

# APLS Professional Development Program

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For the Registered Land Surveying  
Community of Arizona

**Arizona Professional Land Surveyors**

**Adopted, 22 January 2010**

# Continuing Education Defined

As used in this chapter, “continuing education” means an orderly process of instruction that is approved by an approved organization or the board and that is designed to directly enhance the practitioner’s knowledge and skill in providing services relevant to the practitioner’s profession or occupation.

## Definitions

- A.** Professional development hour (PDH) - a contact hour (nominal) of instruction or presentation -- the common denominator for other units of credit;
- B.** Continuing education unit (CEU) - unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in approved continuing education course;
- C.** College/unit semester/quarter hour - credit for course from ABET approved curriculum or other related college course approved;
- D.** Course/activity - any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice;
- E.** Dual licensee - a person who is licensed as both a professional engineer and a professional surveyor.
- F.** Units – The conversion of other units of credit to PDHs is as follows:
  - 1) 1 college or unit semester hour 45 PDHs
  - 2) 1 college or unit quarter hour 30 PDHs
  - 3) 1 continuing education unit 10 PDHs

## **PROFESSIONAL DEVELOPMENT PROGRAM**

**A. Introduction** - Every licensee shall meet the continuing professional development requirements of these regulations for professional development as a condition for license renewal.

**B. Failure to meet requirements** - Submission of professional development hours (PDHs) shall be made concurrently with license renewal; failure to meet the PDH requirements will result in rejection of renewal; and correction of the deficiency must be made by submission of the appropriate PDHs and payment of the processing fee within 1 year of renewal date.

**C. Requirements** - Every licensee is required to obtain 45 professional development hours (PDH) units during a triennium, at least four of which shall be in Statutes and Minimum Standards related to the practice of surveying as defined by ARS 32-101(22). A maximum of 10 PDH units may be earned in self-directed study. If a licensee exceeds the triennial requirement in any triennial cycle, a maximum of 15 PDH units may be carried forward into the subsequent triennium. PDH units may be earned as follows:

- (1) successful completion college courses;
- (2) successful completion of continuing education courses;
- (3) successful completion of correspondence, televised, videotaped, and other short course/tutorials;
- (4) presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions or conferences;
- (5) teaching or instructing in Paragraphs (1) through (4) of this section.
- (6) authoring published papers, articles, or books; approved/accepted licensing examination items
- (7) active participation in professional or technical societies and their committees;
- (8) patents;
- (9) RESERVED
- (10) technical reviews, including articles from periodicals, books, video/audio cassettes,

tutorials and other sources, which contribute to the technical or professional education or competency of the licensee;

(11) participation in civic or community activities, relevant to the engineering and surveying professions, as a speaker, instructor, presenter or panelist;

(12) successful completion of ethics training.

**Professional Development Hour (PDH) Units -**

**D.** Except as otherwise provided, a licensee who successfully completes an activity to maintain, improve or expand the skills and knowledge relevant to his discipline is entitled to the number of professional development hours assigned to the activity in accordance with the following schedule, subject to modification by the board:

**Activity Professional Development Hours**

College course with duration measured in semesters received	45 PDH for each semester credit hour
College course with a duration measured in quarters received	30 PDH for each quarter credit hour
Attendance at a seminar, workshop, in-house course instruction or professional meeting, convention, or conference	1 PDH for every hour of attendance
Teach a course, tutorial, seminar, or workshop	2 PDH for each hour spent teaching
Authoring or coauthoring a paper, article or book that has been published	10 PDH for each article, paper, or book
Serving as an officer or active participating member of a committee of a professional or technical organization	2 PDH for each calendar year of service
Receive a patent as an inventor of record	10 PDH per patent
Writing "Accepted" Professional exam problems	4 PDH per question; 10 PDH maximum per year

**E. Teaching** - A licensee who teaches the same course or seminar on one or more occasion may obtain professional development hours for teaching that course a second or subsequent time. A licensee who is a full-time member of the faculty of any institution of a University and/or Community College System or any other public or private institution of learning may not obtain any professional development hours for teaching at that institution.

**F. Recordkeeping** - Licensees are charged with the responsibility of their own professional activities. The responsibility of maintaining records to be used to support credits claimed is the responsibility of the licensee. Records required include but are not limited to:

(1) a log showing the type of activity claimed, sponsoring organization, location, 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;

(3) RESERVED

(4) a log indicating the medium used for a technical review, the subject of the review, the author or sponsoring organization, the date the review was conducted, a brief written summary of the contents of the reviewed material and the time spent on the review; and

(5) the organization sponsoring a civic or community activity, the date and location of the activity, the subject of the activity and the licensee's involvement in the activity. These records must be maintained for a period of three years and copies may be requested by the board for audit verification purposes.

**G. Exemptions** - A licensee may be exempt from the professional development educational requirements for one of the following reasons:

(1) new licensees by way of examination or comity/endorsement shall be exempt for the first year directly following the issuance of their license; PDH requirements will be prorated for any remaining portion of the licensing period beyond one year;

(2) 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 calendar year may be exempt from obtaining the professional development hours required during that year;

(3) licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the board may be exempt; supporting documentation must be furnished to the board;

(4) licensees who have been approved for "retired status" by the board shall be exempt from the professional development hours required; in the event such a person elects to return to active practice of professional engineering or professional surveying, professional development hours must be earned before returning to active practice for the preceding biennial cycle.

**H. Reinstatement** - A licensee may bring an expired license to active status by obtaining all delinquent PDH units and complying with all other reinstatement requirements in R4-30-201, R4-30-203, ARS 32-101; however, if the total number required to become current exceeds 45, then 45 shall be the maximum number required.

**I. Comity/out-of-jurisdiction resident** - licensees who are residents of other jurisdictions shall meet the professional development hours requirements of this board. These requirements may be deemed satisfied when a nonresident licensee provides evidence of having met requirements for another state engineering/surveying licensing board that are equal to or exceed the requirements of this article.

#### **J. PDH Credit/Carryover Requirements**

The rule specifies that every licensee is required to obtain 45 PDH for each three-year renewal period. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDH units may be carried forward into the next renewal period.

#### **M. Audit Processes**

The auditing of a percentage of PDH renewal forms will be done on a random selection basis. Although it is anticipated that most licensees will attempt to meet the requirements of the rule with a good faith effort,

there is a need for auditing to verify that the law and rules are being met and to identify any communication problems between the Board and the licensees. Several opportunities for checks and audits have been identified.

**N. Cursory review of forms by Board staff** -- Upon receipt of the PDH form, a cursory scan of the form by trained staff personnel can reveal obvious errors in the listing of activities, additions, rounding of PDH hours, carry-over errors, and omitted signatures. Form letters may be used to return forms containing errors to licensees for correction or explanation.

**O. Randomly selected licensees for audit** -- This is the "official" audit to be conducted by the Board after each renewal period. Licensees may be selected by generating random lists of names or license numbers. Each selected licensee will be asked to furnish evidence of attendance or completion of the listed activities. This would include resident and non-resident licensees. Fraudulently reported activities can result in disciplinary action against a licensee.