



## **VOLUNTARY CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAM**

**Adopted by the Board of Registered Professional Geologists  
on December 10, 2002**

### **1. Introduction**

- a. The purpose of the Voluntary Continuing Education and Professional Development Program is to give recognition to those registrants who have made a determined effort to maintain and demonstrate a continuing level of competency as a Registered Professional Geologists in order to safeguard life, health and property and to promote the public welfare.
- b. The Board of Registered Professional Geologists recommends that every registrant meet the continuing professional competency requirements as set forth in these regulations for professional development.

### **2. Enrollment Requirements and Registrant Recognition of Participation**

- a. Every registrant who formally notifies the Board in writing that they wish to participate in the Voluntary Continuing Education and Professional Development Program will be enrolled. Each registrant signifying their participation is bound to adhere to the terms and conditions as set forth by the guidelines contained herein as well as their obligations and conduct related specifically to Board Rule 3.0 - Code of Ethics/Professional Conduct.
- b. Each registrant so signifying their enrollment in the Voluntary Continuing Education and Professional Development Program will have their participation duly recorded in the Roster of Registrants, the Board's data base. Further, each registrant's participation in the program will also be so signified and provided on the Board's web site listing of Registered Professional Geologists.

**2. Definitions** - Terms used in this section are defined as follows:

- a. Professional Development Hour (PDH) - a contact hour (nominal) instruction/or presentation. The common denominator for other units of credit.
- b. Continuing Education Unit (CEU) - Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in a continuing education course.
- c. College/Unit Semester/Quarter Hour - Credit for college course
- d. Course/Activity - Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the registrant's field of practice and not limited to technical study.

**3. Guidelines for participation in the Voluntary Continuing Education Program:**

- a. Every Registered Professional Geologist participating in the Voluntary Continuing Education Program is required to obtain 12 PDH units per year or 24 PDH units per biennial license renewal period.
- b. Every registrant is required to obtain at least 1 PDH unit of ethics training during the renewal period year.
- c. While professional development courses or activities are not limited to technical study, not less than half of the PDHs claimed should address technical competency.
- d. If a registrant exceeds the annual requirement in any one year renewal period, a maximum of 12 PDH units may be carried forward into the subsequent renewal period.
- e. PDH units may be earned as follows:
  - (1) Successful completion of college courses.
  - (2) Successful completion of continuing education courses.
  - (3) Successful completion of correspondence, televised, videotaped, electronic and other short courses/tutorials.
  - (4) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.
  - (5) Teaching or instructing in (1) through (4) above.
  - (6) Authoring published papers, articles, or books.
  - (7) Active participation in professional or technical societies.

**4. Units** - The conversion of other units of credit to PDH units is as follows:

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|----|---|--------|
| a. | 1 College or unit semester hour   | 15 PDH |
| b. | 1 College or unit quarter hour  | 10 PDH |
| c. | 1 Continuing Education Unit   | 10 PDH |
| d. | 1 Hour of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions, or conferences | 1 PDH  |
| e. | For teaching apply multiple of 2 (teaching credit is valid for teaching a course or seminar for the first time only)                                  |        |
| f. | Each published paper, article or book   | 10 PDH |
| g. | Registration in professional and technical society (1 PDH per organization with a maximum of 5 PDHs)  | 1 PDH  |

**5. Determination of Credit**

- a. Credit for college or community college courses will be based upon course credit established by the college.
- b. Credit for qualifying technical luncheons, 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 publishing activities is the responsibility of the registrant (subject to review as required by the Board.)
- d. Credit for active participation in professional and technical societies, limited to 1 PDH per organization with a maximum of 5 PDHs, requires that a registrant serve as an officer and/or actively participate in a committee of the organization or be a current/active member of the organization.
- e. The Board of Registered Professional Geologists has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

## 6. Record Keeping and Audits Required for Participation in Program

- a. The responsibility of maintaining records to be used to support credits claimed is the responsibility of the registrant.
- b. Records required include, but are not limited to:
  - 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned;
  - 2) attendance verification records in the form of completion certificates, fee payment receipt or other documents supporting evidence of attendance.
- c. These records must be maintained for 3 years. Copies may be requested by the board for audit verification purposes and must be submitted within thirty (30) calendar days of the Board's request.
- d. The Board may audit up to 5% of registrants per year for submission of their PDH documentation.

## 7. **Exemptions** - A registrant may be exempt from the professional development educational requirements for one of the following reasons:

- a. New registrants by way of examination or comity shall be exempt for their first renewal period.
- b. A registrant serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year shall be exempt from obtaining the professional development hours required during that year. Supporting documentation must be furnished to the Board.
- c. Registrants experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board.