

CEU / PDH INFO

CONTINUING EDUCATION UNIT (CEU) / PROFESSIONAL DEVELOPMENT HOUR (PDH) INFORMATION

Requirements for licensure and registration vary among states. Please check your state's requirements whether this program qualifies for continuing education units or professional development hours.

STATE OF MINNESOTA REQUIREMENTS:

<http://www.aelslagid.state.mn.us/ceform.pdf>

FIND OTHER STATE'S LICENSING BOARDS HERE:

<http://www.ncees.org/fundamentals/licenseboard.shtml>

CONTINUING EDUCATION REQUIREMENTS

The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design successfully obtained continuing education requirements in the 1999 Legislative Session. This statute will be effective August 1, 1999. The Board requires architects, professional engineers, land surveyors, landscape architects, geoscientists, and interior designers licensed or certified by this board must obtain 24 professional development hours during each two-year period of licensure or certification identified in section 326.105. Professional development hours means contact hours consisting of not less than 50 minutes each of instruction or presentation meeting the continuing education courses and activities criteria. The 24 professional development hours must be satisfied during the two-year period prior to biennial renewal except for a carryover permitted from the previous renewal period, which must not exceed 50 percent of the biennial requirement of professional development hours.

Dual license or certificate holders who have obtained a license or certificate for two professions must earn professional development hours required by the license or certificate requiring the greatest number of professional development hours and must obtain in each profession a minimum of one-third of the total professional development hours required. The remaining one-third requirement may be obtained in either profession at the sole discretion of the licensee or certificate holder.

PROGRAMS AND ACTIVITIES

Continuing education must consist of learning experiences which enhance and expand the skills, knowledge, and abilities of practicing professionals to remain current and render competent professional services to the public. Practitioners may pursue technical, nontechnical, regulatory, ethical, and business practice needs for a well-rounded

education provided the education directly benefits the health, safety, or welfare of the public. Continuing education activities which satisfy the professional development requirement include, but are not limited to, the following:

- (1) completing or auditing college-sponsored courses;
- (2) completing self-study college or noncollege sponsored courses, presented by correspondence, Internet, television, video, or audio, ending with examination or other verification processes;
- (3) participation in seminars, tutorials, televised or videotaped courses, or short courses;
- (4) attending self-sponsored and prepared in-house educational programs;
- (5) completing a study tour with a structured program resulting in a written or visual presentation by the licensee or certificate holder;
- (6) presenting or instructing qualifying courses or seminars. Professional development hours may be earned for preparation time for the initial presentation;
- (7) authoring published papers, articles, or books. Professional development hours earned may equal preparation time spent, may be claimed only following publication, and shall be given for authorship or presentation, but not for both;
- (8) participating in professional examination grading or writing. A maximum of five professional development hours per biennium may be applied from this source;
- (9) providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service. A maximum of ten professional development hours per biennium may be applied from this source; and
- (10) patents, after they are granted, for a credit of ten professional development hours.

CRITERIA

Continuing education courses and activities must meet the following criteria:

- (1) There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge.
- (2) The content of each presentation must be well organized and presented in a sequential manner.

(3) There must be evidence of preplanning which must include the opportunity for input by the target group to be served.

(4) The presentation must be made by persons who are well qualified by education or experience.

(5) There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting.

FOR MORE INFORMATION, CHECK THIS SITE: <http://www.aelslagid.state.mn.us/>