

CONTINUING PROFESSIONAL DEVELOPMENT GUIDANCE

This guidance provides examples of Continuing Professional Development (CPD) activities for each of the categories of CPD included in the American Academy of Environmental Engineers and Scientists' specialty certification program — Work Experience, Teaching, Education, and Other Professional Development. These examples are intended to be illustrative rather than constraining.

SPECIAL NOTE: For purposes of the CPD program, *each Board Certified Environmental Engineer, Board Certified Environmental Engineering Member, or Board Certified Environmental Scientist may claim any CPD activity for credit that he/she believes to provide valid CPD, i.e., the activity improves his/ her ability to practice environmental engineering or science.* Credit for CPD activities is measured in Professional Development Hours (PDHs). Alternatively, a BCEE, BCEEM, or BCES may request a Committee decision regarding the acceptability of a CPD activity. Such requests are to be submitted to the Manager of Admissions and Membership at Academy headquarters and be accompanied with a description of the activity. The Academy's Recertification Committee is the final authority on the acceptability of any activity.

Annual Reporting of CPD Activities Is Not Required. However, each Board Certified Environmental Engineer, Board Certified Environmental Engineering Member, or Board Certified Environmental Scientist is subject to audit to verify compliance with the Academy's CPD requirements to maintain a currently valid specialty certificate (*see page 4*).

Every BCEE, BCEEM, or BCES is strongly encouraged to keep a running record of Professional Development activities and maintain any and all forms and/or verification for a period of at least two years.

WORK EXPERIENCE

The Academy's CPD program embraces the philosophy that the active practices of environmental engineering and science provide **Professional Work Experience** that continues the professional development of a BCEE, BCEEM, or BCES. Full credit is based on 1860 hours per year; for less time/year, pro-rate PDHs. Those activities include:

Consulting

All work by a BCEE, BCEEM, or BCES as a consulting engineer or scientist or in the employ of a consulting engineering or science firm regardless of job title. An exception is work that consists solely of business or personnel management that does not involve the practice of environmental engineering or science or the application of environmental management principles by the BCEE, BCEEM, or BCES.

Teaching

Assistant, Associate, or Full Professorships, Department Chair, or Director of Research Entities. Activities that may qualify for only partial or no credit include: Dean of Engineering or Science, University Provost, or University President.

Industry

Director of Environmental Compliance, Facility Engineering or Science, or Safety Engineering or Science, or similar titles and persons employed in such departments.

Governmental

Employment by a federal, state, or local government agency involving the operation of such subdivisions as an environmental utility (e.g., municipal water works) or facilities (municipal) engineering department, science department, if the department is responsible for engineering or science and/or management of the environmental facility, or an environmental regulatory agency, or a governmental service agency (e.g., USPHS, CDC).

Other

Other employment categories which could employ persons who practice environmental engineering or science in the course of their duties, e.g. employee of an insurance underwriter, financial services, management consulting, or legal firm, or an association employee.

TEACHING

This category embraces teaching of courses by **non full-time** faculty on topics pertinent to environmental practice including environmental science and/or engineering, public health, or related components at a recognized college or university in either day or evening divisions in an accredited program. This category of CPD is available to those persons who are not regularly employed full time by an education institution, e.g., adjunct faculty of such institutions.

This category is also applicable to persons who prepare and present relevant courses or seminars to community groups or organizations. The credit assigned for preparing and first offering a course should be prorated in comparison to the credit granted for a three credit-hour course or subsequent offerings of the same course based on the credits indicated on the Reporting Form (*see Item 2*).

Mentoring of environmental engineering or environmental science students or post-graduate candidates for a higher degree in the environmental management field is another way BCEE, BCEEM, or BCESs can earn PDHs.

EDUCATION

It is envisioned that most education will be on environmental engineering, environmental science, or related topics. However, courses on communication and other topics essential to environmental engineering or science practices such as project management also qualify. ABET criteria define the following topics as essential to engineering or science practice in addition to those bearing engineering, science or related scientific names: communication, team work and management, professional and ethical responsibility, techniques related to modern engineering practice, e.g., computer use, and understanding engineering impacts in global and societal contexts. Courses that provide basic skills, such as word processing, spreadsheet preparation, or business accounting, are **not** considered acceptable in this context.

College or University Courses (Item 3)

CPD credit is granted for the successful completion of any regular course given by an accredited college or university program in environmental engineering or science or a related field, e.g., environmental science, public health, etc., as defined in the preceding paragraph.

Correspondence or Short Courses

The successful completion of a short course in environmental engineering or science or a related field which grants officially-recognized Continuing Education Units (CEUs) or attendance at a seminar or symposia on an environmental engineering, science, or related topic which does not grant CEUs are activities which qualify for credit as indicated on the Reporting Form.

Technical Conference

These typically include annual technical conferences or specialty conferences of Academy sponsor organizations, e.g., AWWA, ASCE, etc., their state or local affiliates, or similar technical organizations. Those conference sessions devoted to environmental engineering or science practice or related topics qualify.

ABET Accreditation Visits

The work involved in serving as a program evaluator (visitor) or observer on an Accreditation Board for Engineering and Technology (ABET) qualifies as CPD.

OTHER PROFESSIONAL DEVELOPMENT

Equipment Exhibitions

The attendance at only the equipment exhibition of an environmental engineering, science, or related conference qualifies the BCEE, BCEEM, or BCES for credit for active exhibition attendance. If a BCEE, BCEEM, or BCES attends some technical sessions and the equipment exhibition at an event offering both, then PDH credit is earned for that portion of attendance at the exhibition and PDH credit is also earned for technical session attendance as described in the preceding section on Education.

Sabbatical or Leave of Absence Study or Research

PDH credit is granted for sabbatical or leave of absence study or research efforts that are relevant to the practice of environmental engineering or science. Prorate the PDH credit if only part of the sabbatical or leave effort duration is relevant.

Publications

PDH credit is granted for the preparation and presentation of an environmental engineering or science technical/professional paper at a regularly-organized conference or for preparation and publication in an article in a recognized peer-reviewed publication. For non-peer reviewed publications, 20% of the credits of the peer-reviewed publications are granted. Credit is earned in the reporting period when publication occurs. Additionally, peer review of manuscripts intended for publication qualify for PDH credit in the reporting period when the peer review was performed.

Professional Society or Advisory Committee Service

Serving on professional or technical society committees whose function is related to environmental engineering or science practice qualify for PDH credit. Similarly, serving on governmental, educational, or industrial advisory committees whose function is related to environmental engineering or science also qualify. PDH credit is granted for service as a member of a Board of Directors or as an officer of a qualifying environmental professional society or technical association. Serving as a member of an examination panel for accredited certification or specialty certification programs such as the ones operated by the Academy also qualify.

Book Publication

Authoring a book related to the practice of environmental engineering or science qualifies for CPD credit in the year in which the book is published. There is no specific definition of a book, but, generally, it includes any document that is longer than a typical technical paper and is printed and bound in quantities exceeding more than 50 copies.

Self Study

Self study includes the reading of technical/professional journals, articles, or books, apart from such reading conducted as a part of a BCEE's, BCEEM's, or BCES's routine work responsibilities (on the job) with relevance to the practice of environmental engineering or science.

DOCUMENTATION

Each year, approximately 2% of all Active Board Certified Environmental Engineers, Board Certified Environmental Engineering Members, and Board Certified Environmental Scientists are randomly selected for audit by the Recertification Committee. Accordingly, all BCEEs, BCEEMs, or BCESs should retain appropriate documentation. Such documentation could include: certificate of course attendance, registration receipt; travel expense report; title page showing proof of publication; meeting notice showing participation; or a letter concerning committee activities. Additionally, you are encouraged to maintain a log of CPD activities arranged chronologically showing committee, conference, or course name, location, etc.

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