

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

PE 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, following every renewal cycle, as may be required by regulation. The first audit will take place after the September 2011 renewal cycle. Licensees are not to submit copies of their log, attendance records, or other documentation unless they have received an audit notice from the Board office.

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, it will be necessary to submit to the Board the fully completed continuing professional competency activity log, copies of attendance verification records in the form of completion certificates or other documents supporting evidence of attendance, and, if any 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.

**** If you intend to utilize the carry-over allowed by section 4.5(c) of the Act, it will be necessary for you to maintain your log and additional required documents for the previous and current renewal period (or longer if required by regulation). Should you be audited and wish to utilize carry-over, you will be required to document compliance with the prior period's continuing professional competency requirement, the carry-over of activity hours from that renewal period, as well as the continuing professional competency activities completed within the current biennial period. Without proof of your compliance with the prior renewal period's continuing professional competency requirements, carry-over cannot be granted.**

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

PE CONTINUING PROFESSIONAL COMPETENCY ACTIVITY LOG

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

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 |
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College Courses (1 semester hour = 45 PDH/ 1 quarter hour = 30 PDH)

| Date(s) of Course | Title of Course | College/University | University Location | Instructor | PDH | Taught? | |
|-------------------|-----------------|--------------------|---------------------|------------|-----|---------|----|
| | | | | | | Yes | No |
| | | | | | | | |
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Authored Works – Each published paper, article or book relevant to professional practice = 10 PDH

| Date(s) of Publication | Title | Publisher | Subject Matter |
|------------------------|-------|-----------|----------------|
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Patents Obtained (Each patent obtained = 10 PDH)

| Patent Number | Date Patent Granted | Description of Patent |
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