

Continuing Professional Development Commonly Asked Questions May 2000

If you need further clarification please write the Board using one of these methods:

- a. Postal mail: OSBEELS, CPD, 728 Hawthorne Ave, NE, Salem OR 97301
- b. E-mail: cpd@osbeels.org
- c. Fax: 503-362-5454

CPD Requirements For License Renewal

1. If your license expires December 31, 2000, the CPD requirement will be 30 PDH to renew. After 1-1-01, all renewals will require 30 PDH to renew.
2. You may apply professional development credit that was achieved no earlier than two years prior to your expiration date.
3. In the event you achieve more than the required 30 PDH in one biennial renewal period, you may carry a maximum of 15 PDH forward to the next renewal period.

Who Determines If A Course Counts?

Credit determination for activities is the **responsibility of the registrant** and is subject to review by the Board during an audit.

1. The Board will automatically approve courses that are sponsored by nationally recognized technical societies; (a partial listing follows this document).
2. Courses, classes, seminars, workshops, etc. will be approved so long as it is technical in nature and pertains to your license. General management training, (for personnel or projects) will not be approved, (exception will be allowed for practice related to management courses sponsored by a recognized technical society).
3. The Board does not maintain a list of courses. Contact your technical society for information on course offerings.

How Do I Keep Track Of This?

1. It is the registrant's responsibility to keep records of each professional development activity, including documents supporting evidence of attendance. The registrant must keep these records for three (3) years.
2. Do not send your documents to the Board office unless you receive written notice of an audit of your CPD record.
3. The Board has created a 'form' to track your CPD credits as you accomplish them. It is available on our web site: www.osbeels.org choose "professional development" choose "CPD log". This log is optional; you may keep your records in any format that is convenient for you.

What Is Exempt Status?

A registrant, either residing inside or outside Oregon, who is no longer providing professional engineering or land surveying services, may request exempt status. The exempted license is not forfeited it is inactive and not usable for professional services. Providing professional service includes consultations, narratives, reports, as well as maps, plans and specifications. The Board must receive a written request for exempt status, stating the registrant is no longer providing professional services of any nature. Exempt status is maintained by paying a reduced annual fee. To begin offering professional services at a later date, the license may be reinstated. To reinstate the license prior to offering services, the registrant must satisfy the current CPD requirements and notice must be supplied to the Board in writing that the registrant would like to reinstate the license. (See OAR Division 10 Licensing 820-10-635 (6) for more details).

What If I Don't Live In Oregon?

All Oregon registrants, whether residing inside or outside Oregon, need to achieve continuing professional development units at each renewal period if their intention is to offer professional services in Oregon or for Oregon clients.

1. In the event a registrant holds a license in another state, also a member of NCEES, and that state has no CPD requirement, the registrant will need to satisfy Oregon's 30 PDH requirement to renew the Oregon license.
2. In the event that state requires a higher CPD requirement than Oregon, the Oregon registrant will be able to renew Oregon's registration upon fulfilling the other state's higher requirement.
3. In the event that state requires a lower CPD requirement than Oregon, the Oregon registrant may renew the Oregon license upon achieving the other state's lower requirement.

What If I Have More Than One License?

The CPD achieved is not to be less than 1/3 (10 PDH) for the biennial renewal period on any one license. Example: Registrants who hold both a surveying and an engineering license, needs to achieve CPD credit in both areas, however, neither area is to receive less than 10 PDH for the 2-year period, (while the end total is to be 30 PDH per registrant for the renewal period).

1. Registrants with more than one discipline of professional engineering and NOT a land surveyor's license have one (1) license-P.E.
2. Registrants with a professional engineering AND a professional land surveying license (regardless how many disciplines of engineering they hold), have TWO (2) licenses-P.E./P.L.S.
3. Registrants with just a P.E. or just a P.L.S. have just ONE (1) license.

What If I Don't Comply With The Requirements?

CPD is a condition of renewal. If a registrant fails to comply with the requirements the license will remain inactive until the current CPD requirement is satisfied.

Where Do I Find Courses?

See List of Technical Societies.