

**ACEC/MASSACHUSETTS POLICY on  
Professional Development Hours and forms provided  
for certain ACEC/MA Programs and Courses**

*(Earlier version approved by ACEC/MA Board on 3/25/10; RCEP Status Granted to ACEC/MA 4/2013)*

**INTRODUCTION**

This statement of policy has been adopted by the Board of Directors of the American Council of Engineering Companies of Massachusetts (ACEC/MA) to provide guidelines for tracking and providing forms for Professional Development Hours (PDHs) to participants in certain ACEC/MA educational programs and courses.

**Background:**

Professional Engineers and Professional Land Surveyors (PLSs), on a voluntary or mandated basis, attend continuing professional education for licensure renewal in many states to ensure their awareness of current regulations and competency in professional practice. As the Massachusetts Board of Registration starts to examine how it may establish regulations for continuing education for licensure renewal, ACEC/MA is establishing a policy about how it will handle its education programs and the provision of PDH receipts.

Continuing professional education for licensed engineers and surveyors is measured in Professional Development Hours (PDHs). A PDH is one contact hour of instruction or presentation. Ten PDHs equal one Continuing Education Unit (CEU).

In many states, Professional Engineers (and PLSs) are required to certify on their renewal application that they are in compliance with the PDH requirements. They are often required to maintain a record of their professional development hours for a period of six or more years.

Recommended formats include:

- Maintaining a record including the name and 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; and/or
- Utilizing records of professional development hours maintained by an acceptable provider.

The individual licensee is responsible for maintaining his/her records to be used to support credits claimed. ACEC/MA will not retain records for these events beyond a sign-in sheet for the required period.

**RCEP PROCEDURES**

ACEC/MA will follow the procedure required by RCEP (Registered Continuing Education Program) to assist Professional Engineers and Professional Land Surveyors that attend certain of its educational programs.

- A. Each program will be reviewed by the Program Committee or the Leadership Education Committee as appropriate to determine whether it is appropriate to offer PDHs and the amount to be offered for a particular program in accordance with the Guideline, dated 3/25/10, established by the ACEC/MA Board of Directors. If PDHs are to be offered, they will be listed on the promotional materials for the program along with the RCEP logo. PDHs offered by

ACEC/MA will not be (eligible) in NY, FL or any other state requiring pre-approval, unless ACEC/MA has sought and received this pre-approval in advance.

- B. At the beginning of each applicable program, each person who would like to receive a PDH receipt must sign into the program on an official ACEC/MA-supplied sign in sheet and sign out at the end. If eligible for PDHs, the attendee's information will be uploaded to the RCEP Website. If the attendee has a preexisting RCEP subscription, the PDHs will be in the subscription record. If the person does not currently have a subscription, the RCEP system will send an email stating a free subscription has been created along with login instructions to access the new subscription.
- C. ACEC/MA, through The Engineering Center Education Trust (TECET), will keep the sign-in form only in electronic form for seven years and will enter the final data about attendees into its association management database. ACEC/MA will not retain records for these events beyond those specified above. The RCEP system will retain certificates of completion and are available for attendees indefinitely.
- D. The Board of Directors shall have final approval on any changes to this policy.

### **ACEC/MA Programs and Courses PDH Eligibility Guideline (Dated 3/25/10)**

ACEC/MA educational activities eligible for PDHs shall fall under one of the following three categories:

- **Health, Safety, and Welfare Including Core Technical**  
Content is directly applicable to the design, operation, application, or maintenance of engineered systems, products, buildings, or structures. This area includes all technical topics related to the protection of the health, safety, and welfare of the public.
- **Business Practices**  
Content is associated with legal, contractual, and financial issues as they relate to professional engineering and/or land surveying practice.
- **Ethics**  
Content is related to the ethical obligations of professional practice and the required knowledge to form a solid ethical framework for sound decision-making.

### **Requirements**

- Activities must have a clear purpose with relevant learning objectives.
- Activities must be current, technically accurate, and effectively designed.
- Individuals qualified in the subject matter must develop activities.
- Individuals qualified in the subject matter must deliver activities.
- Activities must be unbiased and not promote or market a particular company's products or services during the educational content of the activity.
- Activities must be reviewed periodically and updated as necessary.
- Activities must include a development or revision date.
- Activities must be at least 1 professional development hour (PDH) in length, which is defined as a contact hour (nominal) of instruction or presentation.