

American Society of Highway Engineers



Professional Development Committee

Professional Development Certification Program

September 1, 2016

Revised November 23, 2020

Introduction:

The ASHE Professional Development Committee has established, on behalf of the ASHE National Board of Directors, the American Society of Highway Engineers' (ASHE) Professional Development Certification Program for use by all ASHE Sections in good standing.¹

In the past, ASHE outlined relationships with the International Association for Continuing Education and Training (IACET) and the Registered Continuing Education Providers (RCEP) Program on its website and in other communications with member Sections. To be clear, at this time ASHE has no relationship with IACET, RCEP, or any other "certification" program and their names or logos should not be used in connection with ASHE training unless the local ASHE Section or instructor has bone fide credentials as approved providers under their program and are adhering to the extensive requirements of those programs.

The Professional Development Certification Program enumerated herein shall constitute the guidelines and rules that will shape ASHE's standalone program. The Committee, in the development of this Program, bore several goals in mind:

- Protect ASHE's reputation as a high quality continuing education provider for the benefit of all member Sections.
- Make compliance with the Program relatively easy.
- Maximize flexibility for member Sections.
- Minimize actual requirements in favor of guidance wherever possible.

ASHE Sections are asked to carefully review these rules and guidelines and apply them to any education program that is intended to bear the ASHE name or logo. We encourage you to contact the Committee with any questions you have or any suggestions for how we may improve the Program.

In some instances Sections may need additional support beyond the ASHE Professional Development Certification Program, but these are outliers. For example:

- New York State requires that courses be administered by an approved New York State sponsor and many New York Sections are served by a member of the Practicing Institute of Engineering (PIE)

¹ The American Society of Highway Engineers (ASHE) is a national level professional organization that offers its members robust opportunities for local presentations and instruction that can update and broaden the professional's knowledge of the field and in doing so, provides for the issuance of professional development certificates through its duly authorized Regions and Sections.

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- Florida requires that ASHE maintain an Application for Continuing Education Provider, which it does

The Committee wishes to thank the many Sections that responded to our December 2015 request for information regarding continuing education support needs. Your input was essential to our understanding of the need and how we could support ASHE members.

Since the inception of this Program in 2016 (partial recording year), 37,213 instruction hours have been reported by ASHE Sections and regional/national conferences through calendar year 2019. Using a conservative value of \$50/PDH, ASHE members have received a benefit of membership of \$1,860,650.

Intent:

ASHE has established this Program in good faith to provide Professional Development Hours (PDHs) or Continuing Education Units (CEUs) for members and guests who attend its technical programs, but it remains the responsibility of the person seeking CEU/PDH credits to ensure that their state licensing board(s) recognizes the training offered, and it is not the responsibility of ASHE at the Section, Region, or National level to ensure compliance with any licensing board's continuing professional education requirements.

Professional Development Certification Program:

- 1) It is essential that any issuance of professional development certificates of any kind under ASHE's name or branding protect the credibility of the national organization with the intent that state professional licensing boards will recognize all such ASHE certificates as fully compliant with the intent of their regulations concerning the continuing professional competency of licensed professionals.
- 2) No person, Region, Section, or other entity shall issue professional development credits (CEUs or PDHs) using the ASHE name or logo except in compliance with these rules and guidelines. Only ASHE Sections and Regions in good standing may issue professional development credits under this program and using the ASHE name or logo.
- 3) Education credits shall only be issued for technical presentations by qualified individuals with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to a licensee's professional practice.
- 4) Continuing Education Units (CEUs) should generally not be issued, except for longer events, such as multi-day training workshops. Professional Development Hours (PDHs) are the preferred issuance. Sections may also issue the simpler Certificate of Attendance.
- 5) One PDH may be issued for each fifty minutes of instruction or presentation, exclusive of breaks (e.g., a 3-hour presentation with a single 15-20 minute break would equal 3 PDHs).²

² There is very occasionally some confusion with this standard. The intent is that 1 PDH reflects one hour of instruction, with consideration for breaks in longer sessions. It is understood that a one hour presentation may wrap up 5-10 minutes early, due to pace and the amount of questions, or that it may run a few minutes over, and issuance of 1 PDH is appropriate in both instances. However, a six hour (360 minutes) training event, for example, should be credited as 6 PDHs, assuming reasonable breaks. It must not be divided by 50 to arrive at 7 PDHs. Members are reminded of our Code of Ethics, found at www.ashe.pro.

EDUCATION AS A CORE PURPOSE OF ASHE

*The mission of the
American Society of
Highway Engineers is to
provide a forum for
members and partners of
the highway industry to
promote a safe, efficient
and sustainable highway
system through
education, innovation and
fellowship.*

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Mission Statement

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- 6) If used, ten (10) hours of instruction (with no more than 10 minutes break per hour) are required for 1 CEU – hence, 1 CEU would equal 10 PDHs.
- 7) PDH certificates should be closely modeled after examples available from the Professional Development Committee and should include the following information:
 - a) ASHE Name and/or logo (follow ASHE Branding and Public Relations [Guidelines](#))
 - b) Name of attendee
 - c) Number of PDHs issued
 - d) Date of instruction/presentation
 - e) Name of presentation/instruction
 - f) Name of instructor
 - g) Location of instruction/presentation
 - h) Signature of the instructor
 - i) Disclaimer – “The hours of technical instruction or presentation reflected on this certificate do not imply or guarantee approval by the [State] Professional Licensing Board (or any other State). The licensee shall be solely responsible for determining eligibility of this session for satisfaction of his/her continuing professional competency requirements in this or any other state, as well as all recordkeeping requirements therefor.”
- 8) Hosting Sections or Regions should regularly apprise themselves of their state’s requirements and endeavor to deliver presentations and instruction that will likely be accepted by at least their state licensing board.
- 9) Any Section or Region that elects to issue professional development credits (PDHs or CEUs) must designate a Professional Development Coordinator, who shall be responsible for ensuring that credits are issued in accordance with this program.
 - a) The name and contact information for the Professional Development Coordinator shall be provided to the ASHE Professional Development Committee along with annual reporting.
 - b) Participating Sections shall also report to the ASHE Professional Development Committee, at the end of each calendar year, a summary of sessions for which PDHs, CEUs, or Certificates of Attendance were issued in the previous year, including:
 - i) Name of the session
 - ii) Speaker name
 - iii) Date of session
 - iv) Duration of the training
 - v) State issued in
 - vi) Number of PDHs issued to each qualifying attendee
 - vii) Number of qualifying attendees
 - c) Any Section or ASHE regional/national conference that fails to provide an annual report of their issuance of continuing education credits using ASHE’s name and/or logo will be advised by the National Board to cease any such use of its branding until such time as it is in good standing with the requirements.
 - d) Sections that have not issued credits during the year are simply asked to advise the Committee accordingly, with our thanks.
- 10) Documentation is required and must be retained by the hosting Section for a period of no less than three years (it is recommended these be stored electronically), as follows:
 - a) Sign in sheet of all attendees, including printed full name and signature³
 - b) Biography of the speaker

³ Online trainings may utilize other appropriate records, such as a registry of attendance that many platforms can provide.

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- c) Scheduled stop and start times (sessions longer than 3 hours should have an agenda showing planned breaks)
 - d) Presentation materials (e.g., PowerPoint or PDF slides, handout notes, etc.)
 - e) Completed review forms from all attendees being issued PDHs is strongly recommended as a best practice
 - i) Recommended forms are available by request from the Professional Development Committee
 - ii) At a minimum, the form should require the attendee list at least three concepts from the presentation that were new to them or expanded their understanding
- 11) The ASHE National Professional Development Committee shall be empowered and directed to periodically audit compliance with this program and selected Sections must comply with reasonable documentation requests and respond to corrective recommendations from the Committee in order to continue utilization of the ASHE name or logo in its issuances. It is not the intent that Committee audits be overly intrusive or burdensome; rather the intent will be to verify that recordkeeping requirements are being met, that the nature of presentations or instruction meets the intent of typical state licensing boards, and that the credibility of the ASHE Professional Development Certificate Program is protected for the good of all members.
- 12) Any attendee who, in the sole determination of the instructor, fails to participate attentively in the entirety of the program or complete a presentation review form may not receive a PDH certificate.
- 13) It is understandable that presentations may be made by representatives of industry companies, such as consulting firms and material vendors, and they will wish to highlight their firm. This is permissible within the bounds of good taste and company logos should be minimal so as to not detract from the underlying technical information. When specific products or services are highlighted, reasonable efforts should be made to recognize that competing products and services are available and should be examined by professionals prior to specifying in design. In short, speakers should be encouraged to conduct themselves with a degree of humility and decorum.
- 14) The ASHE logo should be in compliance with the latest version of the ASHE Branding and Public Relations [Guidelines](#).

Example forms (certificates, sign-in sheets, review forms) will be provided by the Professional Development Committee upon request.

Any questions regarding the Professional Development Certification Program should be directed to the Committee; you may contact them currently as follows:

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