

INSTRUCTIONS FOR PE AND PLS CPD VERIFICATION IN LOUISIANA

These instructions are to assist you in determining if you have successfully completed all CPD requirements prior to certifying this fact on the biennial renewal invoice. CPD requirements outlined in Louisiana Administrative Code (LAC), Title 46, Part LXI, Chapter 31, (Rules of the Board) stipulate that all Professional Engineers and Land Surveyors must meet the CPD requirements at the end of their first full biennial renewal period after January 1, 1999 and at the end of each subsequent biennial renewal period. The requirements are summarized below:

Class	PDH	Type of Activity
PE	30 PDH	Engineering Related
PLS	15 PDH	Land Surveying Related
PE+PLS	30 PDH	Engineering Related (Minimum 10 PDH) Land Surveying Related (Minimum 10 PDH)

NEW RENEWAL INVOICE FORM

Review the new renewal invoice; pay particular attention to the certification portion on the reverse side (the second page).

You must return the bottom portion of the invoice to indicate any change of address and complete the certifications on the reverse side. If you do not wish to renew your registration or you wish to change the status of your registration, check the appropriate box on the form. If you qualify for an exemption from the CPD requirements, you must certify your eligibility for the exemption on the renewal invoice. An exemption from the CPD requirements does not exempt you from the renewal fee.

Who may claim an exemption from the CPD requirements?

- New licensees shall be exempt from the CPD requirements at the time of their first renewal.
- Licensees who submit a formal notification to the Board or who certify their status as “Inactive” on the renewal form shall be exempt from the CPD requirements and must meet the conditions of §2103. Inactive licensees can represent themselves to the public as a *P.E. Inactive*, or a *P.L.S. Inactive*, but cannot otherwise offer or provide any professional engineering services and/or professional land surveying services in Louisiana.
- Licensees who certify their status as “Retired” shall be exempt and must meet the conditions of §2103. They must be at least 70 years of age or have been licensed with the board for at least 35 years. The renewal fee for the *retired status* shall be one-half of the current renewal fee for the *active status*. Retired licensees can represent themselves to the public as a *P.E. Retired*, or a *P.L.S. Retired*, but cannot otherwise offer or provide professional engineering services and/or professional land surveying services in Louisiana.
- An exemption requested for “Other” will require a letter of explanation. Such exemption might include service on active duty in the Armed Forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a calendar year or physical disability, illness, or other extenuating circumstances, as reviewed and approved by the board. Supporting documentation must be furnished

to the board.

See §3121 regarding requirements that expired, inactive and retired licensees must fulfill to return to active professional practice.

Reciprocity/Out-of-Jurisdiction Resident. If you currently reside and are registered in another state where CPD is required, your Louisiana CPD requirement will be fulfilled when you comply with the requirements of your state of residence. However, as part of satisfying these requirements, you must meet the professional ethics requirements of §3105.A.1 or §3105.B.1. If you are involved in building design and/or building systems design in Louisiana, you must meet the requirements of §3105.A.2. As applicable, if you are involved in practicing land surveying in Louisiana, you must meet the requirements of §3105.B.2. If your state of residence has no CPD requirement you must meet all Louisiana requirements for CPD.

Special Requirements:

- Professional Land Surveyors must complete and report a minimum of 2 PDH in Minimum Standards (MS) during any biennial renewal period. You must also complete and report one PDH in ethics during each biennial renewal period.

- Professional Engineers who design buildings for human occupancy must complete a minimum of 8 PDH during each biennial renewal period in Life Safety Code, building safety codes and/or Americans With Disabilities Act Accessibility Guidelines. You must also complete and report one PDH in ethics during each biennial renewal period.

Dual Licensees (PE+PLS) must complete 30 PDH with at least 10 PDH obtained within each profession (see §3105.C). PDH in professional ethics is required of all licensees. No distinction is made between engineering ethics and land surveying ethics.

Certification of CPD Compliance You must complete the certification on the renewal invoice and return it to the Board with your renewal fee.

PDH ACTIVITY LOG

The PDH Activity Log is provided for your use and must be completed and submitted to the Board only if you are audited. You may make additional copies of this form if necessary. The detailed list of your activities showing categories as provided by the rule should be completed and totaled to ascertain the current PDH credit. You should pay close attention to the instructions on the form.

Detailed Listing of Required Educational Activities

List your activities in the space provided using as many blocks as required. If you need additional space, duplicate the form and identify the duplicated form with your registration number. Under the column, Date, furnish the date of each course, seminar, etc.

It is important that a sufficient title/description be provided to identify that the activity relates to engineering or land surveying. You must provide the name of the sponsor/provider and the location where the activity was held. For activities that are part of a college curriculum list the course number.

PDH earned for PE or PLS credit should be placed in the appropriate columns. Enter the Activity Code (see list below) and the number of PDH earned for each activity in the appropriate column. A PDH credit is roughly equivalent to fifty minutes of instruction.

Up to 15 excess PDH may be carried forward from your last biennial renewal period. Carryover for Ethics, Code and Minimum Standards, etc. shall not exceed the minimum biennial requirement for each category, i.e., 1 PDH (Ethics), 8 PDH (Code), 4 PDH (MS); however, additional PDH in these required categories may be carried forward and applied to the general categories of engineering or land surveying.

ACTIVITIES		
Code	Activities - Type and Description	PDH Units
A	Successfully completing for credit acceptable college or correspondence courses	1 Semester hour = 45 PDH 1 Quarter hour = 30 PDH
B	Successfully completing acceptable courses which are awarded Continuing Education Units (CEU)	10 PDH for each CEU
C	Attending acceptable seminars, tutorials, short courses.	1 PDH for each contact hr
D	Attending acceptable in-house programs sponsored by corporations or other organizations	1 PDH for each contact hr
E	Attending acceptable workshops and technical presentations at related technical or professional meetings and conventions	1 PDH for each contact hr
F	Teaching or instructing any of the above courses, seminars, etc. or making presentations at technical meetings	2 x PDH earned in activities A - E
G	Membership in professional or technical associations or societies	1 PDH for each (max 3)
H	Authoring & Publishing	5 PDH for each paper

We require no documentation at this time. The Board will audit a selected percentage of all renewals to ensure compliance with professional development requirements. If your name is selected for an audit, you will be contacted to provide the PDH Activity Log and all necessary documentation.

You should maintain all records of attendance and completion of PDH credits for three consecutive renewal periods (6 years) for audit purposes.

If we accept your renewal application and renewal fee and the Board later notifies you that PDH credit claimed is disallowed, you will have 120 days after notification to provide further information for substantiation or to obtain the necessary PDH to meet the requirement.

General Requirements - All activities for which PDH credits are claimed must be relevant to the practice of engineering for Professional Engineers or land surveying for Professional Land Surveyors and may include technical, ethical, or managerial content. These activities should advance the professional or technical competence of the licensee.

Qualifying educational activities may be sponsored or presented by college or universities, by employers, by government agencies, by nationally affiliated engineering or land surveying technical or professional societies, or by other organizations. The Board does not pre-approve courses for PDH credit. It is your responsibility to assure that the activities in which you participate meet the requirements.

You may claim non-sponsored or unapproved activities ; however, you must insure that you maintain

documentation adequate to substantiate the contents of such activities.

Educational activities to meet Louisiana's continuing education requirement can be earned in any jurisdiction or territory.

Typical activities that will qualify are:

- Attending acceptable college level and continuing education courses.
- Completing or attending acceptable workshops, seminars, instruction, in-house programs, or training.
- Attending technical or professional society meetings which include acceptable workshops or technical presentations.

Typical activities that will not qualify are:

- Regular employment
- Real estate licensing courses
- Personal, estate or financial planning
- Self study or personal self improvement courses
- Service club meetings or activities
- Equipment demonstrations or trade shows
- Topics not relevant to engineering or land surveying
- Enrollment without attendance at courses, seminars, etc.
- Attending committee and business meetings of any organization
- Conversational language courses for personal use