

## **Continuing Professional Competency**

**15 PDH are required of Professional Engineers by December 31 each year.**

**12 PDH are required of Professional Surveyors by December 31 each year.**

**18 PDH are required of *dual* licensees by December 31 each year.**

**There are also ethics and surveying standards requirements.**

**We enclose Board Rule 23 for your information. Please submit any questions you may have by email to *information@pepls.state.ms.us*.**

**We also enclose the Board's PDH Activity Log in Word format; perhaps you can adapt it for your use in maintaining your own records.**

### **Rule 23.0 CONTINUING PROFESSIONAL COMPETENCY**

#### **1. Introduction**

- a. The purpose of the continuing professional competency requirement (CPC) is to insure a continuing level of competency of Professional Engineers and/or Professional Surveyors in their respective fields of engineering and/or surveying practice.
- b. Every licensee shall meet the continuing professional competency requirements of these regulations for professional development as a condition for licensee renewal.

#### **2. Definitions - Terms used in this section are defined as follows:**

- a. Professional Development Hour (PDH) – A contact hour (nominal) instruction/or presentation. The common denominator for other units of credit.
- b. Continuing Education Unit (CEU) – Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in approved continuing education course.
- c. College/Unit Semester/Quarter Hour – Credit for course in ABET-approved programs or other related college course approved in accordance with article 5 of this rule.

- d. Course/Activity – Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice in engineering and/or surveying.
- e. Licensee – A person who is licensed as a Professional Engineer or a Professional Surveyor.
- f. Dual Licensee – A person who is licensed as both a Professional Engineer and a Professional Surveyor.
- g. Renewal Period Year – January 1 to December 31 of each year.
- h. Board – The Board of Licensure for Professional Engineers & Surveyors.

### **3. Requirements**

- a. Every Professional Engineer licensee is required to obtain 15 PDH units during the renewal period year.
- b. Every Professional Surveyor licensee is required to obtain 12 PDH units during the renewal period year.
- c. Dual Licensees - The number of PDH units required shall be 18, at least 1/3 of which shall be obtained in each profession.
- d. As of January 1, 2010, every licensee shall be required to obtain one (1) PDH unit of Ethics training every two years. After 2010, excess ethics PDH may not be carried forward.
- e. Professional Surveyors licensed in Mississippi are required to obtain training in Mississippi Standards of Practice.

Professional Surveyors with five (5) years or less licensure in Mississippi are required to obtain one PDH unit in Mississippi Standards of Practice annually.

Professional Surveyors with more than five (5) years licensure in Mississippi are required to obtain one PDH unit in Mississippi Standards of Practice biennially.

Courses of surveying standards in other states may not be used to meet this requirement. However, standard courses from other states may be used as a portion of the licensee’s remaining PDH.

Excess Mississippi Standards PDH may not be carried forward.

- f. If a licensee exceeds the annual requirement in any renewal period, PDH units may be carried forward into the subsequent renewal period as follows: a maximum of 18 PDH

units by a Professional Engineer/Professional Surveyor licensee; a maximum of 15 PDH units by a Professional Engineer licensee; a maximum of 12 PDH units by a Professional Surveyor licensee, with the exception of Ethics and Standards of Practice, in which case 3d and 3e will govern. PDH units may be earned as follows:

- (1) Successful completion of college courses.
- (2) Successful completion of continuing education courses.
- (3) Successful completion of correspondence, televised, videotaped, electronic and qualifying short courses/tutorials.
- (4) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.
- (5) Teaching or instructing in (1) through (4) above.
- (6) Authoring published papers, articles, or books.
- (7) Active participation in professional or technical societies, or active participation in educational outreach activities.

**4. Units** - The conversion of other units of credit to PDH units is as follows:

- |  |        |
|--|--------|
| a. 1 College or unit semester hour   | 15 PDH |
| b. 1 College or unit quarter hour  | 10 PDH |
| c. 1 Continuing Education Unit   | 10 PDH |
| d. 1 Hour of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions, or conferences | 1 PDH  |
| e. For teaching apply multiple of 2*   |        |
| f. Each published paper, article, or book  | 10 PDH |
| g. Active participation in professional and technical society.**<br>(1 PDH per organization with a maximum of 3 PDH.)                                    | 1 PDH  |
| h. Active participation in educational outreach activities<br>(maximum of 3 PDH)   | 1 PDH  |

\*Teaching credit is valid for teaching a course or seminar for the first time only.

Teaching credit does not apply to full-time faculty.

\*\*Active participation will be defined as each member paying his/her annual dues.

**5. Determination of Credit** - The Board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

- a. Credit for college or community college approved courses will be based upon course credit established by the college and approved by the Board.
- b. Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDH units for the actual time of each program.
- c. Credit determination for activities 4f, publishing paper, article, or book, is the responsibility of the licensee (subject to review as required by the Board), but shall not

exceed 10 PDH units per renewal period year.

- d. Credit for activity 4g, active participation in professional societies, limited to 1 PDH per organization with a maximum of 3 PDH, requires that a licensee be an active member of the organization. PDH units are not earned until the end of each renewal period year.

**6. Record keeping** - The responsibility of maintaining records to be used to support credits claimed is the responsibility of the licensee.

- a. 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;
- 2) attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; or
- 3) records as maintained by the NCEES's CPC Tracking Program, NSPE's Professional Development Registry for Engineers & Surveyors, or other similar repositories;

- b. These records must be maintained for 3 years; copies may be requested by the board for audit verification purposes.

**7. Exemptions** - A licensee may be exempt from the professional development educational requirements for one of the following reasons:

- a. New licensees by way of examination or comity shall be exempt until the beginning of the next renewal period.
- b. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year shall be exempt from obtaining the professional development hours required during that year. Supporting documentation must be furnished to the Board.
- c. Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the board may be exempt. Supporting documentation must be furnished to the Board, upon request by the Board for audit verification purposes.
- d. A Professional Engineer licensee 60 years of age and having 20 years of aggregate practice shall be exempt from the professional development educational requirement. A Professional Surveyor licensee 60 years of age and having 20 years of aggregate practice shall obtain at least 1 PDH of Mississippi Standards of Surveying biennially, but shall be exempt from the remaining professional development educational requirement.

**8. Reinstatement** - A licensee may bring a lapsed license to active status by obtaining the PDH units required for one renewal period, which must include 1 PDH unit of Ethics. Dual licensees bringing only one license to active status is required to obtain only the PDH units required for the license being renewed. If the license being brought to active status is a Professional Surveyor's license, one PDH unit of Standards of Practice must be obtained. A Professional Surveyor Relicensure applicant who qualifies for the exemption of 7d above shall be required to obtain at least 1 PDH of Mississippi Standards of Practice. All PDH

units being claimed for reinstatement must have been acquired within the most current twelve (12) months.

- 9. Comity/Out-of-Jurisdiction Resident** - The CPC requirements for Mississippi will be satisfied when a non-resident certifies to be licensed in and having met the mandatory CPC requirements of the state of Mississippi.
- 10. Forms** - All renewal applications will require a certification by the licensee that the CPC requirement for that year has been met. When renewing by mail, the licensee must certify and sign the continuing education form, and submit it with the renewal application and fee.
- 11. Effective Date** – The effective date of this rule shall be January 1, 2001.
- 12. Audits** – Each licensee’s Continuing Professional Competency records are subject to audit by the Board or its authorized representative.

**See the next two pages for the PDH Activity Log.**

## PDH Activity Log

**Instructions:** The Board will conduct audits to ensure compliance with CPC requirements. If you are audited, you will be required to complete the PDH Activity Log on the other side of this sheet *and* submit all necessary documentation. The Log may be duplicated if more space is needed.

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

Maximum total carryover is 15 PDH for a PE licensee, 12 PDH for a PS licensee, and 18 PDH for a PE/PS (Dual) Licensee. Excess PDH in ethics or surveying standards may *not* be carried over.

List your activities in the space provided on lines B<sub>1</sub>, B<sub>2</sub>, ..., using as many blocks as required. If you need additional space, duplicate the form and identify the duplicated form with your licensure 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 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 PS 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.

If you qualify for an exemption from the CPC requirements, you must certify your eligibility for the exemption on the renewal invoice. An exemption from the CPC requirements does not exempt you from the renewal fee.

ACTIVITIES		
Code	Activities-Type and Description	PDH Units
A	Successfully completing for credit acceptable college or correspondence courses	1 Semester hour=15 PDH 1 Quarter hour=10 PDH
B	Successfully completing acceptable courses which are awarded Continuing Education Units (CEU)	10 PDH for each CEU
C	Attending acceptable seminars, tutorial, 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	Active participation in professional/technical associations/societies & educational outreach activities	1 PDH for each (maximum 3)
H	Authoring & Publishing (papers, articles, books)	10 PDH for each paper, article, book

Name: \_\_\_\_\_

Detailed List of Activities for the renewal period ended December 31, \_\_\_\_\_.

License number(s): \_\_\_\_\_

All activities must be relevant to the practice of engineering or surveying and may include technical, ethical, or managerial content. Please read the Instructions before completing. This form may be duplicated if necessary. The licensee must maintain documentation of these activities. **Documentation will be required if you are selected for audit.**

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

**Notes:**

1. Licensees must earn a minimum of 1 PDH in ethics every two years. After 2010 there is no carryover of excess ethics PDH.
2. Professional Engineers must earn a minimum of 15 PDH in engineering; Dual licensees (PE + PS) must earn a minimum of 18 PDH in engineering and surveying, including a minimum of 6 PDH in engineering and 6 PDH in surveying related activities during each renewal period.
3. Professional Surveyors must earn a minimum of 12 PDH in surveying activities during each renewal period.
4. Professional Surveyors must take courses in Mississippi Standards of Practice. After 2010 there is no carryover of excess Mississippi Standards PDH.
5. Maximum total carryover is 15 PDH for a PE licensee, 12 PDH for a PS licensee, and 18 PDH for a PE/PS (Dual) Licensee.