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PE Professional Engineers / PLS Land Surveyors / RPP Photogrammetrists

Continuing Professional Development Organizational Form

Continuing Professional Development Information

Every registrant is required by the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) to obtain 30 professional development hour (PDH) units during each biennial renewal period. Individuals who are registered for a part of a renewal period must obtain a prorated amount of the PDH units. The purpose of professional development requirements is to demonstrate a continuing level of competency of registered professional engineers, professional land surveyors and professional photogrammetrists.

In accordance with Oregon Administrative Rule (OAR) 820-010-0505, registrants are required to submit the CPD Organizational Form along with their renewal for active status to certify completion of the required professional development hours. Failure to submit the CPD Organizational Form may result in delinquent status or a delay in renewal processing.

OSBEELS conducts a random audit in January and July with regards to the PDH units acquired by registered professional engineers, professional land surveyors and professional photogrammetrists. A computerized random number generator selects three percent of the total registered professional engineers, three percent of the total registered professional land surveyors, and three percent of the total registered professional photogrammetrists within the State of Oregon who are required to participate in the audit. The purpose of the audit is for OSBEELS to determine if the PDH units attained satisfy the professional development requirements for renewal.

Record Keeping

In accordance with the Oregon Administrative Rule (OAR) 820-010-0635, each registrant is charged with the responsibility of maintaining records of the PDH units acquired for the biennial renewal schedule, including a copy of their most recently submitted CPD Organizational Form. Supporting documentation of the PDH units acquired, such as, certificates, paid receipts, or other documents that support evidence of attendance should be kept as well. If audited, the registrant will be required to resubmit a copy of their CPD Organizational Form from their renewal and the supporting documentation. As per OAR 820-010-0635, the CPD Organizational Form and supporting documents must be submitted to OSBEELS in English. It is the registrant's responsibility to ensure all documents submitted are translated to English, if necessary. The PDH units must be recorded on the CPD Organizational Form including the activity, sponsoring organization, date, location, and instructor's or speaker's name.

For additional information regarding the professional development requirements or how to calculate hours obtained, please review the OAR 820-010-0635. If the PDH units acquired are found deficient by OSBEELS, or if a registrant fails to satisfy the CPD requirements by 15 or fewer PDH units, please refer to the OAR 820-015-0026.

Example Form Data

Date of Activity	Sponsoring Organization and Location	Description of Activity	Type of Activity	PDH Units Earned
9/20/2013	OSBEELS Symposium, Salem OR	Various engineering, surveying and photogrammetry courses	Attended classes, participated in discussions	8
4/16/2012	Portland Community College, Portland OR	Engineering Ethics	Teaching a course (not a full-time position)	30



If you need more than one page, you can reprint or copy this page.

Date of Activity	Sponsoring Organization and Location	Description of Activity	Type of Activity	PDH Units Earned

Record Totals					
Total PDH units for Biennial Renewal Schedule		Carry Over units from the previous Biennial Renewal Schedule (OAR 820-010-0635)		Grand Total PDH units aquired to obtain Active Status	
From (M/Y)	To (M/Y)	From (M/Y)	To (M/Y)	From (M/Y)	To (M/Y)
Print Name				Registration Number(s)	
Signature				Date (M/D/Y)	