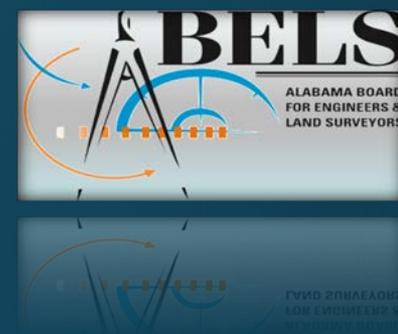
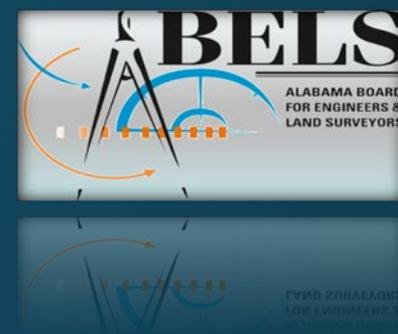


Alabama Board of Licensure for
Professional Engineers and Land Surveyors



**The Continuing Professional Competency
And the Dreaded “A” Word Webinar
will Begin at Noon (CST) on
October 5, 2016**



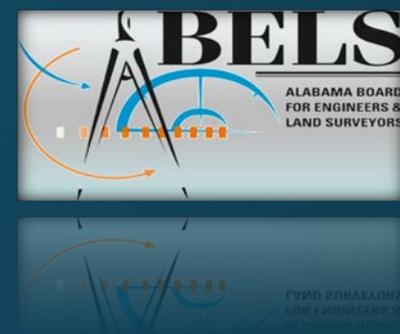
Continuing Professional Competency And the Dreaded "A" Word

Rick Huett

Assistant Executive Director

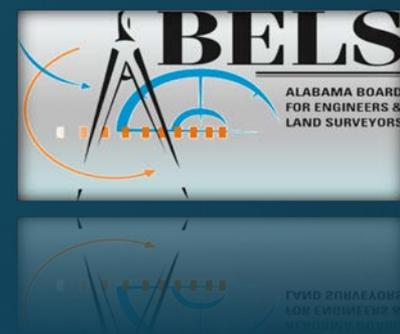
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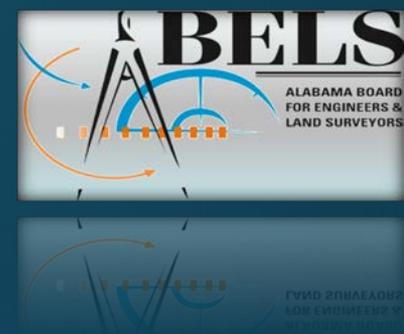
Purpose

In order to help safeguard life, health, and property, and to promote the public welfare, the practices of professional engineering and land surveying in Alabama require continuing professional competency in accordance with Code of Alabama 1975 Section 34-11-8 (a)(2) and this Rule.



Scope

Each in-state and out-of-state licensee shall be required to meet the continuing professional competency requirements of these regulations for professional development as a condition for licensure renewal. Continuing professional competency obtained by a licensee should maintain, improve, or expand skills and knowledge obtained prior to initial licensure or develop new and relevant skills and knowledge.

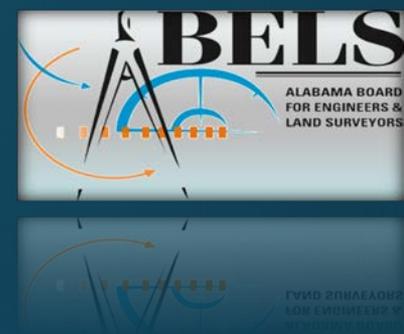


Definitions

Continuing Professional Competency

A process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work beyond your initial training.

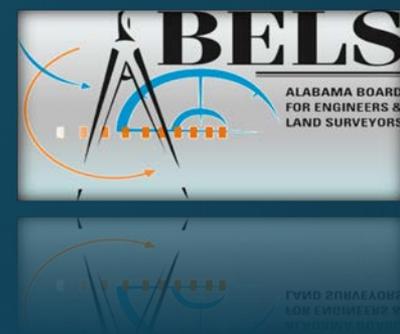
<http://www.jobs.ac.uk/careers-advice/managing-your-career>



Definitions

Professional Development Hour - A contact (clock) hour consisting of not less than 50 minutes of instruction or presentation and which further meets the requirements of these rules.

Sponsor - An individual, organization, association, institution, or other entity which provides an educational activity for the purpose of fulfilling the continuing professional competency requirements of this rule.



Requirements

To demonstrate that a licensee maintains an acceptable level of competency, the licensee must obtain the required Professional Development Hours (PDH) for the renewal period.

A licensee who has both a professional engineer license and a professional land surveyor license can cross claim PDH's when course material is applicable to both licenses.

PDH Credits May Include

- a. The carryover permitted,
- b. PDH earned during the previous renewal period after the date of submitting the previous renewal to the Board office,
- c. PDH earned during current year, and
- d. PDH earned in the following renewal period if renewing after renewal deadline.

PDH Credits Must Not

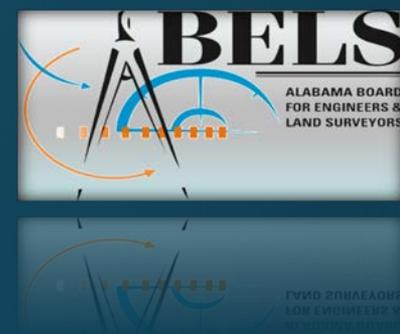
PDH must not be anticipated and cannot be used for more than one renewal period.

The number of PDH which may be carried forward into the next renewal period shall not exceed fifteen whether on an annual or biennial period.

CPC Activities Must Meet the Following Criteria

- (a) There is a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge.

- (b) The content of each presentation is well organized and presented in a sequential manner.



Criteria

- (c) There is evidence of preplanning which should include the opportunity for input by the target group to be served.

- (d) The presentation will be made by persons who are well qualified by education or experience.

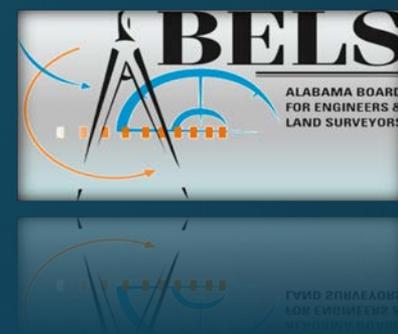
- (e) There is a provision for individual participant registration which will include information required for record keeping and reporting.

The Board Does Not Preapprove or Endorse Outside CPC Activities.

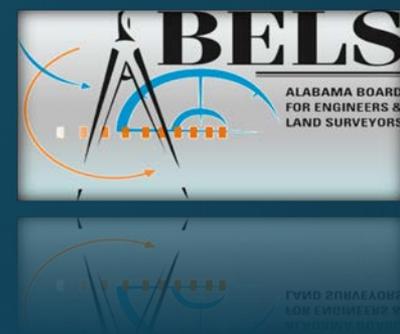
Activities that satisfy the professional development requirement include, but are not limited to:

- (a) completing or auditing college or university sponsored courses.
- (b) Successfully completing courses which are awarded continuing educational units (CEU).

CPC Activities



- (c) Successfully completing tutorials, short courses, correspondence courses, televised courses, or videotaped courses.
- (d) Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences.
- (e) Teaching, presenting, or instructing as described in (a) through (d) above.
- (f) Authoring published papers, articles, books, or accepted licensing examination items.



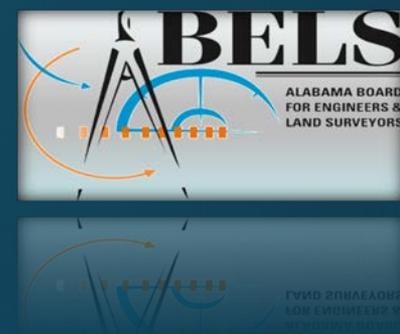
CPC Activities

- (g) Receiving a United States patent.
- (h) Actively participating in professional or technical societies as defined in 330-X-13.02(8)(f).
- (i) Serving the Board as a volunteer Technical Advisor as defined in 330-X-13.02(8)(g).
- (j) Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education students.



CPC Activities

All activities as described in (a) through (j) must be relevant to the practice of engineering or land surveying and may include **technical, ethical, or managerial content.**



Managerial

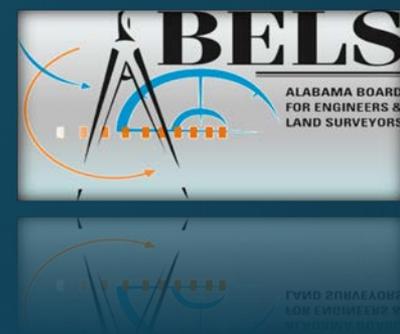
Is the course something that will benefit my current work assignment?

For example – I am also responsible for supervising, interviewing and hiring personnel for our firm

Possible courses: Legal, Leadership, etc.,

Conversion to PDH from other Units

- 1 University semester hour of credit 45 PDH
- 1 University quarter hour of credit 30 PDH
- 1 Continuing Educational Unit (CEU) 10 PDH
- 1 Hour of acceptable professional
development education 1 PDH



Credits

The Board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit. Credit for qualifying courses successfully completed which offer PDHs based on semester hours, quarter hours, or CEUs is as specified above. All other activities permit the earning of one PDH credit for each contact hour with the following exceptions:

(a) Successful auditing of university or college courses permits PDH credit of $\frac{1}{3}$ of the PDH value.



Credits

(b) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings can earn PDH credit at twice that of participants. **For non faculty - Teaching credit is valid only for the first offering of the course/presentation. Full-time faculty may not claim teaching credit associated with their regular duties.**

(c) Authorship of papers, articles, or books cannot be claimed until actually published. Receipt of a US patent cannot be claimed until the patent is actually awarded. Credit earned will equal preparation time spent not to exceed 10 PDH per publication or patent.

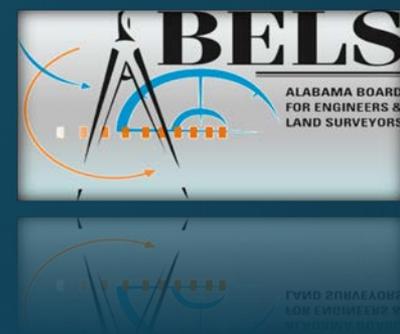


Credits

(d) For meeting the continuing professional competency requirements through correspondence, video, audio, or on-line courses, the course must require the participant to show evidence of completion.

(e) The Board will not accept self study, regular employment including repetitive teaching of the same course without updating course material, service club meetings, equipment demonstrations, membership on Boards or Committees, enrollment without attending the course, conversational language courses for personal use, and other activities not relevant to engineering or land surveying and not educational in nature.

Online Courses

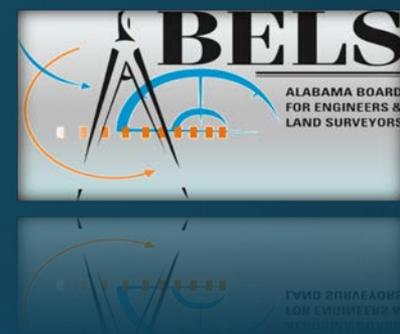


Recorded Online Content

A course that electronically delivers its content via the internet. There is no interaction with an instructor or presenter.

Live Online Webinars

A course that electronically delivers its content via the internet and is presented live. Participants may submit questions to the presenter during the webinar presentation.

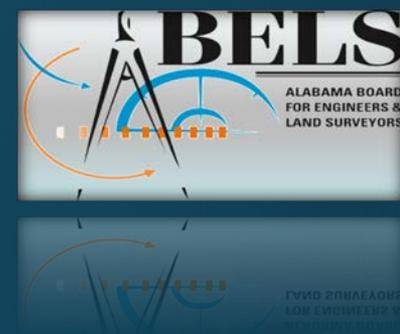


Credits

- (f) Credit for active participation in professional and technical societies (limited to 2 PDHs per organization), requires that a licensee serve as an officer and/or actively participate in a committee of the organization.
- (g) Credit for service to the Board as a Technical Advisor may be earned on an hourly basis not to exceed 10 PDH per year.

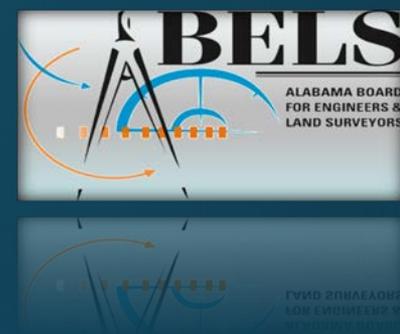
Exemptions

- A military licensee serving on active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) days in a renewal period shall be exempt from obtaining the professional development hours required during that period.
- A licensee employed as a professional engineer or professional land surveyor and assigned to duty outside the United States for a period of time exceeding one hundred twenty (120) consecutive days in a renewal period shall be exempt from obtaining the professional development hours required during that period.



Exemptions

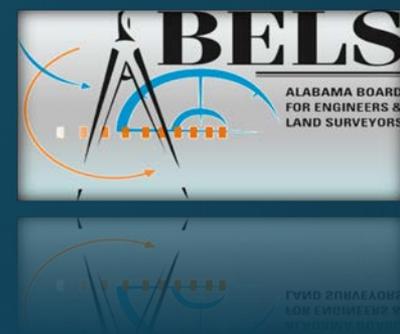
- A licensee who has experienced during the past year a serious illness or injury of a nature and duration which prohibited completing continuing professional competency requirements. Supporting documentation such as a letter from a physician must be furnished to the Board. This exemption, not to exceed one renewal period, is granted as specified by the Board.
- Licensees who list their occupation as Retired or Inactive and who certify that they are not currently practicing engineering or land surveying.



Audit

Section 330-X-13-.02(14) of the Administrative Code states the Board will conduct a random audit of renewals submitted for compliance with the continuing education requirements.

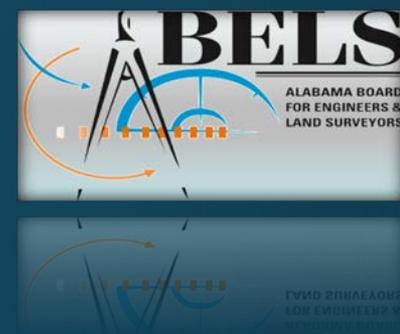
The Board conducts an audit of 5% of licensees in "active" status.



Is Random Fair?

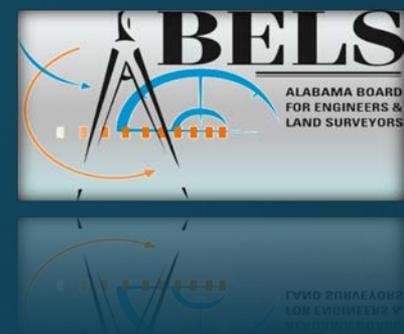
A P.E. selected for audit inquired as to how individuals are selected. When advised its random selection he felt this was unfair since some licensees may never be audited.

He felt the Board should audit every licensee (A certain number each year) starting with the lowest number until the newest licensee has been audited.



Audit

- Those licensees selected for audit will be notified and will be required to provide the documents as outlined.
- Failure to respond within 60 days of notification will result in a temporary license suspension, and the license will remain suspended until the audit requirements are met.
- Falsification of documentation is grounds for disciplinary action.

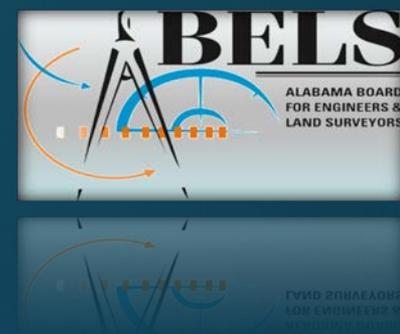


Records

The responsibility of maintaining records used to support credits claimed is the responsibility of the licensee. These records must be maintained for a period of four years and copies must be furnished, if requested, to the Board for audit verification purposes. These records should not be furnished with the renewal application.

Records Needed for Audit

- A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned.
- Attendance verification records in the form of completion certificates.
- These records must be maintained for a period of four years and copies must be furnished, if requested, to the Board for audit verification purposes.



Renewal Log

- A common problem encountered during the audit process is that individuals provide documents that are not identified as PDH activities on their renewal application.
- While the audit only requires proof of completion of 15 PDH, when the log and the documents agree the process goes faster and requires less work by staff.

Carryover PDH

Individuals are allowed to carry over a maximum of 15 PDH to the next renewal cycle.

This sometimes requires the submission of PDH documents over multiple renewal periods.

Example

- A P.E. reports 30 PDH during the 2014 renewal process. 15 of the 30 PDH are then carried over to the 2015 renewal cycle.
- In 2015 the P.E. reports 7 PDH. The 7 PDH are added to the 15 PDH carryover total from 2014 for a total of 22 PDH, and the new PDH carryover for 2015 is 7 PDH.
- In 2016-2017 the P.E. reports 10 PDH which is added to the 7 PDH from 2015 for a total of 17 PDH. This results in 2 PDH to be carried forward to the 2018-2019 renewal cycle.
- The P.E. is selected for audit of his 2016-2017 reported PDH activities. Therefore the P.E. must provide documents that show the 10 PDH reported in 2016-2017 and the PDH reported on the 2015 renewal.

Continuing Education Activity Log

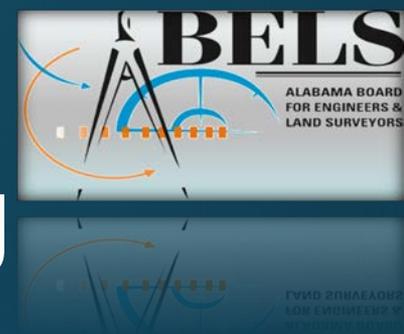
- Enter the courses you obtain throughout the year once you have completed them. Login and check the information at any time. If you renew your license online, the activities will automatically be reflected on your continuing education page during the license renewal process.
- <http://www.bels.alabama.gov/ContinuingEducation.aspx>

NCEES – CPC Tracking

- You can conveniently track and report your CPC activities for free through your [MyNCEES](#) account.
- How to track your CPC courses and requirements
- Identify the [state licensing board\(s\)](#) for which you would like to track CPC requirements. Log into your [MyNCEES](#) account and select CPC Tracking to select the appropriate state licensing boards and enter renewal period information for each.

NCEES – CPC Tracking

- Enter CPC course information
When you complete a continuing education course, add the course information and corresponding professional development hours (PDH). Supporting documentation can be uploaded to your account and the course and PDHs will be applied to the appropriate states.
- Track your progress
View a side-by-side comparison of the state's requirements and your completed CPC courses.
- Transmit your completed CPC report
Send your CPC transcript electronically to a state licensing board. Check with your state licensing board for specific requirements



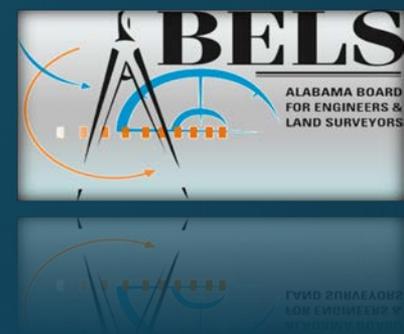
NCEES – CPC Tracking

As of August 25, 2016

500 individuals have created an account, and have uploaded over 3,000 documents.

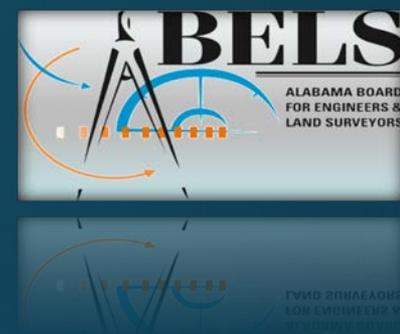
Disallowance of Claimed PDH

If the Board disallows a claimed PDH credit after the renewal has been processed, the licensee will have 180 days after notification to substantiate the original claim or to earn other credit to meet the minimum requirement.



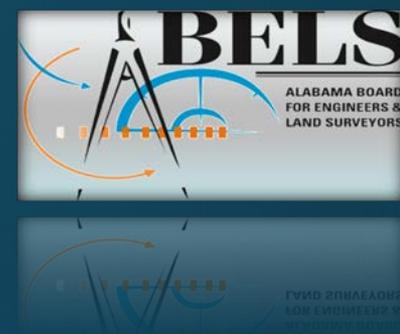
Questioned Activities

- Flying lessons
- Languages
- Teaching of intermediate algebra
- Preparation to testify as an Expert Witness
- Participation in Mentoring program for 7th and 8th graders
- Membership on committees
- P.E. attending (ethics and contract) courses developed for P.L.S.
- Taking of the Structural II Exam - if so, how many hours could be claimed regardless of pass or fail
- LEED AP examination and exam preparation time



2016 CPC Audit

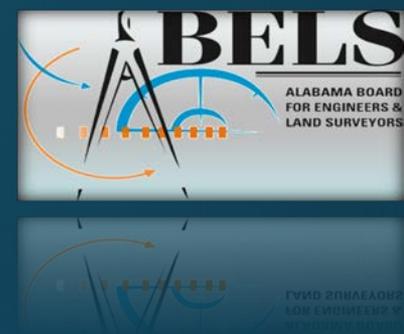
- 665 Individuals selected for audit.
- 29 Exempted based on being newly licensed.
- On February 16, 2016, emails were sent to 636 individuals advising them of their selection for audit, and requesting they provide the supporting pdh documents prior to April 1, 2016.
- All licensees selected were compliant.



Investigations

Since October 2003 the Board has initiated **70** audit related complaint investigations. The complaints concerned **50** out of state licensees, and **20** in-state licensees. The investigations resulted in the following:

- **45** Formal disciplinary actions (5 revocations)
- **11** Letters of reprimand
- **9** Letters of caution
- **5** No action taken

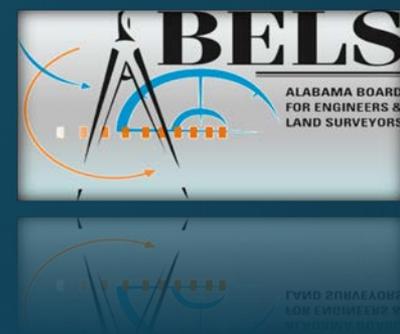


Audit Continued

(a) Those licensees selected for audit will be notified and will be required to provide documents outlined in Administrative Code.

(b) Failure to respond within 60 days of audit notification will result in a temporary suspension of the license and the license will remain suspended until such time as the audit requirements are met.

(c) Falsification of documentation is grounds for disciplinary action.



Audit Continued

Investigation initiated – notice mailed to subject via regular and certified mail.

Response due in 15 days.

Investigation can result in no action, or a formal or informal disciplinary action.

Past Formal Actions

- Fine - \$200 - \$1,000
- Probation – 6 months to 1 year
- Public Record

Past Informal Actions

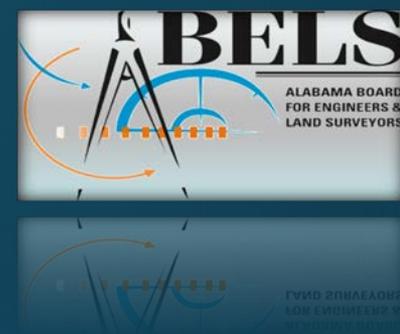
- P.E. initially failed to respond to the Board after being notified he had been selected for audit
- When selected for audit P.E. notified the Board she had inadvertently only obtained seven professional development hours instead of the required fifteen.
- When selected for audit P.E. requested his license status be changed to inactive (Did not wish to put forth effort to provide documents)



Audit Changes Beginning With the 2018-2019 Renewal Cycle

Individuals selected for audit will be notified in August 2017 that they must submit documents regarding the PDH activities they will report on their renewal application prior to renewing their license.

They will not be able to renew their license until the documents have been provided.



Questions

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