

## **Providers -Continuing Professional Development**

The South Dakota Board of Technical Professions does not pre-approve providers of continuing education for licensees. The Board accepts continuing education that provides lifelong learning to stay current in technology, equipment, procedures, processes, and tools. Licensees are encouraged to select meaningful activities which will be of benefit in the pursuit of their chosen fields.

The Board accepts monographs from the National Council of Architectural Registration Boards (NCARB), designer shorts from Council of Landscape Architectural Registration Board (CLARB), and from National Council of Examiners for Engineering & Surveying (NCEES).

It is important, as providers, to keep records in the form of certification or other documents supporting attendance of activities of over one hour. Providers must **NEVER** provide blank certificates or documents to attendees. If the provider cannot put the name of the attendee at the activity and calculate the professional development hours, the provider must mail the certificate at a later time. Also if the attendee leaves early, this must be noted on the attendance records of providers, and the attendee should only receive the amount of actual time spent at the activity upon a document or certificate mailed to him/her at a later time. Generally, the certificate is not handed out until the end of the day or end of session. Many providers have a sign in sheet for the morning session and the afternoon session.

In the case of an audit, the Board may need to contact the provider with verification of attendance. The provider should have on the file:

- a. Type of activity claimed
- b. Sponsoring organization
- c. Location
- d. Duration
- e. Instructors or speaker name, address, and telephone number
- f. PDH credits earned

This information can be provided on the certificate also.

Professional Development Hour is defined as one contact hour of instruction or presentation. It is the common denominator for the other units of credit. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) PDH. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the PDH for which the seminar is advertised. This would result in over nine PDH in an eight-hour period which is not permitted. PDH cannot exceed the actual contact clock hours.

Presentations and activities must be structured for groups with feedback. Self-study activities include Internet courses, reading books or articles, or video/audio tapes and are not allowed unless testing or examination with formal, recorded passing scores are obtained. A qualifying activity is any course or activity with a clear purpose and objective which maintains, improves, or expands the skills and knowledge relevant to the licensee's field of practice. Qualifying activities may be earned in any jurisdiction.

The board may accept a maximum of 10 PDH units in professional management subjects such as total quality process, computer courses, or ethics. At least 20 PDH units must be in technical subjects that directly safeguard the public's life, health, safety, and welfare. Technical subjects include design; environmental analysis; programming and planning; structural systems; lateral forces; mechanical, electrical, plumbing, and acoustical systems; construction methods; construction observation; site and soils analyses and design; accessibility; building codes; selection of building materials; and surveying methods and techniques.

Sources of PDH units are as follows:
(1) Successful completion of college courses;
(2) Successful completion of continuing education courses;
(3) Successful completion of correspondence, televised, videotaped, audiotaped, Internet, and other short courses or tutorials with verifiable passing scores from examinations;
(4) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences;
(5) Teaching or instructing in qualifying activities listed in subdivision (1) to (4), inclusive, of this section;
(6) Writing published papers, articles, or books;
(7) Active participation in professional or technical societies; and
(8) Patents

The board is the final authority on approval of courses, credit, PDH value for courses, and other methods of earning credit.

Round off PDH to the nearest half hour. No activity under a half hour will be accepted for credit. For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 PDH and an activity of 50 to 60 minutes would be reported as 1.0 PDH.

<u>Program Time</u>	<u>PDH Credit</u>
✓ 0 to 29 minutes	no credit
✓ 30 to 49 minutes	0.5 PDH
✓ 50 to 79 minutes	1.0 PDH
✓ 80 to 109 minutes	1.5 PDH
✓ Greater than 109 minutes	Actual time rounded to the nearest half hour

The conversion of other units of continuing education credit to PDH units is as follows:

- (1) One college semester hour, 45 PDH;
- (2) One college quarter hour, 30 PDH
- (3) One Continuing Education Unit, 10 PDH;
- (4) One hour of teaching, 2 PDH; (Teaching credit allowed is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full-time faculty)
- (5) Each published paper, article, or book, 10 PDH;
- (6) Active participation in each professional organization or technical society, 2 PDH for each renewal period, maximum 6 PDH;
- (7) Each patent, 10 PDH.

For further information, please contact our office at 605-394-2510.