

STATE OF DELAWARE



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GUIDELINES FOR MAINTAINING CONTINUING PROFESSIONAL COMPETENCY (CPC)

(Approved by Council of Delaware Association of Professional Engineers, April 8, 2015)

PREAMBLE

In order to safeguard life, health and property, and to promote the public welfare, through a high standard of integrity, skills, and practice in the profession of engineering, the following Guidelines for Maintaining Continuing Professional Competence (CPC) are promulgated by the Council of the Delaware Association of Professional Engineers in accordance with the Delaware Professional Engineers' Act, Title 24, Chapter 28 of the Delaware Code. These CPC Guidelines shall be binding on every professional engineer licensed in the State of Delaware.

Regular exposure to active technical practice, participation in technical, professional and ethical training, and participation in professional and technical societies assures that professional engineers are exposed to new ideas and keep their skills current. The requirement that all professional engineers must participate in such activities is meant to further safeguard the health, safety and welfare of the public.

- A. **Exemptions** – with the following exceptions, all persons licensed under the Delaware Professional Engineers' Act must maintain their professional competency in the practice of engineering through one of the methods outlined in this document:
1. New licensees, by way of **examination**, shall be exempt for their first renewal period.
 2. New licensees, by way of **comity**, shall be responsible for one PDH credit for each month since the Delaware license was issued.
 3. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a year shall be exempt from the requirements during that renewal period.
 4. Licensees experiencing physical disability, illness, or other extenuating circumstances may apply for an exemption or an extension of time to obtain the credits, subject to the review and approval of the Council. Supporting documentation must be furnished to the Council.
 5. Licensees who list their occupation as "Retired" or "Inactive" on the Council-approved renewal form and who further certify that they are no longer receiving any remuneration from providing professional engineering services shall be exempt from the requirements. PDHs must be earned before returning to active practice for each year exempted, not to exceed the annual requirement for 2 years.
- B. **Reinstatement** - a licensee may bring an inactive license to active status by completing all delinquent CPC requirements as outlined in this document. However, this shall not exceed the requirements for the normal two year renewal period.

C. **Requirements for Renewal** - to renew a license, an applicant must meet the requirements stated herein. The applicant must supply sufficient detail in the recordkeeping medium described below to permit audit verification and detail any backup documentation. The initial period for meeting the requirements described herein will be the 2014 to 2016 renewal period unless one is a first time licensee (see subsection A.1).

D. **Definitions** - terms used in this section are defined as follows:

1. Professional Development Hour (PDH)—A contact hour of instruction or presentation. The PDH is the common denominator for other units of credit.
2. Continuing Education Unit (CEU)—Unit of credit customarily used for continuing education courses. One continuing education unit equals a one (1) credit hour class in an approved continuing education course; which equals 10 PDHs.
3. College/Unit Semester/Quarter Hour—Credit for course in ABET-approved programs or other related college course approved in accordance with subsection E of this section.
4. Qualified Course/Activity—any course, seminar or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the professional practice of engineering. Regular duties are not considered qualified activities.
5. Dual Licensee—A person who is licensed as both a professional engineer and a professional surveyor.

E. **Requirements** - every licensee is required to obtain the equivalent of 12 PDHs per year (or 24 PDHs obtained anytime during the renewal period.)

PDHs may be earned as follows:

- a. Successful completion of qualified college courses.
 - b. Successful completion of qualified continuing education courses.
 - c. Successful completion of qualified short courses/tutorials and distance-education courses offered through correspondence, television, DVDs, or the Internet.
 - d. Attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.
 - e. Presenting, teaching or instructing in a through d above.
 - f. Authoring published papers, articles, books, or accepted licensing examination items.
 - g. Active participation in professional or technical societies.
 - h. Receipt of Patents.
 - i. Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions which involve K–12 or higher education students.
1. Of the 24 PDHs earned during the biennial renewal period: no less than 3 PDHs and no more than 6 PDHs shall be related to professional ethics, and no more than 9 PDHs shall be related to business or project management. The balance shall be related to the licensee's area of technical practice. For dual licensees in both engineering and surveying, up to 12 PDHs may be related to the technical practice of surveying.
 2. If a licensee exceeds the annual requirement in any renewal period, a maximum of 12 PDHs may be carried forward into the subsequent renewal period. Credits earned after June 30, 2013 may be applied under this carry forward provision.

3. Units - the conversion of other units of credit to PDHs is as follows:
 - a. 1 college or unit semester hour 45 PDHs
 - b. 1 college or unit quarter hour 30 PDHs
 - c. 1 continuing education unit (CEU)..... 10 PDHs
 - d. 1 hour of professional development in coursework, seminars, or professional or technical presentations made at meetings, conventions, or conferences1 PDH
 - e. For teaching in a through d above, apply multiple of 2. Teaching credit is valid for the first offering or presentation or subsequent substantial revisions made to maintain the relevance and currency of the offering (qualifying subsequent offerings apply a multiple of 1). Full-time faculty may not claim teaching credit associated with regular duties.
 - f. Publications
 - Each published peer-reviewed paper or book in the licensee's area of professional practice 10 PDHs
 - Each published paper or article in the licensee's area of professional practice 5 PDHs
 - Peer-review of published papers, article or books in the licensee's area of professional practice 1 PDH/publication
 - g. Active participation in a professional or technical society and/or subcommittee thereof – subject to the limitations detailed in section 4 e below..... 3 PDHs/year/committee
 - h. Each patent received 10 PDHs
 - i. 1 hour of outreach activities (as described in 2i above)..... 1 PDH (not to exceed 4 PDHs/year)

4. Determination of Credit - the Council has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.
 - a. Credit for college or community college approved courses will be based upon course credit established by the college.
 - b. Credit for qualifying seminars and workshops will be based on 1 PDH for each hour of attendance.
 - c. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program.
 - d. Credit determination for activities in subsections 3.f and 3.h is the responsibility of the licensee (subject to review as required by the Council).
 - e. Credit for activity in subsection 3.g, active participation in professional and technical society or distinct subcommittee with a technical charge is limited to 3 PDHs per year per committee seat, with a maximum of 6 PDH per organization per year. In order to qualify, a licensee must serve as an officer and/or actively participate in a committee of the organization. PDHs are not earned until the end of each year of service is completed.

- F. Recordkeeping** - the licensee is responsible for maintaining records to be used to support credits claimed. Records required include, but are not limited to;
1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDHs earned.
 2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
 3. Summary description of courses taught & updated, publications and patents, professional and technical society and outreach activities shall be provided in sufficient detail to allow evaluation by the Council for the PDHs claimed.

Licensees shall retain their CPC records for a minimum of five years from the date of issuance.

Council, or through appointed Committee, will conduct a random biennial audit which may require up to 5% of the licensees involved to produce evidence of their CPC activities. In addition, such documentation may be required if a complaint is lodged against a licensee. If the records of any audited licensee indicate a deficiency in CPC activities, that licensee will be subject to the actions described in paragraph G below and

will be subject to more frequent audits than would be expected due to the 5% random audit sample. Licensees who do not renew their licenses on-time shall be subject to automatic audit.

Records may be stored in electronic format and held in the sole possession of the licensee such that they may be forwarded to DAPE upon request.

Alternatively, records may be kept in an ePortfolio with accessibility controlled by the licensee. Upon request the licensee shall provide access to their ePortfolio.

DAPE encourages the use of ePortfolios, as they can be of benefit to the licensee, serving as an on-line professional resume and a general support for and demonstration of lifelong learning.

- G. **Noncompliance** – audited licensees who are found not in compliance will be notified of a Proposal to Deny (PTD) License and instructed to contact the DAPE office to schedule a hearing. Actions that may occur as result of that hearing include:
1. First Offenders – penalties may include additional educational requirements, fines and suspension of license.
 2. Repeat offenders - penalties may include the above penalties as well as revocation of license.
- License will remain in effect and all penalties will be stayed until decision by the hearing committee is rendered and approved by Council.
- H. **Corrective Action Plans** – licensees who believe they will be deficient in CPC credits at the renewal date shall be provided the option of submitting a corrective action plan (CAP) to DAPE. This CAP must be approved prior to the renewal date and shall include a detailed list of courses or activities that will be completed no more than 30 days past the date of renewal. All licensees submitting a CAP will be audited.
- I. **Statement of Compliance** – all licensees will be asked to verify compliance with CPC at time of renewal. Falsely claiming compliance is an ethical violation in the absence of a good-faith effort to adhere to CPC, and such a violation will be considered by the hearing committee during the assessment of penalties. Licensees with deficiencies are expected to respond ethically and either submit a CAP, request Inactive or Retired status or state why they should be exempt as described in paragraph A above.
- J. **Comity/Out-of-Jurisdiction Resident** - Licensees who are residents of jurisdictions other than Delaware shall meet the CPC requirements of their resident jurisdiction. If the licensee resides in a jurisdiction that has no continuing professional competency (CPC) requirement, or the licensee is exempt from the CPC requirement in the licensee's resident jurisdiction, the licensee must meet the requirements of Delaware.

(April 9, 2015-Rev.)