**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**322 STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS**

**Chapter 3: PROFESSIONAL DEVELOPMENT HOURS**

**SUMMARY:** This chapter contains provisions relating to mandatory professional development hours.

**SECTION 1. Professional Development Hours (PDH)**

1. Each Licensee shall obtain at least 30 PDHs during the biennial license period, as a condition of licensure renewal. If the Licensee exceeds the requirement in any license period, a maximum of 15 PDHs may be carried forward into the next license period.

2. In order to qualify for licensure renewal credit, PDHs shall be relevant to the practice of professional engineering, and may include technical, ethical or managerial subject matter.

3. PDHs shall be credited as follows:

A. Successful completion of a 1 semester-hour course that is part of an approved professional engineering curriculum will be awarded 45 PDHs.

B. Successful completion of a quarter-hour course that is part of an approved professional engineering curriculum will be awarded 30 PDHs.

C. Qualifying college or continuing education courses that are not part of an approved professional engineering curriculum will be awarded 1 PDH for each contact hour.

D. Course work, seminars, or professional technical presentations made at meetings, conventions, or conferences will be awarded 1 PDH for each hour of attendance.

E. Teaching credit will be awarded to the instructor at a ratio of 2:1 to those PDHs that are awarded to participants. For the purpose of this rule, teaching includes instruction or making technical presentations at qualifying courses, seminars or meetings. Teaching credit will be awarded for teaching a course or seminar for the first time only and shall not apply to full-time faculty.

F. Each professional journal, published paper, article or engineering text published within the applicable license period will earn 10 PDHs.

G. Each year of active participation as an officer or committee member within a professional or technical society will earn 1 PDH. PDHs shall not be earned until each year of service is completed and shall be limited to 2 PDHs per organization per renewal. This limit does not apply to PDHs obtained through instruction or attendance at technical presentations by such an organization.

H. Filing a patent application will earn 10 PDHs.

I. Active participation as a pro bono committee member involved in the development, revision or update of standards, specifications, technical instructions or codes that are intended for the use or guidance of Professional Engineers or for the protection of public health and safety will be awarded up to 15 PDHsper 2-year licensure period.

J. The number of PDHs required to renew a license that was first issued within the two-year licensure period will be pro-rated by the number of months the license has been in effect.

**4. Record Keeping:** The Licensee shall be responsible for maintaining records to be used to support PDHs claimed. Required records include:

A. A signed, completed Activity Log, available from the Board or downloadable from its website, showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker’s name, and PDHs earned; and

B. Documents supporting evidence of attendance.

C. Records must be maintained for a period of 3 years. Such documentation shall be made available to the Board for random audit and/or verification purposes. Documentation must support the PDHs claimed.

**5. Non-resident Licensees:** All Professional Engineers licensed in this state must meet the PDH requirements, regardless of residency.

**6. Exemptions:** Licensees may ask for a partial or total exemption from PDH requirements by writing to the Board. Requests should explain the reason for the exemption, and should include military orders or other documentation sufficient to support the exemption. If the Licensee is requesting a partial exemption, the Licensee should include a completed PDH log and documentation supporting any PDHs completed. Exemptions may be granted for:

A. Employment in the Armed Forces of the United States per 32 M.R.S.A. §1358; or

B. An extenuating situation, hardship or disability per 32 M.R.S.A. §1362(4).

STATUTORY AUTHORITY: 32 M.R.S.A. Section 1306(2)

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