



US Army Corps
of Engineers®

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2007- 27

Issuing Office: CECW-CE

Issued: 20 Dec 2007

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

Applicability: Directive

Note: This is a reissue of ECB 2002-11 with changes.

1. Background: Numerous State Licensing Boards have established continuing education (CE) requirements for professional engineers and land surveyor licensure. The National Council of Examiners for Engineering and Surveying (NCEES) has developed Continuing Professional Competency guidelines that it encourages boards to use to foster consistency in CE requirements. Of course, respective State Licensing Boards have the final approval on whether activities qualify for continuing education credit. However, following the NCEES guidelines will make the approval of continuing education credit more likely.

2. Purpose: Various USACE organizations sponsor or conduct numerous *internal* professional or technical colloquiums; brown-bag meetings; and local, short, and informal type workshops or seminars that meet the NCEES requirements for continuing education credits. The purpose of this bulletin is to establish USACE guidelines for issuing continuing education credits for *internal* training events only. This bulletin does not constitute authority for local USACE organizations to establish external, formal, or fee-based type training programs for the purpose of issuing continuing education credits. This bulletin is interim guidance concerned only with continuing education for professional engineers and surveyors.

3. Definitions:

a. Continuing Education (CE) Unit: Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of instruction in an approved continuing education course.

b. Professional Development Hour (PDH): A contact hour (nominal) of instruction or presentation that is the common denominator for other units of credit. Short-term breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. The general rule is that PDH units cannot exceed the actual contact clock hours. For fraction of hours, PDH units must be rounded down and reported to the nearest half hour and no activity of under one-half hour shall be accepted as qualifying for PDH credit. For example, a qualifying activity of 50 minutes would be reported as one PDH unit, and an activity of 40 minutes would be reported as one-half PDH unit.

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

c. **Qualifying Training Event:** Any professional development activity that meets the following criteria: (i) contributes to the advancement, extension or enhancement of the professional skills and/or scientific knowledge of the licensee in practice of professional engineering and/or surveying; (ii) fosters the enhancement of general or specialized practice and values of professional engineering, related sciences and engineering ethics; and (iii) developed and presented by persons with education and/or experience in the subject matter of the program.

3. Policy:

a. The highest ranking licensed Professional Engineer, e.g., the District Commander, Deputy District Commander, or Division Chief in the engineering or construction function of the sponsoring organization, will authorize and approve continuing education credit for internal training events that provide meaningful professional learning experiences for engineers and/or surveyors. For example, if an Engineering or Construction Division sponsors a qualifying training event, the Director of that Division would approve the continuing education credits. If a USACE District sponsors a qualifying training event, the District Commander or the Deputy District Commander would approve the continuing education credits.

b. The standard measurement for continuing education credits under the NCEES guidelines is professional development hour (PDH). Other credits, e.g., continuing education units, must convert to PDH units. One hour of participation in an approved course/activity will earn 1 PDH unit. For teaching apply a multiple of 2x, e.g., one hour of presentation in an approved course/activity will earn 2 PDH units. Presenters will earn credit only for the first time they make presentations in an internal training event.

4. Documentation:

a. The Instructor/Proponent for the qualifying training event shall submit the following documentation to the approval authority:

- (1) Conference title, location, date(s), and times
- (2) Sponsoring organization's point(s)-of-contact/proponent(s)
- (3) Agenda, indicating the presenter(s) and number of PDH units for each session
- (4) Short synopsis of each session, including its relevance to the profession of engineering and/or surveying, e.g., a few sentences to a paragraph, depending on the content and length of the session
- (5) Short biographical sketch on each presenter
- (6) Procedure to track and validate attendance of each attendee/participant
- (7) PDH certificate for signature
- (8) Record-of-Attendance form

b. The organization sponsoring the qualifying training event will maintain the following records and documentation:

- (1) The information in paragraph 4.a
- (2) The record of approval in accordance with paragraph 3.a
- (3) Validated list of sessions attended by each attendee/participant and the number PDH units earned for each session and the total for the entire event

c. The sponsoring organization will provide each participant with a completion certificate, indicating the number of PDH units earned. An example PDH certificate is attached as Enclosure 1, or the sponsoring organization may develop a custom certificate. The approval authority must sign the PDH certificate. (See paragraph 3.a.) The sponsoring organization will also provide a Record-of-Attendance form that attendees requesting PDH units must complete at the conclusion of the training event. An example Record-of-Attendance form is attached as Enclosure 2, or the sponsoring organization may develop a custom form.

d. The attendee/participant is responsible for determining the number of PDH units needed in a given year and for maintaining individual records to support any credits. The attendee/participant is also responsible for obtaining, completing and submitting any forms required by their respective State Licensing Boards.

5. Responsibilities:

a. Approval Authority: Authorize and approve PDH units for the qualifying training event by signing the PDH certificate.

b. Instructor/Proponent: Prior to the qualifying training event, prepare the required documentation and submit the documentation to the approval authority for review and approval, e.g., signature of the PDH certificate. At the *beginning* of the training event, inform attendees who desire PDH units that they **MUST** complete the Record-of-Attendance form at the conclusion of the event. This is the official record of who attended and received PDH units. The Instructor/Proponent shall validate the Record-of-Attendance form by signing and dating the form. At the *conclusion* of the training event, provide a PDH certificate to all attendees who desire PDH units along with a copy of the completed Record-of-Attendance form. This is the attendees' proof of participation and attendance for submittal to their respective State Licensing Boards.

c. Attendee/Participant: Complete the Record-of-Attendance form at the *conclusion* of the qualifying training event. This is the official record of who attended and received PDH units. Obtain a PDH certificate and a copy of the validated Record-of-Attendance form. This is the attendees' proof of participation and attendance for submittal to their respective State Licensing Boards.

ECB 2007- 27

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

6. Recordkeeping: Individual record keeping is the responsibility of each attendee/participant, who must keep a record of information that can support (by audit) the PDH credits claimed. NCEES recommends that records and documentation be maintained for a minimum of three years. However, individual State Licensing Boards may require different retention periods. Engineers and surveys should contact their respective State Licensing Board for information regarding their jurisdiction's licensing requirements.

7. This bulletin has been coordinated with the USACE Learning Center (ULC) of the Directorate of Human Resources.

8. Point of contact for this bulletin is John Berezniak, CECW-CE, (202) 761-4828.

2 Encls

1. Example PDH Certificate
2. Example Record-of-Attendance Form

//S//

JAMES C. DALTON, P.E.
Chief, Engineering and Construction
Directorate of Civil Works



**US Army Corps
of Engineers®**

Professional Development Hours (PDH) Certificate

Meeting/Conference Title: _____

Location: _____

Participant: _____

Date: _____

Start Time: _____

End Time: _____

Educational Program Description:

Agenda Attached

Total PDH Units Awarded: _____

Sponsoring Organization: _____

In recognition of your participation in a US Army Corps of Engineers sponsored Engineering and Construction professional development event, professional development hours (PDH) are awarded in accordance with the model of continuing professional competency requirements established by the National Council of Examiners for Engineering and Surveying (NCEES).

This certificate is valid only when accompanied by a validated Record-of-Attendance form from the qualifying professional development event.

Instructor/Proponent _____
NAME
Title
Office

Approved/Authorized by _____
NAME *date*
Title
Office

