**Providing Professional Development Hours for Educational Activities**

This document describes general guidelines for identifying educational activities for PDH designation, meant to serve as a useful resource to ASCE Sections and Branches.

**What qualifies for PDH credit?**

The NCEES Continuing Professional Competency (CPC) Guidelines (2017) serves as a framework. The CPC Guidelines provide best practices for state licensing boards that have CPC requirements for licensees. Key points on characteristics of qualifying activities:

* designed to strengthen or maintain competency in technical, managerial (business), or ethical fields
* clear purpose and objective that will maintain, improve or expand the skills and knowledge relevant to the licensee’s field of practice
* additional attributes of quality CPC are found on p. 6 of the [NCEES Continuing Professional Competency (CPC) Guidelines (2017)](https://ncees.org/wp-content/uploads/CPC-Guidelines-2017-final.pdf)
* qualifying activities are found in the [NCEES Model Rules](https://ncees.org/wp-content/uploads/Model_Rules_2019_web.pdf) (p.16)
* 1 contact hour of instruction or presentation = 1 PDH; the general understanding is that short-term breaks are permissible as long as a minimum of 50 minutes of presentation/ participation per hour is undertaken. Further detail is on p.2 of the CPC Guidelines.

ASCE follows these guidelines in consideration of issuing PDH credits/certificates. However, it is the licensing jurisdictions that have the ultimate say in whether they accept PDH credits based on their own policies and procedures. Information can be found at: <https://ncees.org/state-links/>. Additionally, individuals are on their own to declare their PDHs in a truthful manner to their licensure boards.

**Provider Status**

State licensing boards may require IACET and/or RCEP provider status. If so, that status must be maintained by the section or branch. If a state licensing board accepts PDHs because a Section or Branch is affiliated with ASCE headquarters, the Section/Branch activity must comply with the NCEES CPC Guidelines and the appropriate state licensing requirements.