

# PROFESSIONAL DEVELOPMENT UNIT REPORTING FORM

For the period January 1, \_\_\_\_\_ through December 31, \_\_\_\_\_

Missouri law requires that each Professional Land Surveyor licensed in the state of Missouri must meet professional development requirements as a condition for license renewal. Each licensee must complete **Part II** of the form furnishing the details of PDUs earned; then must summarize these units in **Part I**; then must certify, sign, and seal **Part III**. This form is being provided for your use to document your PDUs and can be duplicated if necessary. It is to be retained as part of your records for a period of four years. **If you are audited, a copy of this completed form and copies of all other documentation supporting your professional development units must be submitted to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects.**

**Effective March 30, 2016, all licensed Professional Land Surveyors are required to have obtained a minimum of 2 PDUs in Surveying Standards (20 CSR 2030, Chapters 16 and 17) during the two (2)-year period immediately preceding renewal. (See Board Rule 20 CSR 2030-8.020)**

## PART I, ACTIVITY & SUMMARY OF CREDITS

ACTIVITY	PDUs	PDUs Claimed
1. Successfully completing (grade other than F) college or university course or credit.	1 Semester Hr. = 30 PDUs 1 Qtr. Hr. = 20 PDUs	
2. Successfully auditing or "hearing" college or university course.	1 Semester Hr. = 10 PDUs 1 Qtr. Hr. = 6.6 PDUs	
3. Successfully completing courses which are awarded Continuing Education Units (CEUs).	1 CEU = 10 PDUs	
4. Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, or televised or videotaped courses.	1 PDU per contact hour	
5. Attending program presentation at related technical or professional meetings.	1 PDU per contact hour	
6. Teaching or instructing qualifying courses or seminars or making presentations for technical meetings.	For original instruction, 2 times the PDUs earned by participant. For subsequent instruction, 1 PDU for each PDU earned by participant; however, no licensee shall earn more than 10 PDUs.	
7. Authoring papers or articles after being published in nationally circulated technical journal or trade magazines.	5 PDUs each	
8. Active participation and successful completion of a Surveying Standards Course/Seminar during <b>THIS</b> reporting period.	1 PDU per contact hour	<b><u>PDUs Claimed</u></b>

SUMMARY	
(a) Total PDUs earned in personal contact activities ( <b>at least 8 PDUs</b> ) during this reporting period.....	_____
(b) Total PDUs earned in non-personal contact activities ( <b>not to exceed 12 PDUs</b> ) during this reporting period...	_____
(c) Total PDUs carried forward from prior reporting period ( <b>not to exceed 10 PDUs</b> ).....	_____
(d) Total of (a), (b), and (c) above ( <b>must be a minimum of 20 PDUs</b> ) .....	_____
(e) Total to be carried forward to next year..... [Total from (d) minus 20 providing no more than a carry over of 10 may be claimed]	_____

## PART II, DETAILED LIST OF ACTIVITIES

For the period January 1, \_\_\_\_\_ through December 31, \_\_\_\_\_

Date(s) of Activity	Sponsoring Organization and Location of Activity	Activity (Title, Description, Instructor)	PDUs Claimed	PDUs Board Preapproved? Yes or No
<b>TOTAL PDUs (this report)</b>				

Special circumstances for: a) new licensees; and, b) licensees honorably serving on full-time active duty in the military:

- a) A Professional Land Surveyor who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure, shall not be required to report PDUs at the first license renewal.
- b) If you have served honorably on full-time active duty in the military, you may renew your license without completing the PDU requirement for the renewal period during which you served; however, you must submit a copy of your discharge papers.

## PART III, CERTIFICATION

I hereby certify the summary of credits given above is correct and that I have earned the credits stated.

*Affix your seal, signature and date here:*