1. Successful completion of college courses
2. Successful completion of continuing education courses
3. Successful completion of short courses/ tutorials and distance-education courses offered through correspondence, television, videotapes, or the Internet
4. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences
5. Teaching or instructing in 1 through 4 above
6. Authoring published papers, articles, books, or accepted licensing examination items
7. Active participation in professional or technical societies
8. Patents

D. Units

The conversion of other units of credit to PDHs is as follows:

- |    |   |         |
|----|---|---------|
| 1. | 1 college or unit semester hour   | 45 PDHs |
| 2. | 1 college or unit quarter hour  | 30 PDHs |
| 3. | 1 continuing education unit   | 10 PDHs |
| 4. | 1 hour of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions, or conferences | 1 PDH   |
| 5. | For teaching in 1 through 4 above, apply multiple of 2*   |         |
| 6. | Publications  |         |
|    | a. Each published peer-reviewed paper or book in the licensee’s area of professional practice   | 10 PDHs |
|    | b. Each published paper or article (other than 6.a above) in the licensee’s area of professional practice   | 5 PDHs  |
| 7. | Active participation in professional and technical societies (each organization)  | 2 PDHs  |
| 8. | Each patent   | 10 PDHs |

\* Teaching credit is valid only for the first offering or presentation. Full-time faculty may not claim teaching credit associated with their regular duties.

E. Determination of Credit

The board of licensure has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

1. Credit for college or community college approved courses will be based upon course credit established by the college.

2. Credit for qualifying seminars and workshops will be based on 1 PDH for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program.
  3. Credit determination for activities D6 and D8 is the responsibility of the licensee (subject to review as required by the board).
  4. Credit for activity D7, active participation in professional and technical societies (limited to 2 PDHs per organization), requires that a licensee serve as an officer and/or actively participate in a committee of the organization. PDHs are not earned until the end of each year of service is completed.
3. Licensees experiencing physical disability, illness, or other extenuating circumstances may apply for an exemption or an extension of time to obtain the credits, subject to the review and approval of the board. Supporting documentation must be furnished to the board.
  4. Licensees who list their occupation as “Retired” or “Inactive” on the board-approved renewal form and who further certify that they are no longer receiving any remuneration from providing professional engineering or surveying services shall be exempt from the PDHs required. In the event such a person elects to return to active practice of professional engineering or surveying, PDHs must be earned before returning to active practice for each year exempted, not to exceed the annual requirement for 2 years.

F. Recordkeeping

The licensee is responsible for maintaining records to be used to support credits claimed. Records required include, but are not limited to (1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor’s or speaker’s name, and PDHs earned; and (2) attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

G. Exemptions

A licensee may be exempt from the professional development educational requirements for one of the following reasons:

1. New licensees by way of examination or comity shall be exempt for their first renewal period.
2. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a year shall be exempt from obtaining the PDHs required during that year.

H. Reinstatement

A licensee may bring an inactive license to active status by obtaining all delinquent PDHs. However, if the total number required to become current exceeds 30, then 30 shall be the maximum number required.

I. Requirements for Renewal

To renew a license, an applicant must either meet the requirements of <jurisdiction> or meet the requirements of the Model CPC Renewal Standard for the number of consecutive reporting periods corresponding to the CPC requirements of <jurisdiction> (i.e., biennium or other). A reporting period for the Model CPC Renewal Standard is defined as January 1–December 31 of 1 calendar year.

J. Dual Licensees

The number of PDHs required shall remain 15, at least one third of which shall be obtained in each profession.

## K. Forms

All renewal applications will require the CPC credits as specified by the board. The licensee must supply sufficient detail on a CPC form to permit audit verification and retain any backup documentation. The licensee must certify and sign the CPC form, and submit the form, if required, with the renewal application and fee or upon notification of audit.

## L. Model CPC Renewal Standard

The Model CPC Renewal Standard requires licensees to acquire 15 PDHs in 1 calendar year in compliance with the provisions of A, B, C, D, E, and J above. Licensees meeting this standard shall document their CPC activities on the Model CPC Standard Reporting Form.

### SECTION 3 – CRITERIA FOR ACTIVITIES

The law and the rules adopted in jurisdictions having CPC requirements are the definitive documents that govern what licensees must do to meet periodic relicensing or requirements. These documents, however, are succinctly written and do not cover rationale or give examples that explain and illustrate in-depth what is expected of the licensee. Additional information is given to licensees on the standard reporting form and in instructions that accompany the form. This standard reporting form and renewal instructions appear in this document's appendix.

This section supplements these sources of information and gives a more complete explanation of the intent of the rule. This information may be useful to licensing boards considering the adoption of rules, forms, or instructions; to licensees who are attempting to meet the requirements; to suppliers or sponsors of CPC activities; and to employers of licensees who may consider becoming sponsors of qualifying in-house CPC activities.

#### Credit Criteria for All Qualifying CPC Activities

The primary purpose of licensing for professional engineers and professional surveyors is to protect the public from unqualified or unethical practitioners. The requirement for CPC is also intended to protect

the public by reinforcing the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools, and established standards. The rule specifying qualifying CPC activities was designed to give flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business), or ethical fields.

Licensees are encouraged to select meaningful CPC activities that will be of benefit in the pursuit of their chosen fields. The *Model Rules* provides a definition of course/activity as follows:

“Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice.”

In the remainder of this section, all references to CPC activities or credits assume that such activities or credits are *qualifying* as described above. Examples of typical qualifying and nonqualifying activities are listed later in this section.

#### Professional Development Hours

The term *professional development hour* (PDH) is defined as a contact hour (nominal) of instruction or presentation. It is the common denominator for the other units of credit. Experience in jurisdictions having CPC requirements reveals that a number of erroneous interpretations concerning this definition of a PDH can occur. For example, consider a one-day seminar that begins at 8 a.m. and ends at 5 p.m. with a one-hour break for lunch.

The *Model Rules* intends that the *maximum* PDHs that can be earned for this seminar is eight. But the question invariably arises, What about a morning and afternoon break of 20 minutes each? The general understanding is that short-term breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks or if breaks of less than 10 minutes per hour are included, no additional time may be claimed. Seminar presenters may attempt to

take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the PDHs for which the seminar is advertised. This would result in over nine PDHs in an 8-hour period, which is not permitted. *The general rule is that PDHs cannot exceed the actual contact clock hours.*

The *Model Rules* is silent about how to handle fractions of hours. It is recommended that PDHs be rounded and reported to the nearest half hour and that no activity of under a half hour be accepted as qualifying for PDH credit. For example, a qualifying activity of 50 minutes would be reported as 1 PDH, and an activity of 40 minutes would be reported as a half PDH.

### **PDH Credit Requirements**

The rule specifies that every licensee is required to obtain the equivalent of 15 PDHs per year. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDHs may be carried forward into the next renewal period. The question arises, Can a licensee who earns, for example, 55 PDHs in a two-year period carry forward 25 into the next biennial period? The answer is no. The intent of the rule is to permit a carryover of only 15 PDHs into the subsequent renewal period *regardless* of whether the next renewal period is one year or two years.

### **Continuing Education Unit**

The continuing education unit (CEU) is a nationally recognized and uniform unit of measure for continuing education and training. Since one CEU is awarded for each 10 contact hours of instruction, it logically follows that one CEU is equivalent to 10 PDHs. For the purpose of CPC activity for professional engineers and professional surveyors, the CEU must further meet the requirements as defined below for course/activity.

When a sponsor of qualifying CPC activities fully follows the requirements of the International Association for Continuing Education and Training (IACET) in awarding CEUs, all requirements for PDHs will be met. However, boards and licensees

should be aware that some organizations may advertise CEU credit without having met all the requirements of the IACET. In addition, it is reported that, on occasion, some organizations report one CEU of credit for each contact hour of instruction. If this is known to be the case, action should be taken to prevent over-reporting of PDHs earned.

### **College/Unit Semester/Quarter Hour Credit for Courses in ABET-Approved Programs**

The allowance for college/university qualifying courses is as follows:

One college/university qualifying semester hour	45 PDHs
One college/university qualifying quarter hour	30 PDHs

To qualify for this credit, a course must be offered regularly, and *testing with a passing grade required*. One semester hour generally consists of 15 class meetings of 50 or 55 minutes duration. It is assumed that generally twice as much study time is required as class contact time, thus equating to 45 PDHs. Similarly, a quarter-hour qualifying course meets 10 times, and thus 30 PDHs are allowed. Monitoring courses does not require testing, and thus only the actual class contact hours are allowed.

It should be noted that these college/university courses require program accreditation by ABET, Inc., (the accreditation board for engineering and technology) or other appropriate accreditation for non-technical courses.

On occasion, educational institutions may offer a one-day seminar and award fractional quarter-hour credit (such as half of a quarter hour). These courses *do not* qualify on the quarter-hour basis since they are not part of the regular curriculum of the educational institution, do not require testing, and have no provision for additional out-of-class study requirements. For courses such as this, only actual contact time should be allowed for PDH credit.

### **Other Courses and CPC Activities**

Other qualifying courses, seminars, corporate-sponsored educational activities, programs, and activities as specified in the *Model Rules*, Section 240.30 D, provide one PDH unit for each contact hour. It is not intended that these courses/activities be undertaken in private, such as a videotaped program in one's home, but rather be conducted in a group. A correspondence course should require the participant to show evidence of achievement and completion and/or a final graded test.

### **Teaching Credits**

Teaching of qualifying courses, seminars, or tutorials earns PDHs for the instructor at twice that of the students. However, it is not intended that repetitive teaching of the same course will earn any credit. Teaching credit is valid only for the first offering or presentation. Full-time faculty may not claim teaching credit associated with their regular duties.

### **Credit for a Published Paper, Article, or Book**

The author must have his/her work actually published before credit can be claimed. It is recognized that often many more hours are spent authoring a publication; however, the PDH credit is established at 10 PDHs for each peer-reviewed paper or book in the licensee's area of professional practice and 5 PDHs for all other published papers or articles in the licensee's area of professional practice.

### **Active Participation in Professional and Technical Societies**

This item in the rule is intended to encourage licensees to participate fully in appropriate technical and professional societies. Contact with one's peers at such meetings is considered one way of staying abreast of current topics, issues, technical developments, ethical situations, and learning opportunities. This is considered a vital part of CPC, and thus two PDHs can be earned per organization if the licensee is an officer or committee member who actively participates within the organization or committee. (Credit of four PDHs in one organization cannot be claimed if a licensee is both an officer and

a committee member.) The technical and professional societies include engineering and surveying societies such as AIChE, ASCE, ASME, IEEE, NSPE, and NSPS but do not include civic or trade organizations.

Section 240.30 E2 in the *Model Rules* states, "Credit for qualifying seminars and workshops will be based on 1 PDH for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program."

This provision applies to all licensees, not just to officers or committee members. Programs must be educational in nature, relevant to the practice of engineering or surveying, and meet all requirements of qualification. Programs at technical or professional societies might be presented on topics that do not qualify or by speakers or presenters who are not well prepared. Such programs should not be claimed for PDH credit.

### **Patents**

Credit for 10 PDHs can be claimed after a patent is issued and the inventor submits details to the board. The invention must be related to engineering or surveying professions.

### **Examples of Qualifying and Nonqualifying Activities**

The following examples are given to clarify further the definition of qualifying and nonqualifying activities:

#### **Typical Qualifying Activities**

- Completing or attending courses, seminars, instruction, in-house programs, or training of engineering or surveying content related to the licensee's field of practice
- Attending technical or professional society meetings when an engineering/surveying topic is presented as a principal part of the program
- Teaching a course for the first time or teaching a course previously taught if substantial time was spent in updating material

- Attending satellite down-link video courses where attendance is verified and program material meets the requirements
- Completing computer software instructional courses that relate to the improvement of one's business or profession
- Completing language courses that relate to the improvement of one's business or profession
- Completing management or ethics courses that relate to the improvement of one's business or profession
- Completing correspondence courses on an engineering/surveying topic where lessons are prepared and returned for correction and/or grading and where testing at the end of the course is required

#### Typical Nonqualifying Activities

- Regular employment
- Real estate licensing courses
- Personal, estate, or financial planning
- Self-study
- Personal self-improvement
- Service club meetings or activities
- Equipment demonstrations or trade show displays
- Topics not relevant to engineering or surveying professions
- Enrollment without attendance at courses, seminars, etc.
- Repetitive attendance or teaching of the same course
- Attending committee meetings or general business meetings of any organization
- Conversational language courses for personal use

#### The Determination of Qualifying Activities

The question most frequently asked by licensees is, How do I know what is acceptable to the board? Many are looking for assurance that efforts spent will qualify for PDH credit. But with the broad range of opportunities for earning PDH credits, most boards have elected to widely distribute information on the requirement of what is and is not acceptable and

leave it up to the licensee to ensure that the activity qualifies. This permits the widest range of opportunity to earn PDH credit.

However, some jurisdictions do pre-approve courses for surveyors and/or engineers; others approve sponsors of CPC activities.

#### Dual Licensees

The requirement of 15 PDHs per year is the *same* for single or dual licensees. In other words, a dual licensee is not required to obtain more than 15 PDHs because of dual licensure. However, the rule specifies that a minimum of one third of the required PDH credits must be earned in *each* profession.

#### Recordkeeping

As stated in the *Model Rules*, the requirement to maintain adequate records is the responsibility of the licensee. Licensing boards may conduct audits of licensees for verification purposes.

The *Model Rules* states that records required include, but are not limited to the following:

- "A log showing the type of activity claimed, sponsoring organization, location, duration, instructor or speaker's name, and PDHs earned." This is intended to require specific information on each CPC activity where PDH credit is claimed. For example, simply stating "attending educational activities at ABC Company" is not acceptable. Specific information on each activity is required. The log permits the proper completion of the CPC activities form at the time of renewal. (See related information in Section 4.)
- "Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance." The general rule is that the licensee must have sufficient verification for credits claimed. Certainly, those activities that are of a longer duration (such as over an hour) should have verification. On occasion, it is recognized that short activities, such as a meeting of a technical

or professional society, might include a 30-minute speaker and verification was not provided in the meeting. This should be an unlikely exception.

#### SECTION 4 – STANDARD REPORTING FORM FOR CPC ACTIVITIES

For license renewals, each jurisdiction has its own time schedule, forms, and processes that are followed. Those jurisdictions that require CPC activities for relicensing generally require that information supporting the CPC activities claimed for PDH credit must also be submitted. Since each jurisdiction has its own renewal process and forms, the standardization of all parts of forms is not practicable. It is desirable, however, that the part of the form relating to CPC activities and credits be as similar as possible to facilitate the licensing of engineers and surveyors who are licensed in multiple jurisdictions. The standard reporting form is shown in the appendix.

Here is an outline of some of the features of the standard reporting form:

- Licensees can use the form as an annual log of CPC activity for their own records and as a reporting form for a particular biennial or triennial renewal period.
- Licensees indicate whether the reported activity was applicable to licensure in engineering or surveying. At the bottom of the table, licensees summarize the hours applicable to one or both of the disciplines.
- The Data Source column relates to the NCEES Registered Continuing Education Providers Program’s standard reporting form. The data can be submitted by the provider or by the licensee.
- The types of activities listed on the back of the form follow the substance (though not the letter) of the current *Model Rules*, Sections 240.30 C, D, and E. Reporting teaching activities is slightly different from that of other activities (see Activity 5). Activity 9 refers to CPC activities other than those listed in the

*Model Rules*, such as state-specific requirements or allowances.

- The content area column provides a way to report to jurisdictions that have specific requirements (e.g., codes, rules, and ethics).
- Licensees can indicate the number of PDHs reported to meet a particular jurisdiction’s requirements. This would be less than or equal to the full number of PDHs reported.
- To meet the Model CPC Renewal Standard, licensees would indicate the number of PDHs reported to meet the specifications in the *Model Rules*. This would be less than or equal to the full number of PDHs reported.

The standard reporting form is intended to be a single, self-contained form that includes a key to the types of activities and corresponding PDH values. This form is consistent with the current *Model Rules*.

This detailed listing of activities could most simplify and enable licensees in multiple jurisdictions to relicense without undue burden. It will require, however, that each jurisdiction having mandatory CPC use the form as designed or at least to accept this log for out-of-jurisdiction licensees.

The form is intended to give boards enough information to show that the licensee understands and is meeting the intent of the rule. The first two columns are for specific dates to be listed, not general time periods such as “all of 2006.” The next asks whether PDHs will apply to engineering or surveying activities. The fourth and fifth columns ask for the sponsoring organization and the location of the activity. Again, specific information is needed on each activity where PDH credit is claimed. General statements such as “Various seminars within ABC Company” should be considered inadequate.

The sixth column provides for the name of the instructor, and the seventh column asks if data is provider-reported (PR) or self-reported (SR). The next columns ask for the type of program, the content or subject matter, and a detailed description of the activity. The last two columns allow licensees

to indicate the number of PDH credits applicable to a specific jurisdiction's standard and those applicable to the Model CPC Renewal Standard. At the bottom of the form, licensees provide a breakdown of PDH credits applying to engineering and surveying activities. Dual licensees would use both of these columns to demonstrate that at least one third of the required PDH credits are earned in each profession. Of course, boards licensing only one discipline would use just one column.

## **SECTION 5 – CONSIDERATIONS FOR MEMBER BOARDS**

The laws and rules of a jurisdiction or territory are the authoritative requirements concerning CPC. There are two other areas that are particularly troublesome—the qualifying for exemptions and the handling of PDH credits for multijurisdiction licensees.

The *Model Rules*, Section 240.30 G provides exemptions from CPC requirements for those in their first renewal period; for those on temporary active duty in the armed forces of the United States for a period exceeding 120 consecutive days; for disability, illness, or other extenuating circumstances; and for retirees. For disability, illness, and other extenuating circumstances, exemption is normally permitted for one year only. The general rule is that if someone can work, then he or she should be required to meet the CPC requirements.

Another consideration is that a jurisdiction could ask that a copy of the log of PDH activities be attached to their renewal application from another jurisdiction. For this reason, the standard reporting form is included in this document's appendix as a possibility of becoming a standard for jurisdictions to use.

As a caution, applicants for renewal in many jurisdictions should be aware that some jurisdictions may renew annually while others renew biennially. This may require the applicant to earn PDH credits spread over two years during the biennial period in order to have more current PDHs for jurisdictions renewing annually.

The Model CPC Renewal Standard is simply 15 PDHs per calendar year and includes no carryover of PDHs from one year to the next. This strengthens CPC requirements through annual compliance. However, according to *Model Rules*, Section 240.30.I, a licensee could always choose to meet a jurisdiction's specific requirements, including carryover.

## **SECTION 6 – AUDIT PROCESSES**

The auditing of a percentage of CPC reporting forms is strongly endorsed and encouraged. Although it is anticipated that most licensees will attempt to meet the requirements of the rule with a good-faith effort, there is a need for auditing to verify that the law and rules are being met and to identify any communication problems between a board and its licensees.

Official audits should be conducted after each renewal period. The licensees can be selected by generating random license numbers or by other random processes. Each selected licensee is asked to furnish evidence of attendance at the listed activities. (This would include resident licensees and non-resident licensees of a particular jurisdiction.) The board would then establish its own procedures for dealing with unacceptable verifications.

Board staff can also cursorily review CPC reporting forms as they are received to look for obvious errors, and Member Board members can review a sample to review the quality and accuracy of returned forms.



**Appendix**  
**Continuing Professional Competency Standard Reporting Form**

Name (printed): \_\_\_\_\_

CPC reporting for calendar year: \_\_\_\_\_ or Other reporting period: \_\_\_\_\_

Renewal jurisdiction: \_\_\_\_\_ P.E. or L.S. license number(s): \_\_\_\_\_

(See Notes for CPC Standard Reporting Form for explanation of reporting content.)

ACTIVITY DATES		ENG or SURV <sup>a</sup>	SPONSORING ORGANIZATION	ACTIVITY LOCATION (City, Jurisdiction)	INSTRUCTOR <sup>b</sup>	DATA SOURCE <sup>c</sup>	ACTIVITY			PDHs EARNED		
Start	End						Type <sup>d</sup>	Content <sup>e</sup>	Description <sup>f</sup>	Total <sup>g</sup>	Jur <sup>h</sup>	Model
TOTAL ENGINEERING PDHS												
TOTAL SURVEYING PDHS												

I certify that the above record is true and correct. \_\_\_\_\_

(Signature)

(Date)

(If applicable): I further certify that this record meets the Model CPC Renewal Standard. \_\_\_\_\_

(Signature)

(Date)

## Appendix (continued)

### Notes for CPC Standard Reporting Form

- a. **Eng or Surv:** Indicate if CPC activity applies to engineering (Eng) or surveying (Surv) licensing renewal.
- b. **Instructor:** Enter the name of the activity's instructor. Note: For teaching or presenting activities in 1 through 4 below, a licensee may receive additional CPC credit (must be determined by each jurisdiction).
- c. **Data Source:** Indicate if data is provider-reported (PR) or self-reported (SR).
- d. **Type of Activity:** Enter the number that corresponds to the type of activity (listed below). Activities must have a clear purpose and objective to maintain, improve, or expand professional skills and knowledge relevant to the licensee's field of practice. The requirements and PDHs are taken from the NCEES *Model Rules*, Section 240.30 C, D, and E. Note that the each jurisdiction may have additional requirements and/or unit restrictions.
  1. Successful completion of college-level classroom course in relevant material (activity completed when passing grade is assigned):
    - 1 college semester hour = 45 PDHs
    - 1 college quarter hour = 30 PDHs
  2. Successful completion of continuing education course (activity completed when certificate of successful completion is issued):
    - 1 continuing education unit = 10 PDHs
  3. Successful completion of short courses/tutorials and distance-education courses offered through correspondence, television, videotapes, or the Internet:
    - 1 hour of activity = 1 PDH
  4. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences (activity completed on day of attendance):
    - 1 hour of attendance = 1 PDH
  5. Teaching or presenting activities in 1 through 4 above. (Not applicable in this column—see Note b on Instructor column.)
  6. Authoring published papers, articles, books, or accepted licensing examination items (activity completed on date of publication):
    - Each published peer-reviewed paper or book in the licensee's area of professional practice = 10 PDHs
    - Each published paper or article (other than above) in the licensee's area of professional practice = 5 PDHs
  7. Active participation in professional or technical societies. (activity completed in calendar year of service):
    - Per organization per year = 2PDHs
  8. Each patent = 10 PDHs
  9. Other (for example, a jurisdiction-specific activity). Describe in detail, using separate sheet if necessary.
- e. **Content Area:**
  - HSW = technical, related to protecting public health, safety, and welfare
  - E = Ethics
  - BP = Business practices
  - JS = Jurisdiction-specific content (for example, jurisdiction's rules and regulations)
- f. **Description of Activity:** Include detailed title, brief synopsis, provider, and learning objectives. For classes that are part of a college curriculum, please list the class number.
- g. **PDH:** Total professional development hours for this activity, rounded to the nearest half hour (before any reporting restrictions)
- h. **Jur Req:** Number of PDHs applicable to jurisdictional requirement
- i. **Model Req:** Number of PDHs applicable to Model CPC Renewal Standard

**Appendix (continued)**

**Examples of right and wrong ways of filling out the CPC Standard Reporting Form:**

**EXAMPLE 1 (WRONG: Insufficient description, too general)**

ACTIVITY DATES		ENG or SURV <sup>a</sup>	SPONSORING ORGANIZATION	ACTIVITY LOCATION (City, Jurisdiction)	INSTRUCTOR <sup>b</sup>	DATA SOURCE <sup>c</sup>	ACTIVITY			PDHs EARNED		
Start	End						Type <sup>d</sup>	Content <sup>e</sup>	Description <sup>f</sup>	Total <sup>g</sup>	Jur <sup>h</sup>	Model
3/20/07	3/20/07	Eng	Big Time Engineering Co.	Hometown, Jurisdiction		SR			Basic Supervision	6.5	6.5	

**EXAMPLE 2 (CORRECT)**

ACTIVITY DATES		ENG or SURV <sup>a</sup>	SPONSORING ORGANIZATION	ACTIVITY LOCATION (City, Jurisdiction)	INSTRUCTOR <sup>b</sup>	DATA SOURCE <sup>c</sup>	ACTIVITY			PDHs EARNED		
Start	End						Type <sup>d</sup>	Content <sup>e</sup>	Description <sup>f</sup>	Total <sup>g</sup>	Jur <sup>h</sup>	Model
3/20/07	3/20/07	Eng	Big Time Engineering Co.	Hometown, Jurisdiction	John Doe	SR	4	B	“Supervising the Staff” In-house seminar	6.5	6.5	







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P.O. Box 1686  
280 Seneca Creek Road  
Clemson, SC 29633-1686  
Phone: 864-654-6824, 800-250-3196  
Fax: 864-654-6033  
[www.ncees.org](http://www.ncees.org)

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