

## PDH Hours: How Do You Defend Them if Audited?

The continuing education requirement for Alabama licensees is currently set at 15 professional development hours (PDH) annually. This is the level recommended by NCEES. Some variance has been granted in the past for age and comity with states having lesser requirements, but these variances were discontinued beginning with the 2006 licensing cycle. Currently there are no exceptions to the 15 PDH requirement.

To amplify the importance of PDH to Alabama licensees, the Board increased auditing of PDH in 2006 to include a greater number of licenses than ever before. Simply put, the possibility of your being audited has increased considerably.

The current renewal form asks the licensee to state that he or she has met the 15 hour requirement without providing further detail. The maximum of 15 hours can be carried over to the following year, but cannot be carried further.

If you are notified of an audit, how do you provide evidence that you have completed the PDH requirement? Here are 10 recommendations (and there are many more):

1. Signed certificates or transcripts attesting to your attendance and completion.
2. An official receipt for the course.
3. Your name (and license number if possible) on a master list certified by someone in responsible charge of the PDH opportunity.
4. A copy of the meeting, convention, or other occasion that incorporated the PDH opportunity, with the PDH sources highlighted and noted.
5. A copy of a flier advertising the course and your course notes attached.
6. Having other licensees attest to your attendance at a PDH opportunity.
7. Attending BELS and NCEES opportunities for PDH.
8. Attending widely-advertised NSPE, ASPE, and technical society functions that offer PDH.
9. Providing detailed notes of PDH opportunities, subject content, time duration, and other evidence to prove your attendance.
10. Individual examination scores.

Please remember that the PDH requirement is there to motivate you in maintaining currency on matters that relate to your professional practice. PDH currency isn't just a numbers game, although many believe this and give it short shrift.

The positive or negative impact of PDH on your career is in your hands. Since they are a requirement for continued licensure, why not make the most of them?

