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## **10.01.04 - Rules of Continuing Professional Development**

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**IDAPA 10  
TITLE 01  
CHAPTER 04**

**10.01.04 - RULES OF CONTINUING PROFESSIONAL DEVELOPMENT**

**000. LEGAL AUTHORITY.**

These rules are promulgated as authorized by Section 54-1208(1), Idaho Code. (7-1-99)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited in full as Idaho Board of Registration of Professional Engineers and Professional Land Surveyors, IDAPA 10.01.04, "Rules of Continuing Professional Development". (7-1-99)

**02. Scope.** In order to establish and maintain a high standard of integrity, skills and practice in the profession of land surveying, and to safeguard the life, health, property and welfare of the public, the following Rules of Continuing Professional Development, hereinafter referred to as Rules, have been promulgated in accordance with Section 54-1208, Idaho Code, and shall be binding in the state of Idaho upon every person holding a license to practice as a Professional Land Surveyor. Each Licensee under the laws of the state of Idaho is charged with being familiar with these rules and knowledgeable in their application to the practice of land surveying. Every Licensee shall meet the continuing professional development requirements of these rules as one of the conditions for license renewal. These rules shall not be a basis for action involving civil liability, however, failure to obey these Rules may subject a Licensee to Board action pursuant to Chapter 12, Title 54, Idaho Code. (7-1-99)

**002. ADMINISTRATIVE APPEALS.**

Persons desiring to contest the actions taken in accordance with these rules shall seek administrative relief under the Attorney General's Rules, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General". (7-1-99)

**003. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency has written statements which pertain to the interpretation of the rules of this chapter, or to the documentation of compliance with the rules of this chapter. These documents are available for public inspection and copying at cost in the main office of this agency. (7-1-99)

**004. DEFINITIONS.**

For the purposes of these rules, the following terms are used as defined below: (7-1-99)

- 01. College Semester or Quarter Credit Hour.** Credit for college courses. (7-1-99)
- 02. Continuing Education Unit (CEU).** Unit of credit customarily used for continuing education courses. One (1) continuing education unit equals ten (10) hours of class in an approved continuing education course. (7-1-99)
- 03. Professional Development Hour (PDH).** A contact hour (minimum of fifty (50) minutes) of instruction or presentation. The common denominator for other units of credit. (7-1-99)
- 04. Activity.** Any qualifying action with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice. (7-1-99)
- 05. Licensee.** A person who is licensed to practice as a professional land surveyor. (7-1-99)
- 06. Board.** The Idaho Board of Registration of Professional Engineers and Professional Land Surveyors. (7-1-99)
- 07. Self-Study.** Documented study of professional/technical journals, published papers, articles, books, software or other areas of training which increase knowledge of the technology above and beyond routine job assignments. (7-1-99)
- 08. Active Participation.** Serving as an officer or committee chair at either the state or local (section or

chapter) level. (7-1-99)

**005. REQUIREMENTS.**

Every Licensee is required to obtain thirty (30) PDH units during the renewal period biennium (beginning on the first day of the month following the month in which the Licensee was born). If a Licensee exceeds the biennial requirement in any renewal period, a maximum of thirty (30) PDH units may be carried forward into the subsequent renewal period. PDH units may be earned in the following activities, however, PDH units must come from two (2) or more activities. (3-30-01)

- 01. Successful Completion of College Credits.** (7-1-99)
- 02. Successful Completion of Continuing Education Units.** (7-1-99)
- 03. Successful Completion of Other Courses.** Correspondence, televised, videotaped, and other short courses/tutorials for which college credits or CEU's are awarded. (7-1-99)
- 04. Attending Qualifying Seminars.** Attending qualifying seminars, in-house courses, workshops, or technical or professional presentations made at meetings, conventions, or conferences. (7-1-99)
- 05. Teaching or Instructing.** Teaching or instructing in Subsections 005.01 through 005.04 above, above and beyond routine job assignments. (7-1-99)
- 06. Authoring Published Papers, Articles, or Books.** (7-1-99)
- 07. Membership in Technical or Professional Organizations.** (7-1-99)
- 08. Active Participation in Technical or Professional Organizations.** (7-1-99)
- 09. Patents.** (7-1-99)
- 10. Presentations to Technical, Professional or Civic Organizations.** (7-1-99)
- 11. Self Study.** (7-1-99)

**006. UNITS.**

The conversion of other units of credit to PDH (Professional Development Hour) units is as follows:

|  |                                |
|--|--------------------------------|
| 1 College semester credit hour equals  | 45 PDH                         |
| 1 College quarter credit hour equals   | 30 PDH                         |
| 1 Continuing Education Unit equals   | 10 PDH                         |
| 1 Hour of attendance in course work, seminars, or technical or professional presentations made at meetings, conventions, or conferences equals | 1 PDH                          |
| Teaching 1 through 4 above, above and beyond normal job assignments, apply multiple of 2   |                                |
| Each published paper, article or book not to exceed  | 5 PDH                          |
| Technical or professional organization membership (Each organization) equals   | 3 PDH                          |
| Active participation in technical and professional organization (Each organization) equals   | 3 PDH                          |
| Each patent not to exceed  | 5 PDH                          |
| Presentations to technical, professional or civic organizations equals   | 2 PDH per hour of presentation |
| Documented self-study not to exceed  | 5 PDH                          |

(7-1-99)

**007. DETERMINATION OF CREDIT.**

The Board will not pre-approve activities as qualifying for continuing professional development, but has final authority to judge the PDH value for all activities submitted to fulfil CPD requirements. (3-30-01)

**008. RECORD KEEPING.**

Maintenance of records to support credits claimed is the responsibility of the Licensee. Records required include, but are not limited to: (7-1-99)

**01. Log.** A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; (7-1-99)

**02. Attendance Verification.** Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; or (7-1-99)

**03. Records.** Records as maintained by the Professional Development Registry for Engineers and Surveyors (PDRES) or other similar repositories. These records must be maintained for a period of five (5) years and copies may be requested by the Board for audit verification purposes. (7-1-99)

**009. EXEMPTIONS.**

A Licensee may be exempt from the continuing professional development requirements for one (1) of the following reasons: (7-1-99)

**01. First Renewal Period.** New Licensees by way of examination or comity shall be exempt for their first renewal period. (7-1-99)

**02. Active Duty in the Armed Forces.** A Licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a renewal period shall be exempt from obtaining the professional development hours required during that renewal period. (3-30-01)

**03. Extenuating Circumstances.** A Licensee experiencing physical disability, serious illness, or other extenuating circumstances accepted by the board. (7-1-99)

**04. Retired and Receiving No Remuneration.** A Licensee who has chosen and qualified for the "Retired" status and who further certifies that they are no longer receiving any remuneration from providing professional land surveying services shall be exempt from the professional development hours required. In the event such a person elects to return to active practice of professional land surveying, professional development hours must be earned before returning to active practice for each biennium exempted not to exceed the requirement for two (2) bienniums. (3-30-01)

**05. Expired License.** A Licensee who has chosen to allow his license to expire shall be exempt from the professional development hours required. In the event such a person elects to reactivate the license, professional development hours must be earned before reinstating the license or certificate for each biennium exempted not to exceed the requirement for two (2) bienniums. (3-30-01)

**010. COMITY/OUT-OF-JURISDICTION RESIDENTS.**

The CPD requirements for non-resident licensees shall be the same as that for resident licensees. (7-1-99)

**011. -- 998. (RESERVED).**

**999. SEVERABILITY.**

The rules governing this chapter are severable. If any rule, or part thereof, or the application of such rule to any person or circumstance is declared invalid, that invalidity does not affect the validity of any remaining portion of this chapter. (7-1-99)

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