



SPE Certification Exam – Maintaining the Certification

What qualifies as Professional Development Hours (PDH) or Continuous Professional Development (CPD):

- 1) Formal (e.g., structured courses, programs or seminars):
 - a. Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies
 - b. Short courses, technical sessions, seminars and workshops provided by associations, technical societies, industry or educational institutions
 - c. One hour of course attendance equals one PDH
 - d. Attendance at conferences and industry trade shows
 - e. **One hour of activity equals one PDH**

- 2) Participation (e.g., mentoring, committee meetings)
 - a. Mentoring/tutoring as an appointed mentor to a member-in-training or applicant
 - b. Service on public bodies that draw on professional expertise (e.g., planning boards, development appeal boards, investigative commissions, review panels or community building committees)
 - c. Service on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies
 - d. **One hour of participation activity equals one PDH**

- 3) Presentations (e.g., preparing and giving presentations, training courses)
 - a. At a conference, meeting, course, workshop or seminar
 - b. Within a company or at an event sponsored by a technical or professional organization
Multiple deliveries of the same presentation count for only one presentation
 - c. **One hour of preparation and delivery earns one PDH**

- 4) Contributions to Knowledge (e.g., writing papers, developing codes and standards)
 - a. Development of published codes and standards (one hour of committee work equals one PDH)
 - b. Publication of papers in a peer-reviewed technical journal (each paper published equals 10 PDHs)
 - c. A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval (each thesis equals 30 PDHs)
 - d. Publication of a book (each book equals 60 PDHs)
 - e. Publication of articles in non-reviewed journals or an internal company report (each article equals 10 PDHs)
 - f. Reviewing articles for publication (one hour of review equals one PDH)
 - g. Editing papers for publication (one hour of editing equals one PDH)



Maintaining Documentation

Supporting documentation (e.g., certificates, receipts) should be kept on file for audit purposes for four years after the date the activity occurred.

Carry-over Professional Development Hours

Surplus acceptable PDHs are transferable to future reporting years. PDHs may be carried forward for a maximum of two years from the date of completing the activity.