



## **AMERICAN SOCIETY OF HIGHWAY ENGINEERS PROFESSIONAL DEVELOPMENT HOURS**

The Professional Development Certification Program enumerated here shall constitute the guidelines and rules that shape ASHE's standalone program. The development of this program captured several goals:

- 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 educational program that is intended to bear the ASHE name or logo.

### **PDH Program Intent:**

ASHE has established this program in good faith to provide Professional Development Hours (PDH's) 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 Certificate 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 (CEU's or PDH's) 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 (PDH's) 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 PDH's).
6. If used, ten hours of instruction (with no more than 10 minutes break per hour) are required for 1 CEU therefore, 1 CEU equals 10 PDH's.
7. PDH certificates should include the following information:
  - ASHE Name and or logo (follow ASHE Branding Guidelines D41)

- Name of attendee
  - Number of PDH's issued
  - Date of instruction/presentation
  - Name of presentation/instruction
  - Name of instructor
  - Location of instruction/presentation
  - Signature of the instructor
  - Disclaimer-The hours of technical instruction or presentation reflected on this certificate do not imply or guarantee approval by the (State) professional Licensing Board. The licensee shall be solely responsible for determining eligibility in this or any other state, as well as all recordkeeping requirements.
8. Hosting Sections or Regions should regularly review their state's requirements and endeavor to deliver presentations and instruction that will likely be accepted by their state licensing board.
9. Any Section or Region that elects to issue professional development hours (PDHs or CEUs) must designate a Professional Development Coordinator, who shall be responsible for ensuring that credits are issued in accordance with this program.
- The name and contact information for the Professional Development Coordinator shall be provided to the ASHE National along with annual reporting.
  - Participating Sections shall also report to ASHE National at the end of each fiscal year, a summary of sessions for which PDH's, CEU's or Certificates of Attendance were issued in the previous year, including:
    - Name of Session
    - Speaker Name
    - Date of Session
    - Duration of the training
    - State issued in
    - Number of PDH's issued to each qualifying attendee
    - Number of qualifying attendees
  - Any Section or ASHE Regional/National conference that fails to provide an annual report of their National Board to cease any such use of its branding until such time as it is in good standing with the requirements.
  - Sections that have not issued credits during the year are simply advise National accordingly.
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:
- Sign in sheet of all attendees, including printed full name and signature
  - Biography of the speaker
  - Scheduled stop and start times (sessions longer than 3 hours should have an agenda showing planned breaks).
  - Presentation materials (e.g. PowerPoint or PDF slides, handout notes etc.)
  - Completed review forms from all attendees being issued PDHs are strongly recommended as the best practice.
  - At a minimum the form should require the attendee list at three concepts from the presentation that were new to them or expanded their understanding.

- 11.** ASHE National will ask for the amount of PDH's issued and documentation of the sessions.
- 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 not to 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 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 Guidelines.