

# Professional Development Reporting Form for Reinstatement Applicants

For the period      /      / 20 **through**      /      / 20

West Virginia Engineering Law requires each registered professional engineer must meet continuing education requirements as a condition for their WV PE license renewal. Fifteen (15) Professional Development Hours are required per year, with a total of thirty (30) Professional Development Hours (PDH's) required for each biennial renewal period.

**Reinstatement applicants should list all PDHs earned during the two (2) years prior to their reinstatement application date. For each activity listed, applicants must include acceptable attendance verification records in the form of completion certificates, presented in the same chronological order as they appear on the reporting log. If completion certificates are not available, acceptable supplemental documentation of participation such as seminar handouts, payment receipts, course notes, and/or other supporting evidence of attendance must be provided.**

**APPLICANTS MUST SHOW A MINIMUM OF THIRTY (30) HOURS OF ACCEPTABLE CONTINUING EDUCATION EARNED WITHIN THE LAST TWO YEARS TO BE APPROVED FOR REINSTATEMENT.**

PROFESSIONAL DEVELOPMENT HOURS EARNED in CHRONOLOGICAL ORDER			
BEGIN and END DATE(S)	NAME OF ACTIVITY, DESCRIPTION and SPONSORING ORGANIZATION	PDH(s)	Certificate Enclosed?
/ /20 to / /20			
/ /20 to / /20			
/ /20 to / /20			
/ /20 to / /20			
/ /20 to / /20			
/ /20 to / /20			
Add additional sheets if necessary	<b>TOTAL HOURS EARNED</b> <i>(MINIMUM OF 30 PDHs REQUIRED FOR REINSTATMENT)</i>		
	<b>CARRYOVER INTO NEXT RENEWAL YEAR</b> <i>(MAXIMUM OF 15 PDHs)</i>		

- 1 College or unit semester course (3 credit hours) 45
- 1 College or unit quarter course (3 credit hours) 30
- 1 Continuing Education Unit 10
- 1 Hour in course work, seminars, professional conventions, workshops 1
- 1 Hour of **teaching** in course work, seminars, professional conventions, workshops 2
- Each published paper or patent on engineering subjects 10

**§ 7-1-10.7 of WV Rules and Regulations:**

Each registrant is charged with the responsibility of his or her own professional development activities. The registrant shall maintain the records to be used to support credits claimed for professional development activities. Records required include, but are not limited to: 1) a log showing the type of activity claimed, sponsoring organization, the activity's location and duration, instructor's or speaker's name, and PDH credits earned; 2) attendance verification records in the form of completion certificates, paid receipts or other documents supporting evidence of attendance. These records shall be maintained for three renewal cycles. Copies of these records or supporting documentation may be requested by the Board for approval and verification purposes.

By my signature below, I hereby certify the summary of credits given above is correct. I have earned the credits stated and it accurately reflects the PDH's I have claimed during the period noted at the top of this page.

**Signature:** \_\_\_\_\_ **Date:**      /      / 20 \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **WV PE Registration Number:** \_\_\_\_\_