TBPE Continuing Education Program (CEP)

Texas Board of Professional Engineers

January 2014
Texas Engineers Continuing Education Program (CEP)

- The 78th Texas Legislature in SB 277 requires 15 hours of continuing education annually
What goes Where?

- Engineering Practice Act was Texas Civil Statues, Article 3271a.
- 78th Legislature SB 277, Section 17 set forth requirements for Continuing Education.
- TBPE promulgating rules to implement. (Current Rule 131.139, will become Rule 137.17 in recodified rules)
- Rules have been approved at January Board meeting. Published in Jan 30, 2004 Texas Register
Timeline for Implementation

- **November 7, 2003** - Proposed rules published in Texas Register
- You may start counting your CEP as of September 1, 2003
- **March 2005** - PDHs required for license renewal
What does it mean to You?

- Similar to previous Voluntary program
- Used NCEES model and other state boards for base
- Self determination of CEP activities
- Required record keeping and retention
- Possibility of audit by TBPE
Definitions

- **PDH** Professional Development hour - a contact hour of CEP
- **CEU** Continuing Education Unit - Continuing education unit of credit
- **Course/Activity** - Any qualifying course or activity which will maintain, improve expand skill and knowledge
What is required by License Holder?

- 15 PDH per renewal period
- 1 PDH in professional ethics per renewal period – cannot carry over
- 5 PDH max from self-directed study
- Maximum of 14 hours may be carried forward to next year
- Maintain record to support activity
How do I report my PDH’s?

- Maintain record to support activity
- Certify you have completed the CEP requirement on the yearly renewal form.
- Logsheet available from the board
- Keep certificates, flyers, documentation to support activities
- Possibility of audit. Only then will you send in logsheet and support documentation.
- Keep for 3 years.
Renewal Process

- Receive renewal coupon in the mail.
- Check box on right hand side of coupon indicating that you have completed 15 hours of CEP or that you are exempt from CEP.
- Sign the coupon.
- Return the coupon with payment to board.
- Do not send in log sheets, forms, certificates, etc.
Example of Renewal Coupon

Texas Board of Professional Engineers

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I attest with my signature, under risk of sanction, to the following:

- [ ] I have completed or I am exempt from 15 hours of continuing education training.
- [ ] I have met or I am exempt from the criminal history record check requirements.
- [ ] My contact information is accurate.
- [ ] I have no criminal convictions or have notified the Board.
- [ ] I attest that I have no engineering violations in another jurisdiction.

Providing false information is a direct violation of Board Rule 137.63(a) and is subject to disciplinary action including, at a minimum, the immediate cancellation of the P.E. license renewal, to a maximum of revocation of the license. Refer to the back of this form if you need additional information.

**EXEMPTIONS (Optional) - Please read the back of this form for further information. Additional paperwork may be required.**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>Inactive Status</td>
<td>Exempt from CEP, $200 Prof. Fee &amp; Criminal History Record Check</td>
</tr>
<tr>
<td>1st Renewal After Licensure by Exam</td>
<td>Exempt from CEP</td>
</tr>
<tr>
<td>Industry Exemption</td>
<td>Exempt from $200 Prof. Fee but not CEP</td>
</tr>
<tr>
<td>Disability</td>
<td>Exempt from CEP and $200 Prof. Fee</td>
</tr>
<tr>
<td>Military Service</td>
<td>Exempt from CEP</td>
</tr>
<tr>
<td>Over 65</td>
<td>Exempt from $200 Prof. Fee but not CEP</td>
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</tbody>
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Do not write in this area.
elf-directed study.
How DO You Earn PDHs?

- 1. Complete/audit college credit course
- 2. Complete continuing education courses
- 3. Completion of short course/tutorials
- 4. Present/attend seminars/technical presentation
- 5. Teaching/instructing above 1 - 4
- 6. Publishing papers, articles, books
- 7. Participation in Professional/Technical Societies
- 8. Patents issued
- 9. Engaging in self-directed study
- 10. Active participation in educational outreach activities involving K-12 or higher students.
1. Complete/audit college credit course

- Successful completion or auditing of college credit course
- 1 College or unit semester hour = 15 PDH
- 1 Unit quarter hour = 10 PDH
2. Complete continuing education courses

- Successful completion of continuing education courses, either offered by a professional or trade organization, university or college or offered in-house by a corporation or other business entity
- 1 Continuing Education Unit = 10 PDH
- Earn 1 PDH per Hour of Contact time
3. Completion of short course/tutorials

- Successful completion of correspondence, on-line, televised, videotaped and other short courses/tutorials
- 1 CEU = 10 PDH
- 1 Hour of contact time = 1 PDH
4. Present/attend seminars/technical presentation

- Presenting or attending qualifying seminars, in-house courses, workshops, professional or technical presentations made at meetings, conventions or conferences
- 1 CEU = 10 PDH
- 1 Hour of contact time = 1 PDH
Teaching or instructing as listed in items 1-4

Teaching credit valid for the first time only

1 CEU = 10 PDH

1 Hour of contact time = 1 PDH
6. Publishing papers, articles, books

- Authoring published papers, articles, books, or accepted licensing examination items
- Each published paper, article, or book = 10 PDH
7. Participation in Professional/Technical Societies

- Active participation in professional or technical societies, associations, agencies or organizations, including:
  - Elected or appointed official
  - Serving on a committee
- PDH not earned until end of service year
- 1 PDH not to exceed 5 PDH per organization
- Giving or attending a presentation at a meeting is considered a separate activity
8. Patents issued

- Each patent issued = 15 PDH
9. Engaging in self-directed study

- One hour of contact time = 1 PDH
- Maximum of 5 PDH per year
- Critical record keeping
- Examples: Reading of professional or technical journals
  or reference books, research, etc.
Who is exempt?

- 4 types of exemptions
- Not the same as exemption from $200 renewal fee
- Board can review and approve special case exemptions.
Who is exempt?

- License holders by way of exam – exempt 1st license period
- Deployed Military
- Disability or Illness
- “Inactive” Status
And in the end......

- Credit for activities responsibility of license holder and subject to review
- Board has final authority to audit and review
- TBPE will NOT pre-approve or endorse any CEP activities
- Credit for qualifying seminars/ workshops based on contact time
- Self directed study based on contact time and not to exceed 5 PDH/year
- Credit for college courses based on college course credit listed
- Credit for teaching first time only
- PDH credit for being an officer of an organization not earned until end of year of service
TBPE

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Questions

And Answers