

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 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 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 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 ENGINEERS & LAND SURVEYORS must earn a total of 30 PDHs every two years for renewal of their engineering license and a total of 20 additional PDU's for renewal of their land surveying license.

CONTINUING PROFESSIONAL DEVELOPMENT OBTAINED IN ANOTHER STATE will be allowed for renewal of license in Missouri so long as the content meets the requirements of Board Rule 4 CSR 30-11.015.

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.

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 4 CSR 30-11.015.

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 4 CSR 30-11.015. 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.

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.

THE NEXT RENEWAL PERIOD for all professional engineers is December 31, 2002, at which time no PDHs are required for the renewal of a professional engineering license. However, in order to balance the renewals of the professional engineers in the state of Missouri, licenses currently scheduled for renewal in December 2002, that were originally issued in an odd year, will be renewed for one year only. After this one year, they will be renewed for a two-year period every odd year. For licensees originally licensed in an even year, and scheduled for renewal in December 2002, these renewals will be for a two-year period, resulting in even year renewals. Professional development standards will go into effect for the professional engineers with the December 2004 renewals. Thus meaning, every engineer originally licensed in an even year and scheduled to renew on or before December 31, 2004 needs to accumulate 30 PDHs between January 1, 2003 and December 31, 2004. Every engineer originally licensed in an odd year, will also need to renew on or before December 31, 2002 but will only be required to submit one half of the renewal payment since they will be renewing for a one-year period instead of a two-year period. All licensees originally licensed in an odd year will then be scheduled to renew on or before December 31, 2003 at which time no PDHs will be required. However, after the December 31, 2003 renewal cycle, these licensees will once again renew their licenses every two years. Therefore, when they next renew on or before December 31, 2005, they will be required to have accumulated 30 PDHs between January 1, 2004 and December 31, 2005.

REINSTATEMENTS must be made within one year of the renewal date of a license by submitting a reinstatement application, certifying completion of 30 PDHs within the preceding two years, satisfying current requirements and submission of the required fee. Failure to reinstate within one year of the renewal date, 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