

MSPE RECOMMENDED PROCEDURE FOR PROVIDING AND RECEIVING CONTINUING EDUCATION HOURS (CEHs)

Adopted by MSPE – December 2007, Revised September 2013

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To: Distribution

Subject: Providing and Documenting Participation in Qualifying Professional Development Activities

1.0 PURPOSE AND SUMMARY

- 1.1** The purpose of this document is to define for MSPE members, standard procedures for providing and participating in professional development activities (also commonly referred to as continuing education hours or professional development hours) to satisfy the continuing education and professional development requirements of state professional engineering licensing boards. Currently, Michigan is in the process of finalizing continuing education as part of professional engineering licensing requirements.
- 1.2** For MSPE chapter officers and committee chairpersons seeking to provide continuing education hours (CEHs) as part of a professional or technical program or presentation they are developing for MSPE membership, this SOP provides guidelines on how to provide such credits (including documentation).
- 1.3** For MSPE members participating on professional or technical programs or presentations that do not offer documentation of CEHs, this SOP provides direction for determining if the program/presentation might qualify for CEHs; and if so, direction for self-documentation of such CEHs.

2.0 RESPONSIBILITIES

2.1 Responsibility of Providers of CEHs

- 2.1.1** If documentation of CEHs are part of any MSPE program or presentation, it is the responsibility of the Provider of the professional development activity to ensure that the criteria is met with respect to the subject and content of the activity and the qualifications of the Instructor(s), and to make the required information available to the Participants.
- 2.1.2** It is the responsibility of the Instructor of the professional development activity to provide clear, factual, and ethical instruction on subject matter of which the Instructor has verifiable knowledge and expertise.
- 2.1.3** The Provider is responsible for reviewing the outline of the activity as well as the resume' of the Instructor to ensure compliance with the criteria contained herein. The Instructor shall supply to the Provider a clear outline of the activity and a resume' demonstrating the qualifications of the Instructor in relation to the professional development activity.

2.1.4 The Provider is responsible for providing the Participants with documentation of CEHs in the form of a certificate that includes information as detailed in the attached Figure 1 (including the course outline and description). The design of the certificate is up to the Provider.

2.2 Responsibility of Participants to Receive CEHs (including for participation in programs/presentations where official certificate of CEHs is not provided)

2.2.1 The Participant is responsible for verifying the information provided on the Continuing Professional Development Activity Log (Figure 2) is accurate and complete, and includes all necessary documentation, whether or not an official CEH certificate is provided.

2.2.2 The Participant is responsible for obtaining an outline and/or description of the continuing education program or presentation, as well as the contact information and qualifications of the Instructor in relation to the professional development activity.

2.2.3 The Participant is responsible for determining that the professional development activity qualifies for CEHs with respect to the requirements contained herein and on the Continuing Professional Development Activity Requirements (Figure 3).

2.2.4 The Participant must actively participate and successfully complete the activity, document their participation, and maintain record of their participation according to continuing education policies of any states in which they are licensed. The Participant should be aware that some state licensing boards may not accept CEHs for programs/presentations where official CEH documentation is not provided, or where documentation does not meet the standards of the particular licensing board.

2.1.1 The Participant must obtain a record of their attendance at the subject program/presentation. For activities that provide official certificates of CEHs, the certificate would be the record of attendance. For activities that do not provide official certificates of CEHs, the Participant should fill out and retain their own record using the template provided herein as Figure 1.

3.0 PROGRAM REQUIREMENTS

3.1 MSPE suggests the following requirements for continuing education or professional development programs, in order for CEHs to be awarded. These requirements are based on criteria of the proposed Michigan Administrative Rules and those of several state licensing boards in the Midwest, where continuing education is required as part of licensure as a professional engineer. Please note that the following criteria may not satisfy the requirements of some state licensing boards.

3.1.1 The activity must be relevant to the practice of professional engineering and must include technical, ethical, or managerial content;

3.1.2 The instructor of the course must be reputable in their professional or academic field and must be able to demonstrate knowledge and expertise on the subject matter.

3.1.3 A course outline or other documentation must be obtained (or developed) by the Participant that supplies the following information:

- 3.1.3.1. Date of activity;
- 3.1.3.2. Provider of activity;
- 3.1.3.3. Location (address, city, state, zip or postal code) of activity;
- 3.1.3.4. Title and description of activity;
- 3.1.3.5. Instructor name and phone number;
- 3.1.3.6. Number of credits earned (credit hours, PDH's, CEH's, etc. in accordance with the criteria presented on Figure 3).

4.0 REFERENCE DOCUMENTS

- 4.1** State of Ohio Revised Code Chapter 4733.151.
- 4.2** State of Illinois Joint Committee on Administrative Rules Administrative Code, Title 68.
- 4.3** State of Michigan Professional Engineers – General Rules, Proposed Draft May 29, 2013

5.0 ATTACHMENTS

- 5.1** Figure 1 - Certificate of Completion of Continuing Professional Development Activity (template).
- 5.2** Figure 2 - Continuing Professional Development Activity Log.
- 5.3** Figure 3 - Continuing Professional Development Activity Requirements.

Figure 1 - Continuing Professional Development Activity Certificate of Completion

In recognition of successful completion of the following Professional Development Activity:

Activity Title:

Activity Date:

Provided By:

Provider Name and Address:

And

Instructor Name and Phone No.:

Was completed by:

Participant:

Who is awarded credit for completing

Number of Hours:

Hours of Professional Development Activity.

*I certify that the above Participant has completed the course and is entitled to CEHs as indicated _____
Signature of course provider here*

- Notes:
1. This certificate must be accompanied by a description or outline of the activity supplied by the Provider.
 2. This form is to be used to claim Professional Development Hours (PDHs) for attendance at an educational program, panel, or tutorial session.
 3. It is the responsibility of the attendee to select PDH activities that are relevant to the attendee's professional licenture, in accordance with their licensing agency's rules.
 4. It is the responsibility of the attendee to retain this record for their use in proving their attendance at the above noted activity. The provider does not plan to keep records of who attended what activity.

Figure 2 - Continuing Professional Development (CPD) Activity Log

All CPD activities and courses must be relevant to the practice of engineering or surveying and must include technical, ethical, or managerial content. Following is a list of common sources of CPD and how they convert to CE Hours:

Activity Source:	CE Hours
One university or college semester hour	45
One university or college quarter hour	30
One professional development hour (PDH)	1
One published paper, article, or book (Only in the calendar year it was published)	6
One year of service as a member of the state board of professional engineers or attending a state board of professional engineers meeting.	2
One patent awarded (Only in the year awarded)	10
One hour attendance at a qualifying internal seminar, conference, or workshop	1
One year of service as a mentor for an engineering student in a school-sponsored program	4
One contact hour of teaching a class for the first time (does not apply to full-time faculty)	1

There are three basic questions that will help you determine if a course, seminar, workshop, or other activity is acceptable as a CPD to earn CEHs:

- 1) Is the activity, course, or seminar relevant to the practice of engineering and does it include technical, ethical, or managerial content?
- 2) Is the provider of the course, seminar, or activity reputable and one that can demonstrate knowledge and expertise on the subject matter?
- 3) Does the provider supply a course outline and record of attendance? If not, you must be able to obtain a program description (official program flyer including description will suffice), the information required in the CPD Activity Log (Figure 3), and a filled-out certificate (Figure 1).

If the answer to these questions is "Yes," then the course will likely meet state licensing board CPD requirements.

Qualifying Professional Development Activities Include:

1. Successful completion of a college or university course in the area of engineering, related sciences, or engineering ethics or management;
2. Successful completion of engineering courses or programs in which CEH's are earned;
3. Attending program presentations at related technical or professional meetings;
4. Teaching, instructing, or presenting any of the above-mentioned activities;
5. Authoring papers or articles that appear in nationally circulated journals or trade magazines;
6. Receiving a patent for a product or process related to engineering;

Figure 3 - Continuing Professional Development Activity Log

All CPD activities and courses must be relevant to the practice of engineering and must include technical, ethical, or managerial content. This form is intended for use in tracking your CEH hours for personal records and should be supplemented by certificates of completion (where provided) or by the information required as part of the MSPE Recommended Procedure for Providing and Receiving CEHs (where certificates of Completion are not provided). Course summaries or Program Flyers may be attached to this form in lieu of a written description

NAME:

FOR CALENDAR YEAR:

DATE MM/DD	SPONSOR / PROVIDER	LOCATION: ADDRESS, CITY, STATE, ZIP	ACTIVITY TITLE, DESCRIPTION*	INSTRUCTOR: NAME, PHONE NO.	INSTRUCTOR QUALIFICATIONS	CEH* EARNED	DOCUMENTATION RECEIVED
FROM							
TO							
FROM							
TO							
FROM							
TO							
FROM							
TO							
FROM							
TO							

TOTAL CEH EARNED FOR CALENDAR YEAR:

* Course summaries may be attached to this form in lieu of a written description. ** See instructions on Figure 2 for credit equivalencies.