

# CONTINUING PROFESSIONAL DEVELOPMENT

## For Ohio's Professional Engineers and Professional Surveyors



Governor Taft signs H.B. 322 into law as representatives from various engineering, surveying and architectural organizations attest. (February 15, 2005)

### FREQUENTLY ASKED QUESTIONS (FAQ)

#### **Who must comply?**

Beginning with the registration renewals for calendar year 2008 all professional engineers and professional surveyors who want to maintain registration to practice in Ohio are required to complete fifteen (15) continuing professional development (CPD) hours annually.

#### **Who keeps track of the licensee's CPD credits?**

Each registrant will be responsible for maintaining records to demonstrate completion of the CPD requirements. Records must include a log specifying the type of coursework or activity, its location and duration along with the instructor's name, and the number of hours earned. Certificates of completion or other evidence verifying attendance must be kept with the records. Registrants are required to keep their CPD documentation for three (3) years.

#### **Who approves CPD courses?**

The Ohio Board does not pre-approve CPD courses. Each registrant is responsible to make sure that the courses they take meet the requirements specified in Ohio Revised Code (ORC) 4733.151. Courses, conferences, seminars and workshops in technical, ethical or managerial topics relevant to the practice of engineering or surveying offered at colleges and universities or provided by the professional associations are acceptable.

#### **Are there other ways to earn CPD credit?**

There are many ways to gain CPD credits in addition to attending courses, conferences, seminars and workshops. Credit can be obtained by teaching university or college level engineering or surveying coursework; publishing relevant papers, articles or books; receiving relevant patents; and active participation as an officer or committee member in professional or technical societies serving the engineering or surveying professions.

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## **How will the Ohio Board know that a licensee has earned sufficient CPD credits to renew or reactivate registration?**

Each licensee must maintain an accurate record to demonstrate completion of the CPD requirements. Licensees will be required to annually certify to the Board (as part of the annual renewal process) that they have met the requirements of ORC 4733.151. Registrants will be randomly audited by the Board to assure compliance.

## **When do I need to start taking courses?**

Renewals for calendar year 2008 and thereafter must demonstrate completion of the CPD requirements. Credits for the 2008 renewal must be obtained in 2006 and 2007.

## **How will the Ohio Board ensure the accuracy of the CPD Credit?**

Licensees will annually certify that the information they report pertaining to attendance at relevant CPD programs and completion of relevant CPD activities is true and accurate. Submitted CPD Credit Reports (and all signed information pertaining to application for licensure and/or registration) are subject to audit, and licensees who make false statements are subject to penalties under law.

## **What happens if I do not meet the CPD requirements required by ORC 4733.151?**

If the Board discovers that the required CPD has not been completed, the registrant will be informed and allowed a maximum of six months to remedy the deficiency. If the deficiency is not remedied, the Board can revoke or suspend the registrant's license after an adjudication hearing.

## **Where can I get more information regarding CPD requirements?**

You can visit the Board's website at: <http://www.ohiopeps.org/>  
ORC 4733.15 describes license renewal for professional registration. ORC 4733.151 details the requirements of continuing professional development for professional engineers and professional surveyors.

# **ORC 4733.15 & 4733.151 Licensure Renewal and CPD Requirements for Professional Engineers and Professional Surveyors**

## **4733.15 Renewal of registration.**

(A) Registration expires annually on the last day of December following initial registration or renewal of registration and becomes invalid on that date unless renewed pursuant to this section and the standard renewal procedure of sections 4745.01 to 4745.03 of the Revised Code. Renewal may be effected at any time prior to the date of expiration for a period of one year by the applicant's payment to the treasurer of state a fee of twenty dollars for a renewal of registration as either a professional engineer or professional surveyor and for renewals for calendar year 2008 and thereafter, demonstrating of completion of the continuing professional development requirements of section 4733.151 of the Revised Code. When notified as required in this section, a registrant's failure to renew registration shall not deprive the registrant of the right of renewal within the following twelve months, but the fee to renew a registration within twelve months after expiration shall be increased fifty per cent, and the registrant shall certify completion of continuing professional development hours as required in section 4733.151 of the Revised Code.

The state board of registration for professional engineers and surveyors may, upon request, waive the payment of renewal fees or the completion of continuing professional development requirements for a registrant during the period when the registrant is on active duty in connection with any branch of the armed forces of the United States.

(B) Each certificate of authorization issued pursuant to section 4733.16 of the Revised Code shall authorize the holder to provide professional engineering or professional surveying services, through the registered professional engineer or professional surveyor designated as being in responsible charge of the professional engineering or professional surveying practice, from the date of issuance until the last day of June next succeeding the date upon which the certificate was issued, unless the certificate has been revoked or suspended for cause as provided in section 4733.20 of the Revised Code or has been suspended pursuant to section 3123.47 of the Revised Code.

(C) If a registrant fails to renew registration as provided under division (A) of this section, renewal and reinstatement may be effected under rules the board regarding requirements for reexamination or reapplication, and reinstatement penalty fees. The board may require a registrant who fails to renew registration to complete those hours of continuing professional development required from the effective date of this section, as a condition of renewal and reinstatement if the registrant seeks renewal and reinstatement under this division on or after January 1, 2009.

## **SEC. 4733.151 Continuing Professional Development.**

(A) Each registrant for renewal for calendar year 2008 and thereafter shall have completed, within the preceding calendar year, at least fifteen hours of continuing professional development for professional engineers and surveyors.

(B) The continuing professional development requirement may be satisfied by coursework or activities dealing with technical, ethical, or managerial topics relevant to the practice of engineering or surveying. A registrant may earn continuing professional development hours by completing or teaching university or college level coursework, attending seminars, workshops, or conferences, authoring relevant published papers, articles, or books, receiving patent awards, or actively participating in professional or technical societies serving the engineering or surveying professions. In the case of the Board disputing the content of any credit hours or coursework, then the board shall presume as a matter of law that any credit hours submitted by a registrant, or any coursework or activity submitted for approval complies with this section if

submitted and a statement signed by a current registrant not otherwise participating in the event, affirms that the material is relevant to the registrant's practice and will assist the registrant's development in the profession.

Credit for university or college level coursework shall be based on the credit established by the university or college. One semester hour as established by the university or college shall be the equivalent of forty-five hours of continuing professional development, and one quarter hour as established by the university or college shall be the equivalent of thirty hours of continuing professional development.

Credit for seminars, workshops, or conferences, offering continuing education units shall be based on the units awarded by the organization presenting the seminar, workshop, or conference. A registrant may earn ten continuing professional development hours for each continuing education unit awarded. Each hour of attendance at a seminar, workshop, or conference for which no continuing education units are offered shall be the equivalent of one continuing professional development hour.

A registrant may earn two continuing professional development hours for each year of service as an officer or active committee member of a professional or technical society or association that represents registrants or entities composed of registrants. A registrant may earn ten continuing professional development hours for authoring relevant published papers, articles, or books. A registrant may earn ten continuing professional development hours for each such published paper article, or book. A registrant may earn ten continuing professional development hours for each patent award.

(C) A person registered as both a professional engineer and professional surveyor shall complete at least five of the fifteen hours required under division (A) of this section in engineering-related coursework or activities and at least five of those fifteen hours in surveying-related coursework or activities.

(D) A registrant is exempt from the requirements of this section during the first calendar year of registration.

(E) A registrant who completes more than fifteen hours of approved coursework or activities in any calendar year may carry forward to the next calendar year a maximum of fifteen of the excess hours.

(F) A registrant shall maintain records to demonstrate completion of the continuing professional development requirements specified in this section for a period of three calendar years beyond the year in which certification of the completion of the requirements is obtained by the registrant. The records shall include all of the following:

- (1) A log specifying the type of coursework or activity, its location and duration along with the instructor's name, and the number of continuing professional development hours earned;
- (2) Certificates of completion or other evidence verifying attendance.

(G) The records specified in division (F) of this section may be audited at any time by the state board of registration for professional engineers and surveyors. If the board discovers that a registrant has failed to complete coursework or activities, it shall notify the registrant of the deficiencies and allow the registrant six months from the date of the notice to rectify the deficiencies and to provide the board with evidence of satisfactory completion of the continuing professional development requirements. If the registrant fails to provide such evidence within that six month period, the board may revoke or suspend the registration after offering an adjudication hearing in accordance with Chapter 119 of the Revised Code.