

# Continuing Professional Competency

## General Guidelines

Pursuant to Section 4.5(f) of the Engineer, Land Surveyor and Geologist Registration Law (Act), it is necessary for each licensed professional engineer, land surveyor or geologist to maintain a log documenting the type of continuing professional competency activity claimed for PDH. The log must include the name of the sponsoring organization, the location and duration of the activity, the name(s) of the instructor(s) or speaker(s) and PDH earned for each activity. All licensees must maintain attendance verification records (kept in accordance with any requirements established by regulation) in support of any and all credits claimed for attended activities, should they be requested by the Board office.

The Board will audit licensees to verify compliance with the continuing professional competency requirements of the Act, as required by §37.111(f) of the Board's regulations.

If evidence of a licensee's compliance with the Continuing Professional Competency Requirements of Section 4.5 of the Act is requested by the Board via an audit notice, a licensee is required to provide the Board with the fully completed continuing professional competency activity log, copies of attendance verification records in the form of completion certificates (*the Board will not accept payment receipts, registration confirmation notices sign-in sheets, activity brochures and/or course literature to verify completion of any activity*).

**If any continuing professional competency 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 additional 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:** Submit copies of 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.

Please be advised that, *unless evidence of compliance with the Board's continuing competency requirements has been specifically requested by the Board office*, a licensee's documentation of completed continuing professional competency activities will not be reviewed by the Board, or the Board office, for the purpose of advising a licensee whether they have fulfilled their continuing professional competency requirements, or if a specific course or activity is considered acceptable. Additionally, *the Board does not and will not maintain an ongoing record of a licensee's completed activities.*

# Continuing Professional Competency Activity Log

<b>Your Full Name</b>	<b>Complete License Number</b> (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	You Taught?	
							Yes	No

<b>Your Full Name</b>	<b>Complete License Number</b> (letters and all numbers including zero)

**College Courses** 1 semester hour = 45 PDH/ 1 quarter hour = 30 PDH

Date(s) of Course	Title of Course	College or University	University Location	Instructor	PDH	You Taught?	
						Yes	No

**Authored Works**

Each published paper, article or book relevant to professional practice = 10 PDH

Date(s) of Publication	Title	Publisher	Subject Matter

**Patents Obtained** Each patent obtained = 10 PDH

Patent Number	Date Patent Granted	Description of Patent