

CPC ACTIVITY LOG

Mississippi Board of Licensure for Professional Engineers & Surveyors

Instructions:

The Board will routinely conduct audits to ensure compliance with continuing professional competency (CPC) requirements. If you are audited, you will be required to complete the CPC Activity Log on the other side of this sheet and to submit all necessary supporting documentation. The Log may be duplicated if more space is needed.

The CPC Activity Log is provided for your use and must be completed and submitted to the Board in the event you are audited, or in conjunction with a reinstatement or relicensure application. Please refer to Rule 6.4 of the current rules and regulations for applicable guidance on the current CPC requirements. A summary of that information is provided below:

<u>Professional Engineers</u>	<u>Professional Surveyors</u>	<u>Dual licensees</u>
15 PDHs required per calendar year. One Ethics* PDH required every biennial renewal period.	12 PDHs required per calendar year. One Ethics PDH* required every biennial renewal period. Mississippi Standards of Practice* required. See Rule 6.4.2.c for specifics.	18 PDHs required per calendar year; one third of which shall be obtained in each profession. One Ethics PDH* required every biennial renewal period. Mississippi Standards of Practice* required. See Rule 6.4.2.c for specifics.
A maximum of 15 PDHs are allowed for carryover in any year.	A maximum of 12 PDHs are allowed for carryover in any year.	A maximum of 18 PDHs are allowed for carryover in any year.

*Excess PDH in ethics or surveying standards may not be carried over.

PDHs must be submitted during the renewal period to be carried forward.

No more than eight (8) PDHs are allowed / will be applied for a twenty-four (24) hour period.

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.

Please be made aware that the Board does not pre-approve PDHs, but does have final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

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Qualifying activities and applicable credits (Please refer to Rules 6.4.3 and 6.4.4 for more specifics):

<u>Qualifying activity</u>	<u>Eligible credits</u>
Successful completion of college courses.	One (1) semester hour 45 PDH One (1) quarter hour 30 PDH One (1) continuing education unit 10 PDH
Successful completion of short courses, tutorials, webinars, and distance-education courses offered for documented individual or group study. The method of delivery can be through face-to-face programs, live internet-based programs, archived prerecorded programs, or archived correspondence programs.	One (1) semester hour 45 PDH One (1) quarter hour 30 PDH One (1) continuing education unit 10 PDH
Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, conferences, or educational institutions.	One hour of attendance 1 PDH Credit for qualifying seminars and workshops will be based on one (1) PDH unit for each hour of attendance.
Preparing and instructing the activities for qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, conferences, or educational institutions. (any of the above activities)	One hour 2 PDH Teaching credit is valid for teaching a course or seminar for the first time only.
Authoring published papers, articles, books, or accepted licensing examination items.	Peer reviewed paper or book 10 PDH Published paper or article 5 PDH Credit determination is the responsibility of the licensee (subject to review as required by the Board) but shall not exceed ten (10) PDH units per year.
Membership or active participation in professional or technical societies, accrediting organizations, or regulatory boards. A licensee may claim the PDH credit for either membership or active participation for any particular organization but not both.	Membership 1 PDH Active participation 2 PDH Credit is limited to two (2) PDHs per organization and requires that a licensee serves as an officer or have actively participated in a committee of the organization. PDHs are not earned until the end of each year.

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Obtaining a patent based on the creative work of the licensee.	Each patent 10 PDH Credit determination is the responsibility of the licensee (subject to review as required by the Board) but shall not exceed ten (10) PDH units per year.
Active participation in educational outreach activities pertaining to professional licensure or the surveying and engineering professions that involve K-12 or higher education students.	One PDH with a maximum credit of 3 PDH units per year.

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, name of the instructor or speaker, and PDH credits earned, and
- 2) attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

Exemptions:

A licensee may be exempt from the professional development educational requirements for one of the following reasons:

- a. New licensees by way of initial licensure or comity shall be exempt in the year they obtain their license.
- b. Licensees serving on temporary active duty in the armed forces of the United States for a period exceeding one hundred twenty (120) consecutive days in a year shall be exempt 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. Professional Engineers and Professional Surveyors currently in Retired Status are exempt.

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