

## **CONTINUING PROFESSIONAL COMPETENCY FOR PROFESSIONAL ENGINEERS LICENSED IN MISSOURI**

**ALL PERSONS LICENSED AS A PROFESSIONAL ENGINEER** in the state of Missouri must acquire 30 Professional Development Hours (PDHs) every two years before renewing their license. All licensed professional engineers will be required to maintain a list of activities they attended and sign a statement that they have met this requirement before renewing. If the licensee is audited, they will be asked to submit proof of attendance at these activities.

**PURPOSE** of this requirement is to reinforce the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools and established standards. Qualifying activities must have a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the licensee's field of practice. The licensee is given 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 activities which will be of benefit in the pursuit of their chosen fields.

**PROFESSIONAL DEVELOPMENT HOUR** is defined as one nominal contact hour of instruction or presentation. It is the common denominator for the other units of credit. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) PDHs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, 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 PDH for which the seminar is advertised. This would result in over nine PDHs in an eight-hour period which is not permitted. PDHs cannot exceed the actual contact clock hours.

**ROUND** off PDHs to the nearest half-hour. **No activity under a half-hour will be accepted for credit.** For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 PDH and an activity of 50 to 60 minutes would be reported as 1.0 PDH.

**CARRYOVERS** of a maximum of 15 qualifying PDHs may be forwarded to the subsequent renewal period.

**CONTINUING EDUCATION UNITS (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. When a sponsor of PDH activities fully follows the requirements of the International Association for Continuing Education and Training (IACET) in awarding CEU's, 10 PDHs will be credited for 1 CEU. However, licensees should be aware that some organizations

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may advertise CEU credit without having met the requirements of the IACET. In addition, some organizations report 1 CEU of credit for each contact hour of instruction. One contact hour equals one PDH.

**DUALLY LICENSED PROFESSIONAL ENGINEERS & PROFESSIONAL LAND SURVEYORS** must earn a total of 30 PDHs every two years for renewal of their engineering license and a total of 20 PDUs for renewal of their land surveying license.

**CONTINUING PROFESSIONAL DEVELOPMENT ACQUIRED AT LOCATIONS OTHER THAN MISSOURI** will be allowed for renewal so long as the content meets the requirements of Board Rule 20 CSR 2030-11.015.

**RECORD KEEPING** is the responsibility of the licensee. Adequate records must be maintained for a minimum of four years for auditing purposes. Examples of 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 PDH credits earned. If audited, submission of specific information on each activity is required. Simply stating "attending education activities at ABC Company" is not acceptable. (See Example.)
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance. All activities should have verification and the licensee must maintain sufficient verification for each credit claimed. It would also be very helpful if you could identify your field of practice and your employer.

**SEMESTER/QUARTER HOUR CREDIT FOR COLLEGE COURSES.** To qualify for this credit, a course must meet regularly and participants tested with a passing grade required. One semester hour is converted to 30 PDHs and one-quarter hour is converted to 20 PDHs. Monitoring courses typically does not require a test, and therefore credit is granted at 1/3 the rate specified in section (5) of Board Rule 20 CSR 2030-11.015.

**INTERACTIVE ACTIVITIES** – Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house corporate sponsored educational courses are allowed one PDH credit for each contact hour. A correspondence course must require the participant to show evidence of achievement with a final graded test.

**TEACHING CREDITS** for the instructor are twice that of the participants in qualifying courses and seminars for the first time only.

**PUBLISHED PAPERS, ARTICLES OR BOOKS** which include the authoring of papers or articles that appear in nationally circulated technical journals or trade magazines do qualify for PDHs. A "news" article in a technical or professional bulletin is not considered a published paper. Although it is recognized that often many more hours are spent in being an author of a publication, only a maximum of 5 PDHs are allowed. Credit cannot be claimed until that article or paper is actually published.

**ACTIVE PARTICIPATION IN PROFESSIONAL AND TECHNICAL SOCIETIES** includes all technical and professional societies, but does not include civic or trade organizations. PDHs are awarded only for those portions of the meeting that meet the requirements of Board Rule 20 CSR 2030-11.015. Licensees serving as an officer and/or actively participating in a committee of the technical professional society or organization shall earn a maximum of 2 PDHs per organization. PDH credits are not earned until the end of each year of service is completed.

**DETERMINATION OF QUALIFYING ACTIVITIES** must be made by the licensee. The Board does not pre-approve courses or activities and can only distribute information on what is and is not acceptable. With the broad range of opportunities to earn PDHs, it is up to the licensee to determine whether the activity qualifies under this Board's requirements. For example, programs presented on topics that are not relevant to your profession should not be claimed for PDH credit. The Board has final approval of PDH credit.

**AUDITS** will be randomly conducted after each two-year renewal period to insure compliance with the Board's requirements. If selected for audit, you will be contacted to provide necessary documentation. Your records must be maintained for a period of four (4) years and copies must be furnished, upon request, to the Board for audit verification purposes. If in its review, the Board finds that a PDH claimed is not acceptable, the Board shall inform the licensee of the criteria that has not been adhered to and he/she will have three months from the license renewal date in which to substantiate the original claim or to earn other credits to meet the minimum requirements.

**EXEMPTIONS** are provided for those licensees serving honorably on full-time active duty in the armed forces of the United States. In this instance, the licensee may renew his/her license without completing the PDH requirement for the renewal period during which the licensee served. If you are exempt, complete the renewal form, submit the renewal fee, and send supporting documentation for the exemption.

**RENEWAL PERIOD** – Renewals are biennial. All engineers originally licensed in an even year will be required to renew their license by December 31<sup>st</sup> of every even year. All engineers originally licensed in an odd year will be required to renew their license by December 31<sup>st</sup> of every odd year. In order to renew the license, the engineer must have obtained 30 PDHs within the two years immediately preceding the renewal date. In order for a renewal to be processed, the licensee must either certify that he or she has completed the required PDHs or elect to place their license in an INACTIVE status. Failure to do either will result in the automatic expiration of the license.

**EXPIRATION** - Failure to renew shall automatically cause the license to expire and be void. The holder of the expired license or certificate shall have no rights or privileges under such license, but may within the discretion of the Board, and upon payment of the required fee, be relicensed under the licensee's original license number.

**TYPICAL QUALIFYING ACTIVITIES:**

- Completing or attending courses, seminars, instruction, in-house programs or training which relates to the licensee's professional practice.
- Attending technical or professional society meetings when a topic related to the licensee's professional practice is presented as a principal part of the program.
- Teaching a course for the first time.
- Attending satellite downlink video courses where attendance is verified and material meets requirements.
- Computer software instructional courses which relate to the licensee's technical profession.
- Management or ethical courses which relate to the engineering profession.
- Correspondence courses on topics related to licensee's professional practice where lessons are prepared, returned for correction and/or grading and testing at the end of the course is required.

**TYPICAL NON-QUALIFYING ACTIVITIES:**

- Regular employment
- Real Estate licensing courses
- Personal, estate or financial planning
- Self study
- Non-technical computer software courses
- Personal self improvement
- Service club meetings or activities
- Equipment demonstrations or trade show displays
- Topics not relevant to licensee's profession
- 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
- Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in technical field

**CONVERSION TO PDH**

1. One semester hour of college credit..... 30 PDH
2. One-quarter hour of college credit.....20 PDH
3. One continuing education unit (CEU)..... 10 PDH
4. One nominal contact hour of acceptable professional.....1 PDH  
development education in course work, seminars or  
professional or technical presentations made at  
meetings, conventions or conferences

**EXAMPLE – PDH Log:**

	<u>DATE(S)</u>	<u>SPONSOR NAME AND LOCATION</u>	<u>TITLE/DESCRIPTION</u>	<u>PDH</u>
<b>WRONG:</b>	<b>March 2007 (Date must be more specific.)</b>	<b>Big Time Professional Co. (Location is not provided.)</b>	<b>Basic Supervision (Insufficient description, too general.)</b>	<b>6.5</b>
<b>RIGHT:</b>	<b>3/20/07</b>	<b>Big Time Professional Co. Hometown, State</b>	<b>"Supervising Staff" In-house seminar; T. W. Jones, Ph.D.</b>	<b>6.5</b>
<b>WRONG:</b>	<b>2/15/07 to 6/30/07 (Date must be more specific.)</b>	<b>Local Professional Society Your Town, State</b>	<b>6 presentations at meetings (Activities grouped; not adequately described.)</b>	<b>4.3 (Hours not rounded)</b>
<b>RIGHT:</b>	<b>2/15/07</b>	<b>Local Professional Society Your Town, State</b>	<b>"Earthquake Proof" Dr. Ron Smith, P.E. Acme Construction Co.</b>	<b>0.5</b>
<b>RIGHT:</b>	<b>6/10/07</b>	<b>National Professional Engineering Society Big City, State</b>	<b>Workshop on Plumbing Codes; John Straightline, P.E., ABC Engineering Co.</b>	<b>2.5</b>