

FACT SHEET

Professional Engineer Professional Development Facts

What is Required?

- All licensed Professional Engineers are required to obtain 30 Professional Development Hours (PDH) in each renewal period, beginning with the renewal period running from December 1, 2003 through November 30, 2005 (50 minutes of instruction = 1 PDH).
- The hours must be earned during the renewal period (there are no "carry over" hours from one renewal period to the next).

Who is Subject to the Requirements?

- All professional engineers licensed by the State of Illinois must meet the requirements.

Exceptions include:

- A professional engineer is not required to fulfill the PDH requirements in his first renewal period.
- Professional engineers licensed by the State of Illinois but residing in another state may use the professional development requirements in his home state if they are substantially equivalent to those of Illinois.
- Individuals may seek a waiver of the PDH requirements prior to the renewal deadline for undo hardships, including full time service in the Armed Forces, extreme illness, or significant physical inability to travel.

Who are the Qualified Providers?

- Illinois Society of Professional Engineers
- National Society of Professional Engineers
- National Council of Examiners for Engineering and Surveying
- Consulting Engineers Council of Illinois
- Colleges, Universities or other Educational Institutions
- Technical or Professional Societies or Organizations Relating to Professional Engineering (i.e. ASCiE)
- Other Technical or Professional Societies or Organizations (including Manufacturers)

How do I report my PDHs?

Professional Engineers will be required to certify on their renewal application that they are in compliance with the PDH requirements.

PEs are required to maintain a record of their professional development hours for a period of six years. Recommended formats include:

- Maintaining a record including the name & address of the provider, the hours for each program, the date and place of the program, and a certificate of attendance if available.
- Maintaining a log of activities that includes the date and number of hours claimed as PDHs, a statement on the subject matter, printed program schedules, agendas, and/or minutes, registration receipts or other proof of participation;
- Records of professional development hours maintained by an acceptable provider.

CONTINUING EDUCATION PROFESSIONAL DEVELOPMENT

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What Activities Qualify for how Many PDHs?

All professional development activities must:

- Contribute to professional skills and/or scientific knowledge relevant to the practice of professional engineering;
- Enhance the practice and values of professional engineering, related sciences and engineering ethics;
- Be developed and presented by persons with education and/or experience in the subject matter of the program.

Activity	PDH	Additional Qualifiers
College Course - Successful completion of college or university course in professional engineering, related sciences or engineering ethics	1 Semester Hour = 15 PDHs 1 Quarter Hour = 10 PDHs	
Professional Engineering Courses - Successful completion of professional engineering courses or programs in which professional develop hours are earned	1 Hour = 1 PDH	
Seminars & Workshops - Professional engineering programs, seminars, tutorials, workshops, short courses, on-line or in-house courses.	1 Hour = 1 PDH	Self study courses must have an examination graded by the sponsor.
Professional Meetings - Attending program presentations at related technical or professional meetings	1 Hour = 1 PDH	
Teaching - Teaching or Instructing (does not apply to faculty in the performance of regular assigned duties)	1 Hour Teaching = 2 PDHs	Only valid for teaching a course or seminar the first time.
Papers & Presentations - Authoring papers or articles that appear in nationally circulated journals or trade magazines or presented to a professional society or organization	Maximum of 10 PDHs per paper or presentation	10 total PDHs in this category per renewal period
Patents - Receiving a patent within the renewal period	10 PDH per patent	1 patent per renewal period
Society Involvement Active participation on a committee or holding an office in a professional or technical society	2 PDH per Committee or Office	Maximum of 8 PDHs per renewal period
Continuing Education Units An approved Continuing Education Course.	1 CEU + 10 PDHs	

Unfortunately, the Department of Professional Regulation will not pre-certify courses as qualifying as appropriate PDHs, so use prudence when selecting your activities.