

ADDITIONAL INFORMATION

- You must maintain pdh records for four years.
- 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.
- Carryover hours can be used to meet the audit requirement, however you must be able to provide the PDH documentation of those hours.
- Disallowance - If a reported course is disallowed after the renewal has been processed, you will have 180 days after notification to substantiate the course, or to earn other credit to meet the minimum requirement.
- Placing your license in retired or inactive status after selection for audit will not relieve you of the obligation to meet the audit requirements.
- Failure to respond to the audit notice within 60 days, or to provide documents that support the completion of the required PDH, may lead to a disciplinary action. Disciplinary actions are reported to a national database and could impact your license(s) in other states.



our CONTACTS

PHYSICAL ADDRESS

100 N. Union Street Suite 382
Montgomery, Alabama 36104

OFFICE HOURS

7:30—4:30

Telephone Numbers

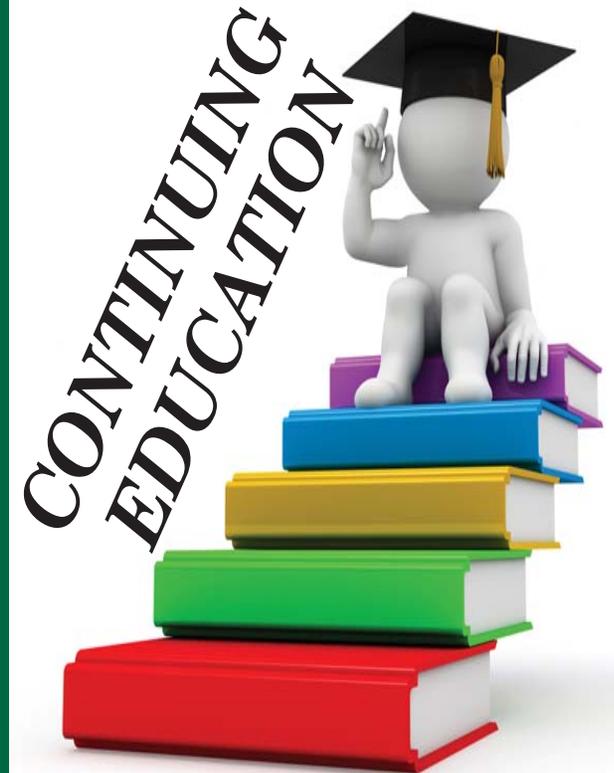
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ALABAMA BOARD OF LICENSURE
FOR PROFESSIONAL ENGINEERS AND
LAND SURVEYORS



THE GOOD,
THE BAD,
THE MANDATORY



CONTINUING EDUCATION

The purpose of the continuing education requirement for professional engineers and land surveyors is to help safeguard life, health, property and to promote the public welfare. The requirements are outlined in the Administrative Code which can be found on the Board's website. Some of the key criteria to remember when determining if you should attend a pdh activity include the following:

- (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.
- (c) There is evidence of preplanning which should include the opportunity for input by the target group to be served.
- (d) The presentation or class will be made/taught by persons who are well qualified by education or experience.
- (e) In the Code, there is a provision for individual participant registration which will include information required for record keeping and reporting.

There are various forms of reporting the number of credits earned for activities, with the most common being the professional development hour (PDH). A pdh is a contact (clock) hour consisting of not less than 50 minutes of instruction or presentation. The minimum acceptable fraction of a PDH will be .5 which is equivalent to 30 minutes of instruction time.



THE AUDIT SECTION

The Board conducts a random audit of the pdh reported on license renewals for compliance with the continuing education requirements.

If selected for audit of your PDH you will receive notice from the Board requesting documents showing completion of the courses you attended.

The documents should be (1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and (2) attendance verification records in the form of completion certificates showing PDH credits earned.

Acceptable Documents

1. Certificates of training containing date of training, course name, firm providing training, PDH hours earned, name of student, signature of firm representative confirming student attendance or completion of course. (Preferred method)

2. In-house programs, workshops, society or technical meetings, web conference training, conventions, that were attended or taught that do not provide a certificate must provide a letter or email that contains name of the trainee or teacher, course(s) name, date(s), course attended or taught, PDH earned.
3. University or college transcript for class work completed during renewal period.
4. Authorship of papers, articles, or books after being published.
5. US patent documents after the patent is actually awarded.

Unacceptable Documents

1. Payment invoices for webinars, seminars, and training courses without any additional documentation confirming attendance and PDH hours earned.
2. Schedule of events from in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences without any additional documents confirming attendance and PDH hours earned.
3. Sign in log of attendance of a training course, web conference, society / technical meeting without documents confirming PDH hours earned and course of instruction.
4. Airplane tickets, hotels reservations, rental car receipts and seminar fee receipt without any additional documentation.
5. Lunch and learn receipts but no additional documents concerning confirmation of attendance and PDH hours earned.