

**ANNUAL PROFESSIONAL DEVELOPMENT CREDIT REPORTING**

FORM For period of 01/01/\_\_\_\_ to 12/31/\_\_\_\_

Each BCEE, BCEEM or BCES is required to obtain a combined total of 40 Professional Development Hours (PDHs) every two years. The categories of continuing professional development activities are: Professional Work Experience, Teaching, Education and Other Professional Development. BCEE, BCEEMs, or BCESs have the option of successfully completing the Oral Examination in their certified specialty every two years in lieu of accumulating PDHs to maintain certification. If more than 40 PDHs are earned in any two-year certification period, up to 20 PDHs may be carried over into the succeeding two-year certification period.

NAME: \_\_\_\_\_  
(Please Print)

Specialty(ies) in Which You Are Certified:

**Environmental Engineering:** \_\_\_\_\_ | **Environmental Science:** \_\_\_\_\_

*Complete only Name, Specialty(ies), Signature & Date on printed final copy of this page (Sheet 1); enter PDH credits earned from Sheet 2 CEUs (AMPLIFICATION FORM on reverse side). On the AMPLIFICATION FORM, enter credit item no., names of courses, sponsors, locations, dates, (if granted), and PDH Item no. (corresponding to Item no. on this page).*

**PROFESSIONAL WORK EXPERIENCE IN ENVIRONMENTAL ENGINEERING OR SCIENCE** **PDHs**

Item 1. Professional Work Experience (including teaching for full-time faculty) – 12 PDH/year (12 mos) of full-time relevant employment ..... \_\_\_\_\_  
*Pro-rate according to actual employment duration if less than one year of work performed e.g. semi-retired person doing 3 months equivalent work per year would earn 3.0 PDH OR consulting work performed for 3 summer months by full-time environmental engineering or science –faculty member would earn 3.0 PDH in addition to credit for teaching experience.*

**Total PDHs – Professional Work Experience** ..... \_\_\_\_\_

**TEACHING EXPERIENCE IN ENVIRONMENTAL ENGINEERING OR SCIENCE**

Item 2. Courses taught by NON-FULL TIME faculty, first time offered – 15 PDH per 3 credit-hour course; Repeat of updated course – 9 PDH/course repeated ..... \_\_\_\_\_

Item 3. Mentoring experience – 2 PDH per student per semester/term ..... \_\_\_\_\_

**Total PDHs – Teaching** ..... \_\_\_\_\_

**EDUCATION\***

Item 4. College or University Courses Completed –15 PDH per 3 credit-hour course ..... \_\_\_\_\_

Item 5. Correspondence or Short Courses Completed – 10 PDH/CEU ..... \_\_\_\_\_

Item 6. Seminars, Symposia, Workshops, Lectures, Continuing Education Meetings Attended – 1.0 PDH/hr., if presenting 2.0 PDH/hour ..... \_\_\_\_\_

Item 7. Relevant Conference Attended – 1.0 PDH/hr. of each one-day session attendance ..... \_\_\_\_\_

Item 8. ABET Curricula Accreditation Visits – 10 PDH/Visitor or 6 PDH/Observer per visit..... \_\_\_\_\_  
*\*Related to environmental engineering or science practice.*

**Total PDHs – Formal Courses Attended**..... \_\_\_\_\_

**OTHER PROFESSIONAL DEVELOPMENT**

Item 9. Equipment exhibitions – 2 PDH per day as either visitor or exhibitor ..... \_\_\_\_\_

Item 10. Sabbatical or leave of absence for environmental engineering or science study or research 10 PDH per month of relevant effort ..... \_\_\_\_\_

Item 11a. Preparation and presentation of environmental engineering or science-related paper; 10 PDH as presenter, 5 PDH as co-author of presentation..... \_\_\_\_\_

Item 11b. Preparation and publication of environmental engineering or science-related paper, 25 PDH as sole author, 15 PDH as co-author, or 5 PDH when 3 or more co-authors, if peer reviewed; for non-peer reviewed paper, use 20% of peer reviewed paper PDHs; 1 PDH per 8 hours peer review efforts ..... \_\_\_\_\_

Item 12. Professional Society or Advisory Committee Work in relevant environmental professional organization – 15 PDH as Committee Chair/year; 4 PDH per service as Committee Member per year, OR 4 PDH per service on Board of Directors or as an officer of a qualifying environmental professional organization, OR 4 PDH per service as member of an examination panel for an accredited certification or specialty certification program..... \_\_\_\_\_

Item 13. AAES Committee work as Vice/Deputy/Co-Chairs and State Representatives, 7 PDH per year. As a member of AAES examination panel of an accredited certification or specialty certification program – 0.5 PDH per interview ..... \_\_\_\_\_

Item 14. Author of published environmental book – 40 PDH for sole author; pro-rate if co-author/contributor based on number of contributors; minimum of 5 PDH for book chapter; editor of book or conference proceedings – 10 PDH/book pro-rated if more than 1 editor..... \_\_\_\_\_

Item 15. Self Study, e.g. reading technical papers, books, etc., outside normal function – 1 PDH/30 hours of self study with credit limited to maximum of 180 self study hours/year (verification document req'd.) for > 4 PDH)..... \_\_\_\_\_

**Total PDHs – Other Professional Development** ..... \_\_\_\_\_

**TOTAL CONTINUING PROFESSIONAL DEVELOPMENT HOURS** ..... \_\_\_\_\_

*If you are unsure of how to report a professional development activity or if a particular activity qualifies, please contact the Academy's Executive Director for clarification.*

I certify, to the best of my information and belief, the information on this form is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: CEU – Continuing Education Hours defined as 10 contact hours, 10 PDH/CEU**

*Please Complete Next Page*

