

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 B₁, B₂, ..., 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 ¹	PE ²	PLS ³	MS ⁴	
A	PDH carryover from previous renewal period.								
B ₁									
B ₂									
B ₃									
B ₄									
C	PDH earned during this renewal period. (B ₁ + B ₂ + ...B _n)								
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 ⁵ .								

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.