

PDH ACTIVITY LOG INSTRUCTIONS

You must complete the renewal invoice and return it to the Board with your renewal fee. The Board requires no other documentation at this time. The Board will conduct random audits to ensure compliance with CPD requirements. If you are selected for an audit, you will be required to provide proof of having met the CPD requirements – the CPD Activity Log and the documentation describing the activities you listed on the Activity Log.

The PDH Activity Log is provided for your use and must be completed and submitted to the Board in the event you are audited or are renewing an expired license.

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.

Up to 15 PDH may be carried forward from the last biennial renewal period from line G of your last PDH Activity Log.

List your activities in the space provided on lines B₁, B₂, ... , using as many blocks as required. If you need additional space, duplicate the form and identify the duplicated form with your license number. In the Date column furnish the dates of each activity, i.e., 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 sponsoring organization and the location where the activity was held. For activities that are part of a college curriculum list course number.

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

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 hour
D	Attending acceptable in-house programs sponsored by corporations or other organizations	1 PDH for each contact hour
E	Attending acceptable workshops and technical presentations at related technical or professional meetings and conventions	1 PDH for each contact hour
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 (maximum 3)
H	Authoring & Publishing	5 PDH for each paper

Professional Development Hours (PDH) Activity Log

Name: _____

License #: _____

Detailed List of Activities for the biennial renewal period indicated: Check one box: G 1 Apr to 31 Mar G 1 Oct to 30 Sep Enter the date on which your license will expire: _____

All activities must be relevant to the practice of engineering or land surveying and may include technical, ethical, or managerial content. Please read the Instructions before completing. This form may be duplicated if necessary. The registrant must maintain documentation of these activities. **Supporting documentation substantiating all PDHs claimed must be attached to this log.**

Name: _____

	Date MM/DD/' ' YY	Sponsor/Provider Location (City and State)	Title/Description of Activity	Activity Code (A,B,etc.)	Professional Development Hours (See Notes below)					
					Ethics ¹	PE ²	Code ³	PLS ⁴	MS ⁵	Total
A	PDH carryover from previous biennial renewal period ⁶									
B ₁										
B ₂										
B ₃										
B ₄										
C	PDH earned during this biennial renewal period. (B ₁ + B ₂ + ... B _n)									
D	PDH available for use in this biennial renewal period. (A + C)									
E	PDH claimed for use in this biennial renewal period.									
F	Excess PDH for this biennial renewal period. (D - E)									
G	PDH carryover available for the next biennial renewal period ⁷ .									

Notes:

1. Registrants must claim a minimum of 1 PDH in ethics for use during each biennial renewal period.
2. Professional Engineers must earn a minimum of 30 PDH in engineering; Dual registrants (PE + PLS) must earn a minimum of 30 PDH in engineering and land surveying to include a minimum of 10 PDH in engineering and 10 PDH in land surveying related activities during each biennial renewal period.
3. Professional Engineers who design buildings and/or building systems must earn a minimum of 8 PDH in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines during each biennial renewal period.
4. Professional Land Surveyors must earn a minimum of 15 PDH in land surveying activities during each biennial renewal period.
5. Professional Land Surveyors must earn a minimum of 4 PDH in Minimum Standards for Property Boundary Surveys (MS) during any **two consecutive** biennial renewal periods. For MS, carryover of up to 4 PDH from line C is allowed, even if excess PDH (line F) is less than the carryover.
6. Maximum total carryover allowed is 15 PDH from line G of previous biennial renewal period's PDH Activity Log.
7. Carryover shall not exceed PDH earned during the biennial renewal period, i.e., line G shall not exceed line C. Carryover for Ethics, Code and MS shall not exceed the minimum biennial requirement for each category, i.e., 1 PDH (Ethics), 8 PDH (Code), 4 PDH (MS).