

820-010-0635

Continuing Professional Development

The purpose of professional development requirements is to demonstrate a continuing level of competency of professional engineers, land surveyors, and photogrammetrists.

(1) Requirements –

(a) Every registrant is required to obtain 30 professional development hour (PDH) units during the registrant's current biennial renewal period in order to renew for the next biennial renewal period.

(b) Every registrant will report their PDH units on the Continuing Professional Development (CPD) Organizational form and submit to the Board office with the renewal form and fee. The CPD Organizational form must be completed in its entirety.

(c) Supporting documentation to verify the PDH units recorded on the CPD Organizational form must be submitted to the Board office when requested to participate in an audit.

Supporting documentation may include, but is not limited to:

(A) Completion certificate(s);

(B) Paid receipt(s);

(C) Attendance log;

(D) Other documents supporting evidence of attendance.

(d) The CPD Organizational form and supporting documentation must be submitted to the Board in English or translated to English.

(e) Records must be retained for five (5) years.

(2) PDH units must be obtained in qualifying activities related to the individual's registration. A qualifying activity is any course or activity with a clear purpose and objective which improves, or expands the skills and knowledge relevant to the registrant's field of practice or practices.

(3) Non-qualifying activities may include, but are not limited to:

(a) Regular employment;

(b) Real estate licensing courses;

(c) Personal, estate, or financial planning;

(d) Personal self improvement;

(e) Service club meetings or activities;

(f) Equipment demonstrations or trade show displays;

(g) Topics not relevant to engineering, land surveying, or photogrammetry professions;

(h) Enrollment without attendance at courses, seminars, etc.

(i) Repetitive attendance at the same course;

(j) Repetitive teaching of the same course;

(k) Attending committee meetings or general business meetings of any organization;

(l) Taking professional or required examinations.

(4) Units – The conversion of other units of credit to PDH units is as follows:

(a) 1 College Semester hour equals 45 PDH;

(b) 1 College Quarter hour equals 30 PDH;

(c) 1 Continuing Education unit equals 10 PDH.

(5) Sources of PDH units – One (1) PDH unit may be obtained for each contact hour of instruction or presentation. Unless otherwise noted, there is no maximum amount of PDH units a registrant may earn per biennial renewal period. Sources of PDH units include, but are not limited to the following:

- (a) Successful completion of college courses;
 - (b) Successful completion of short courses, tutorials, correspondence, web based courses, televised and videotaped courses;
 - (c) Active participation in seminars, in-house courses, workshops, and professional conventions;
 - (d) Teaching or instructing a course, seminar, or workshop one time only. (This does not apply to full-time faculty teaching college courses);
 - (e) Authoring or co-authoring published papers, articles or books. Maximum of 10 PDH units per biennial renewal period;
 - (f) Active participation in professional or technical society, committee, or board. Maximum of 8 PDH units per biennial renewal period;
 - (g) Self study. Maximum of 6 PDH units per biennial renewal period;
 - (h) Mentoring of engineering, land surveying, or photogrammetry topics to a nonregistered individual not under your supervision. Each 10 hours spent mentoring equals 1 PDH unit. Maximum of 4 PDH units per biennial renewal period;
 - (i) Non-technical educational activities related to the registrant's profession;
 - (j) Developing, writing, or scoring an Oregon Specific examination. Maximum of 15 PDH units per biennial renewal period.
- (6) Determination of Credit – The Board has final authority with respect to approval of courses, credit, PDH units for courses and other methods of earning credit.
- (a) The Board will approve without listing courses which are sponsored by nationally recognized technical societies and those technical societies listed in 820-001-0000(4)(b)(A) through (E) and (4)(c)(A) through (H).
 - (b) The Board will approve PDH units obtained by a registrant from the list provided by NCEES Registered Continuing Education Providers Program.
 - (c) Credit determination for activities is the responsibility of the registrant and is subject to review by the Board.
- (7) If a registrant exceeds the requirement in any renewal period, a maximum of 15 PDH units in courses/activities may be carried forward into the next renewal period.
- (8) Delinquent, retired or inactive registrants must complete PDH requirements as outlined in OAR 820-010-0520 in order to attain active status.
- (9) In the event a registrant holds a license in another state that has a lesser PDH requirement than Oregon or no PDH requirement, the registrant will need to satisfy Oregon's 30 PDH requirement to renew the Oregon license.
- (10) Multiple Registrants. The number of PDH units required shall remain a total of 30 PDH per renewal period for persons who hold registration as an engineer, land surveyor, and/or photogrammetrist.

The purpose of professional development requirements is to demonstrate a continuing level of competency of professional land surveyors, engineers and photogrammetrists. Every registrant shall meet the professional development requirements as a condition of registration renewal.

(1) Requirements. Every registrant is required to obtain 30 PDH units during each biennial renewal period. Registrants who are licensed for a part of a renewal period shall obtain a prorated amount of PDH. If a registrant exceeds the requirement in any renewal period, a maximum of 15 PDH units in courses/activities may be carried forward into the next renewal period.

(2) PDH units may be earned as follows:

- (a) Successful completion of college courses;*
 - (b) Successful completion of short courses, tutorials, correspondence, web based courses, televised and videotaped courses;*
 - (c) Active participation in seminars, in-house courses, workshops, and professional conventions;*
 - (d) Teaching or instructing in (a) through (c) above;*
 - (e) Authoring or co-authoring published papers, articles or books;*
 - (f) Active participation in professional or technical societies;*
 - (g) Self study;*
 - (h) Mentoring of engineering, land surveying, or photogrammetry topics;*
 - (i) Non-technical educational activities related to the registrants employment;*
 - (j) Passing a board prepared take home test.*
- (3) PDH units for each renewal period may be obtained as follows:*
- (a) 1 College Semester hour equals 45 PDH;*
 - (b) 1 College Quarter hour equals 30 PDH;*
 - (c) 1 Continuing Education unit equals 10 PDH;*
 - (d) 1 hour of professional education in course work, seminars, professional conventions, workshops equals 1 PDH;*
 - (e) For teaching, apply multiple of 2 (teaching credit is valid for teaching a given course or seminar one time only and does not apply to full time faculty teaching college courses);*
 - (f) For authoring or co-authoring a paper, article or book, appearing in a recognized professional or technical publication, up to a maximum of 10 PDH;*
 - (g) 2 PDH for active participation in a professional or technical society. Up to a maximum of 6 PDH per renewal period;*
 - (h) Self study of relevant materials such that the registrant's knowledge of the subject significantly improves the registrant's ability to work in the subject area. Up to a maximum of 6 PDH;*
 - (i) Mentoring of nonlicensed individuals not under your supervision in the field of engineering, land surveying, or photogrammetry. Each 10 hours spent mentoring will provide 1 PDH with a maximum of 2 PDH per year;*
 - (j) 1 PDH per hour for developing, writing, or scoring an Oregon Specific examinations. Up to a maximum of 8 PDH per renewal period.*
- (4) Determination of Credit. The Board has final authority with respect to approval of courses, credit, PDH values for courses and other methods of earning credit. The Board may maintain a list of courses and activities which it has approved. The Board will approve without listing courses which are sponsored by nationally recognized technical societies and those technical societies listed in 820-001-0000(4)(b)(A) through (E) and (4)(c)(A) through (G). The Board will approve PDH units obtained by a registrant from the list provided by NCEES Registered Continuing Education Providers Program. Criteria for determination of credit shall follow these guidelines:*
- (a) Credit for college or community college approved courses will be based upon course credit established by the college;*
 - (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 is the responsibility of the registrant and is subject to review by the Board.*

(5) Record keeping. Each registrant is charged with the responsibility of maintaining records of his/her own professional education activities. Every registrant shall report their professional education activities on a form approved by the Board only when requested by the Board to do so. The duty of maintaining records to support credits claimed is the responsibility of the registrant. Records required include, but are not limited to:

(a) A record showing the activity claimed, sponsoring organization, date, location, duration, instructor's or speaker's name, and PDH units earned; and

(b) Attendance verification records in the form of completion certificates, paid receipts, or other documents supporting evidence of attendance. These records must be retained for five (5) years. Copies may be requested by the Board for audit verification purposes.

(6) Delinquent, retired or inactive registrants must complete PDH requirements as outlined in OAR 820-010-0520 in order to attain active status.

(7) In the event a registrant holds a license in another state that has a lesser PDH requirement than Oregon or no PDH requirement, the registrant will need to satisfy Oregon's 30 PDH requirement to renew the Oregon license. In the event a registrant holds a license in another state that has a higher PDH requirement than Oregon, the registrant will be able to renew registration in Oregon upon fulfilling the other jurisdiction's higher requirement.

(8) Multiple Registrants. The number of PDH units required shall remain a total of 30 PDH per renewal period for persons who hold registration as an engineer, land surveyor, or photogrammetrist. At least one third (1/3) of the PDH units required in courses/activities shall be related to each registration.

Stat. Auth.: ORS 670.310 & 672.255

Stats. Implemented: ORS 672.002 - 672.375

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