



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2004-12 Issuing Office: CECW-CE-D Issued: 27 Aug 2004

Subject: Criteria for Awarding Continuing Education Credits for USACE-Sponsored Conferences

Applicability: Directive

Note: This is a reissue of ECB 2002-11 without any changes.

1. Background: Numerous state licensing boards have established continuing education (CE) requirements for professional engineers and land surveyors. The National Council of Examiners for Engineering and Surveying (NCEES) has developed guidelines that it encourages boards to use to foster consistency in CE requirements. Of course, the specific state board has the final approval on whether activities qualify for credit. However, following the NCEES guidelines makes the approval of credit more likely.
2. Purpose: Various USACE organizations sponsor or conduct various conferences and other events that may meet the NCEES requirements for CE credits. The purpose of this bulletin is to establish USACE guidelines for issuing CE credits. This bulletin is interim guidance concerned only with CE for engineers and surveyors. A comprehensive Engineering Regulation will eventually be issued addressing other areas of professional registration, and possibly certifications by private organizations.
3. Policy:
 - a. The highest ranking registered professional engineer in the engineering function of the sponsoring organization is authorized to approve CE credit for seminars, workshops, conferences, technical tours and similar activities that provide a meaningful professional learning experience for engineers and/or surveyors.
 - b. The standard measurement for CE credits under the NCEES guidelines is professional development hours (PDHs). NCEES requires that any other measurement be converted to PDHs. One hour of participation in an approved conference session will earn 1 PDH. One hour of presentation in an approved conference session will earn 2 PDHs. Presentation credit is only earned the first time a presentation is made.

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4. Documentation:

a. The following documentation must be submitted to the approval authority:

- (1) Conference title, location and dates
- (2) Sponsoring organization's point(s)-of-contact
- (3) Agenda, indicating the presenter and number of PDHs for each session
- (4) Short synopsis of each session, including its relevance to the profession of engineering and/or surveying (a couple sentences to a paragraph, depending on the length of the session).
- (5) Short biographical sketch on each presenter
- (6) Procedure to be used to track and validate attendance of each participant

b. The organization sponsoring a conference will maintain the following documentation:

- (1) The information in paragraph 4.a.
- (2) The approval in accordance with paragraph 3.a.
- (3) Validated list of sessions attended by each participant and PDHs earned for each session and total for the conference

c. The sponsoring organization will provide each participant with a completion certificate indicating the number of PDHs earned. A standard certificate is available on the Professional Development Support Center website (<http://pdsc.usace.army.mil/>) or a custom certificate can be developed. The certificate will be signed by the approval authority (see paragraph 3.a.).

d. The licensee/registrant is responsible for determining the number of PDHs needed in a given year and for maintaining individual records to support any credits. The licensee/registrant is also responsible for completing and submitting any forms required by a registration board.

5. This bulletin has been coordinated with the Professional Development Support Center of the Directorate of Human Resources.

6. Point of contact for this bulletin is Don Evick, CECW-ETE, 202-761-4736.



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