



## Wisconsin Professional Engineer Professional Development Hour Guidelines

**FROM:** Dave Arnott, Jon Butt, Jay Kemp, and Andy Craven

**TO:** Wisconsin Section Professional Engineers and Seminar Planning Committees

**Date:** December 3, 2013

**SUBJECT:** Wisconsin Professional Engineer Professional Development Hour Guidelines

The purpose of this memorandum is to outline the requirements of Wisconsin Administrative Code (WAC) Chapter A-E-13 which requires Professional Engineers (PEs) to continue education and development in their particular area of practice. This document can also be used for seminar planning committees to help make seminars attended by Professional Engineers more streamlined with the requirements of Chapter A-E 13.

There are a number of definitions that are important to understand. These are listed below.

1. Continuing education unit (CEU). Based on WAC, a “CEU” means a unit of credit customarily used for continuing education courses. One continuing education unit equals 10 professional development hours. The key here is that a “CEU” is meant to be associated with a course. A “CEU” is not directly comparable to a 50 minute seminar on a technical engineering topic.
2. WAC further defines that “course” or “activity” as any qualifying course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the registrant’s practice of professional engineering.
3. Professional development hour (PDH). Based on WAC, a “PDH” means a period of 50 minutes of actual instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity. “PDHs” should be rounded down to the nearest half hour and reported in increments of half hour with no activity under a half hour being acceptable as qualifying for “PDH” credit. “PDHs” shall not exceed the actual contact clock hours of actual attendance.
4. Continuing education credits (CEC). This term is not defined in Chapter A-E 13. The term is used for operator certifications. These credits may or may not be applicable for a Professional Engineer (PE) in meeting the requirements of Chapter A-E 13. The individual PE will have to make the determination if a CEC is transferable as a PDH.

For all seminars, it is up to the PE to ascertain what content is relevant to their particular area of practice and to allocate themselves credit for a particular program or seminar. In the case of engineering ethics, all content will be relevant as this subject area is meant to be generic and apply to all engineering disciplines.

For seminars, it is recommended that the total maximum number of PDHs be identified on the registration information. It is up to the attendee's discretion to prorate credit to themselves if they did not attend the entire seminar or if a portion of a seminar is not applicable to their practice area. It is also recommended that a person with contact information, be identified on the registration information that can answer questions related to PDHs.

There are four appendices to this memorandum. Appendix A is a current copy of Chapter A-E 13, Appendix B contains the Wisconsin Department of Safety and Professional Services Continuing Education Attendance Table, Appendix C contains an example of attendance verification with the use of a certificate and Appendix D contains an example of an identification of CEU for a seminar with multiple and concurrent sessions.

Chapter A-E13 is summarized in the following sections. The full version of Chapter A-E should be read for a detailed understanding.

13.01 – Authority and purpose. This section states that the rules in this section are adopted under authority in the State Statutes.

13.02 – Definitions. Numerous terms are defined. The terms are biennium, college semester hour, college quarter hour, continuing education, continuing education unit, course, EAC/ABET, and professional development hour, are defined.

A-E 13.03 - Continuing education requirements. This section states that beginning the biennial registration period of August 1, 2012 ending July 31, 2014, every registrant shall complete at least 30 hour of PDHs or CEUs. Two of the PDHs shall be in the area of professional conduct and ethics. Continuing education may be obtained through any of the following means: completing courses taken at a school or college accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET), completing short courses and distance courses, presenting or attending seminars, in-house courses and workshops, teaching or instructing seminars, in-house courses and workshops, authoring published papers, articles or books, actively participating in professional and technical societies and attainment of a patent. The code states that a PE who fails to meet the continuing education requirements by the renewal date may not engage in the practice of professional engineering until they are renewed.

A-E 13.04 – Examples of qualifying activities. The following examples are given: completing or attending courses, seminars and instruction related to the PE’s practice of professional engineering, attending technical or professional society meetings, teaching a course for the first time, attending a webinar course where attendance is verified, and completing a correspondence course.

A-E 13.05 Standards for approval. A continuing education program shall meet all the criteria: the program includes instruction in an organized method of learning, the program is conducted by individuals who have specialized education, the program fulfills pre-established goals and objectives, and the program provides attendance verification records in the form of completion certificates or other documents.

A-E 13.06 Certificate of completion; proof of attendance. The code states that each registrant shall certify on the renewal application full compliance with the requirements in Chapter A-E 13. The professional engineer section may conduct random audits for compliance with these requirements. The registrant has 30 days to submit required documentation upon written notice from the professional engineer section.

A-E 13.07 Recordkeeping. A registrant must maintain records for a minimum of the most recent 3 biennia. Records shall consist of attendance verification records in the form of completion certificates or other documents supporting evidence of attendance. CEUs shall be converted by the applicant to PDHs for recordkeeping purposes.

A-E 13.08 Waiver of continuing education. A waiver from the continuing education requirements in Chapter A-E 13 may be granted in cases of extreme hardship. This section details the procedures for waivers.

A-E13.09 Comity. This section states that applicant from another state shall submit proof of completion of 30 PDHs.

A-E 13.10 Late renewal. This section explains late renewal procedures.

Record keeping on the part of the PE, is an important part of complying with Chapter A-E 13. A table has already been made for PEs to track and documents their PDHs. The table is the Wisconsin Department of Safety and Professional Services Continuing Education Attendance Table and is included in Appendix B. The table has instructions on the second page. The table should be the main documentation method used by PEs. For each line entry on the table, it is recommended that PEs keep specific seminar program with more detailed supporting information.

Record keeping as part of the seminar sponsoring organization is also important. Chapter A-E 13 specifically mentions certificates of attendance. An example of a certificate is shown in Appendix C. For one-day seminars or technical meetings, one documentation method would be to have a sign-in sheet. Attendees would be sent a certificate with the number of PDHs earned, after the event. The PE would sign the certificate and keep it in their supporting file. For webinars, it is important for the sponsoring organization to distribute a list of the sign in or registration sheet.

For multi-day seminars or meetings, the certificate system may not work as well because PEs may not stay for the entire program. For these situations and for seminars with concurrent technical sessions, it may work better to use an initial or stamp system. After a technical session, if a PE wants credit, a moderator would initial or stamp the seminar program in a designated area that identifies the specific credits for that technical session. There may have to be more than one moderator to make this process run smoothly. An example of this system from an American Public Works Association (APWA) Meeting is in Appendix D. The APWA uses a CEU request form. A request form and actual credit slip are not absolutely necessary. In general, it is up to PE's to allocate themselves PDHs with appropriate documentation, for seminars and programs that meet Chapter A-E 13.

This ad-hoc committee recommends that the individual seminar or technical meeting planning committee determine the best way to provide documentation of attendance so that applicable PDH may be claimed by attendees. If the sponsoring organization has been approved by the professional engineer section as outlined in Chapter A-E 13 13.05 (2) (c) or (d), this should be stated on the seminar program and registration information.

# Appendix A

## Chapter A-E 13

## Chapter A–E 13

### CONTINUING EDUCATION FOR PROFESSIONAL ENGINEERS

A–E 13.01	Authority and purpose.	A–E 13.06	Certificate of completion; proof of attendance.
A–E 13.02	Definitions.	A–E 13.07	Recordkeeping.
A–E 13.03	Continuing education requirements.	A–E 13.08	Waiver of continuing education.
A–E 13.04	Examples of qualifying activities.	A–E 13.09	Comity.
A–E 13.05	Standards for approval.	A–E 13.10	Late renewal.

**A–E 13.01 Authority and purpose.** The rules in this chapter are adopted under the authority in ss. 15.08 (5) (b), 227.11 (2), and 443.015, Stats., and govern biennial continuing education for professional engineer registrants.

**History:** CR 11–014; cr. Register December 2011 No. 672, eff. 1–1–12.

**A–E 13.02 Definitions.** As used in this chapter:

(1) “Biennium” means a 2–year period beginning August 1 of each even–numbered year.

(2) “College semester hour” means receiving credit for completing a regularly offered course in a school or college of engineering accredited by the EAC/ABET that has testing with a passing grade required and has provisions for additional out–of–class study requirements. Credit for college approved courses will be based upon course credit established by the college. One “college semester hour” equals 45 PDHs. Monitoring or auditing courses that do not require regular testing with a passing grade will only count the actual class contact hours.

(3) “College quarter hour” means receiving credit for completing a regularly offered course in a school or college of engineering accredited by the EAC/ABET that has testing with a passing grade required and has provisions for additional out–of–class study requirements. Credit for college approved courses will be based upon course credit established by the college. One “college quarter hour” equals 30 PDHs. Monitoring or auditing courses that do not require regular testing with a passing grade will only count the actual class contact hours.

(4) “Continuing education” means the planned, professional development activities designed to contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the registrant in the practice of professional engineering. Regular duties are not considered qualifying activities.

(5) “Continuing education unit” or “CEU” means a unit of credit customarily used for continuing education courses. One “continuing education unit” equals 10 PDHs.

(6) “Course” or “activity” means any qualifying “course” or “activity” with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the registrant’s practice of professional engineering.

(7) “EAC/ABET” means the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

(8) “Professional development hour” or “PDH” means a period of 50 minutes of actual instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity. “PDHs” should be rounded down to the nearest half hour and reported in increments of half hour with no activity of under a half hour being acceptable as qualifying for “PDH” credit. “PDHs” shall not exceed the actual contact clock hours of actual attendance.

**History:** CR 11–014; cr. Register December 2011 No. 672, eff. 1–1–12.

**A–E 13.03 Continuing education requirements.**

(1) (a) Beginning in the biennial registration period commencing

August 1, 2012 and ending July 31, 2014, unless granted a waiver under s. A–E 13.08, every registrant shall complete at least 30 hours of approved PDHs or equivalent continuing education units, pertinent to the practice of professional engineering, except that between initial registration and the first renewal period, a new registrant shall not be required to comply with the continuing education requirements for the first renewal of registration.

(b) During each biennial registration period, the registrant shall complete a minimum of 2 PDHs in the area of professional conduct and ethics.

(c) During each biennial registration period, credit for a minimum of 13 PDHs shall be obtained via courses where the registrant interacts in real time in a traditional classroom setting, computer conferencing, or interactive video conference where participants are present in the same room or logged in at the same time and can communicate directly with each other and ask questions of the instructor.

(d) If a registrant obtains more than 30 PDHs in a biennium, a maximum of 15 of the excess PDHs may be used toward the continuing education requirement in the next biennium. Excess credits cannot be used to satisfy the requirements of par. (b) or (c).

(2) Continuing education may be obtained through any of the following means:

(a) Completing courses taken at a school or college of engineering accredited by the EAC/ABET.

(b) Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet.

(c) Presenting or attending qualifying seminars, in–house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

(d) Teaching or instructing in pars. (a) to (c). PDHs may only be counted for the initial offering or presentation of a course or program. Full–time faculty may not claim PDHs for teaching done as part of their regular duties. For teaching in pars. (a) to (d), multiply the PDHs earned by a factor of 2.

(e) Authoring published papers, articles, or books in the registrant’s area of professional practice that has been published in book form or in circulated journals or trade magazines. Five PDHs will be granted in the biennium in which each publication occurred. For peer reviewed papers, articles, or books in the registrant’s area of professional practice, 10 PDHs will be granted in the biennium in which each publication occurred.

(f) Actively participating in professional and technical societies. A maximum of 2 PDHs will be awarded for active participation as an officer or committee member in any one society in any one year. A maximum of 4 PDHs may be obtained under this paragraph in any biennium. PDHs are not earned until the end of each year of service is completed.

(g) Attainment of a patent relevant to the registrant’s area of professional practice. Ten PDHs will be awarded for each patent.

(3) Except as provided in s. A–E 13.08, a professional engineer who fails to meet the continuing education requirements by the renewal date, as specified in s. 440.08 (2) (a) 35., Stats., may

not engage in the practice of professional engineering until the registration is renewed in accordance with ss. A-E 2.05 and 13.10.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.04 Examples of qualifying activities.** The following are examples of qualifying activities:

(1) Completing or attending courses, seminars, instruction, in-house programs, or training of engineering content related to the registrant's practice of professional engineering.

(2) Attending technical or professional society meetings when an engineering topic is presented as a principal part of the program.

(3) Teaching a course for the first time or teaching a course previously taught if substantial time was spent in updating material.

(4) Attending webinar courses where attendance is verified and program material meets the requirements.

(5) Completing correspondence courses on an engineering topic where lessons are prepared and returned for correction, grading, or both, and where testing at the end of the course is required.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.05 Standards for approval.** (1) To be approved for PDHs, a continuing education program shall meet all of the following criteria:

(a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the registrant and pertaining to subject matters which integrally relate to the practice of the profession.

(b) The program is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program.

(c) The program fulfills pre-established goals and objectives.

(d) The program provides attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(2) The professional engineer section has final authority with respect to acceptance of activities, courses, credit, PDH value for courses, and other methods of earning PDHs, except the following are examples of accepted providers for continuing education programs:

(a) Colleges, universities, or other EAC/ABET approved educational institutions approved by the professional engineer section.

(b) Continuing education courses meeting all the requirements of the International Association for Continuing Education and Training.

(c) Technical or professional societies or organizations as approved by the professional engineer section or its designee.

(d) Other providers as approved by the professional engineer section or its designee.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.06 Certificate of completion; proof of attendance.** (1) Each registrant shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The professional engineer section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise produce evidence of compliance.

(3) If a request for evidence of compliance is requested by the professional engineer section or its designee, the registrant shall submit the requested information or documentation within 30

days of receiving the written notice. Failure to do so will result in denial of registrant's application for renewal.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.07 Recordkeeping.** (1) A registrant shall maintain records of their continuing education units and PDHs earned for a minimum of the 3 most recent biennia on a form approved by the professional engineer section.

(2) Records required include but are not limited to attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(3) If a continuing education course was awarded CEUs, the CEUs shall be converted by the applicant or registrant to PDHs for recordkeeping purposes.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.08 Waiver of continuing education.** (1) A renewal applicant who is unable to fully comply with the continuing education requirements due to extreme hardship may submit a written request for a waiver. The professional engineer section or its designee will review the request, and in its sole discretion, may grant a full or partial waiver, or extension of time to comply with the requirements.

(2) In this section, "extreme hardship" means an inability to fulfill the continuing education requirements during the applicable renewal period because of one of the following:

(a) Full-time service in the uniformed services of the United States for a period of at least one year during the biennium.

(b) An incapacitating illness documented by a statement from a licensed physician.

(c) A physical inability to travel to the sites of approved programs documented by a licensed physician.

(d) Any other extenuating circumstances acceptable to the professional engineer section.

(3) A renewal applicant may not receive a waiver under sub. (2) (b) or (c) for 2 consecutive biennia.

(4) A renewal applicant who has maintained an active Wisconsin license for a minimum of 30 consecutive years may, at the discretion of the professional engineer section or its designee, receive a waiver upon request and certification that the applicant has retired from the profession and is no longer receiving remuneration for providing professional engineering services.

(5) A renewal applicant who receives a waiver under sub. (4) may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

(6) A renewal applicant, who prior to the expiration date of the license submits a request for a waiver, pays the renewal fee and provides a statement setting forth the facts concerning noncompliance and the basis of the request, shall be deemed to be in good standing until the final decision on the application is issued by the professional engineer section. If a finding of extreme hardship is not determined, an applicant may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.09 Comity.** An applicant for registration from another state who applies for registration to practice professional engineering under s. A-E 4.09 (2), shall submit proof of completion of 30 PDHs of qualifying continuing education that complies with the requirements of ch. A-E 13 within the 2 year period prior to their application.

History: CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.10 Late renewal.** A renewal applicant who has failed to renew his or her credential by the established renewal date shall obtain all required PDHs and submit a record with information as specified under s. A-E 13.07 prior to the registrant's registration being renewed. If the total delinquent PDHs exceed

60 for all renewal periods since their last renewal, then 60 shall be the maximum required for late renewal. An applicant who has failed to be registered for a period greater than 5 years shall be subject to the provisions of s. [A-E 2.05 \(2\)](#).

**History:** [CR 11-014](#); cr. [Register December 2011 No. 672](#), eff. 1-1-12.



# Appendix B

## Wisconsin Department of Safety and Professional Services Continuing Education Attendance Table



**WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**

**CONTINUING EDUCATION ATTENDANCE TABLE**

ENGINEER 2012-2014 BIENNIUM CONTINUING EDUCATION RECORD

**A–E 13.03 Continuing education requirements.**

(1) (a) Beginning in the biennial registration period commencing August 1, 2012 and ending July 31, 2014, unless granted a waiver under s. A–E 13.08, every registrant shall complete at least 30 hours of approved PDHs or equivalent continuing education units, pertinent to the practice of professional engineering, except that between initial registration and the first renewal period, a new registrant shall not be required to comply with the continuing education requirements for the first renewal of registration.

**(b) During each biennial registration period, the registrant shall complete a minimum of 2 PDHs in the area of professional conduct and ethics.**

**(c) During each biennial registration period, credit for a minimum of 13 PDHs shall be obtained via courses where the registrant interacts in real time in a traditional classroom setting, computer conferencing, or interactive video conference where conferencing, or interactive video conference where participants are present in the same room or logged in at the same time and can communicate directly with each other and ask questions of the instructor.**

(d) If a registrant obtains more than 30 PDHs in a biennium, maximum of 15 of the excess PDHs may be used toward the continuing education requirement in the next biennium. Excess credits cannot be used to satisfy the requirements of par. (b) or (c).

(2) Continuing education may be obtained through any of the following means:

(a) Completing courses taken at a school or college of engineering accredited by the EAC/ABET.

(b) Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet.

(c) Presenting or attending qualifying seminars, in–house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

(d) Teaching or instructing in pars. (a) to (c). PDHs may only be counted for the initial offering or presentation of a course or program. Full–time faculty may not claim PDHs for teaching done as part of their regular duties. For teaching in pars. (a) to (d), multiply the PDHs earned by a factor of 2.

(e) Authoring published papers, articles, or books in the registrant’s area of professional practice that has been published in book form or in circulated journals or trade magazines. Five PDHs will be granted in the biennium in which each publication occurred. For peer reviewed papers, articles, or books in the registrant’s area of professional practice, 10 PDHs will be granted in the biennium in which each publication occurred.

(f) Actively participating in professional and technical societies. A maximum of 2 PDHs will be awarded for active participation as an officer or committee member in any one society in any one year. A maximum of 4 PDHs may be obtained under this paragraph in any biennium. PDHs are not earned until the end of each year of service is completed.

(g) Attainment of a patent relevant to the registrant’s area of professional practice. Ten PDHs will be awarded for each patent.

#2997 (5/12)

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# Appendix C

## Example of Certificate of Attendance



***American Society of Civil Engineers***

# *Certificate of Attendance*

Southeast Branch—January Scholarship Dinner  
Milwaukee, WI  
Monday, January 28, 2012

Presentation:  
Civil Engineering: Live It!  
Darcie Gabrisko, P.E. — VP and Director of Operations  
Strand Associates, Inc.

1.0 PDH Earned

\_\_\_\_\_  
*Attendee's Signature*

# Appendix D

## Example of Program Stamp or Initial System

**CEU REQUEST FORM 2013 Wisconsin Chapter Spring 2013 Conference, May 8-10, 2013**

Use this form if you need CEU credit. At the end of each session you attend, see the Room Volunteer to receive a sticker indicating your attendance at the full session. You may receive credit for only one session within a specific time period.

If you hold a PE License in Florida – you MUST include your Middle Initial and Florida License Number on this form. APWA is an approved Florida Board of Professional Engineers training provider – 0003888.

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ APWA Member #: \_\_\_\_\_ Florida License#: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_ Email (required): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<b>Thursday, May 9, 2013 9:00 am – 10:00 am</b>		<b>Thursday, May 9, 2013 1:15 pm – 2:15 pm</b>		<b>Friday, May 10, 2013 8:00 am – 9:00 am</b>	
Effective Leadership	.1 CEU	Reducing Risk of Damage from Horizontal Direction Drilling Installations	.1 CEU	Frac Sand Mining and Its Impact on State Water Resources	.1 CEU
<b>Thursday, May 9, 2013 10:15 am – 11:15 am</b>		Energy Conservation Opportunities for Public Works Facilities	.1 CEU	<b>Friday, May 10, 2013 9:00 am – 10:00 am</b>	
What are TIDs and TIFs - Basics 101	.1 CEU	<b>Thursday, May 9, 2013 2:15 pm – 3:15 pm</b>		Mapping the Future for Emerald Ash Borer Readiness and Response Planning	.1 CEU
Hot In Place Asphalt Recycling with Additives	.1 CEU	Effective Public & Private Employee Evaluations in Today's World	.1 CEU	Converting Vehicles to CNG, Hydrogen or Propane	.1 CEU
<b>Thursday, May 9, 2013 11:15 am – 12:15 pm</b>		Ethics in Public Works	.1 CEU	<b>Friday, May 10, 2013 10:30 am – 11:30 am</b>	
Is Low Bid Design Build / Possible? Milwaukee Bridge Replacement Project utilizing TIGER Grant	.1 CEU	<b>Thursday, May 9, 2013 3:45 pm – 4:45 pm</b>		LaCrosse Gunderson Clinic: The Quest to Become Energy Independent Using Landfill Gas	.1 CEU
APWA WI Chapter Solid Waste Survey Results	.1 CEU	Generational Diversity – "I Have Underwear Older Than You"	.1 CEU	WisDOT Local Programs & Changes Under Federal Transportation Act MAP-21	.1 CEU

CEU requirements for water/waste water operators vary from state to state.

Before you send in your CEU application, check with your state certifying agency to see if CEUs from APWA will be accepted.