



ADMINISTRATIVE RULES OF MONTANA

24.183.2105 CONTINUING PROFESSIONAL COMPETENCY - CONTINUING EDUCATION

- (1) Every licensee shall meet the continuing professional competency (continuing education) requirements of these regulations for professional development and affirm an understanding of their recurring duty to comply with continuing education requirements as a part of renewal.
- (2) Terms used in this rule are defined as follows:
 - (a) "Professional development hour (PDH)" means a contact hour (nominal) of instruction or presentation;
 - (b) "Continuing education unit (CEU)" means a unit of credit customarily used for continuing education courses. One continuing education unit equals ten hours of class in an approved continuing education course;
 - (c) "College/unit semester/quarter hour" means credit for courses in ABET approved programs or other related college courses approved in accordance with (5), below;
 - (d) "Course/activity" means 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) "Engineer-surveyor" means a person who is licensed as both an engineer and a land surveyor.
- (3) Every licensee is required to obtain 30 PDH units during the two-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 subsequent renewal period. PDH units may be earned as follows:
 - (a) successful completion of college courses;
 - (b) successful completion of continuing education courses;
 - (c) successful completion of correspondence, televised, videotaped and other short courses/tutorials;
 - (d) presenting or attending qualifying seminars, in-house courses, workshops or professional or technical presentations made at meetings, conventions or conferences;
 - (e) teaching or instruction in (a) through (d), above;
 - (f) authoring published papers, articles or books;
 - (g) active participation in professional or technical societies;
 - (h) patents.

- (4) The conversion of other units of credit to PDH units is as follows:
- (a) one college or unit semester hour 45 PDH
 - (b) one college or unit quarter hour 30 PDH
 - (c) one continuing education unit 10 PDH
 - (d) one hour of professional development in course work, seminars or professional or technical presentations made at meetings, conventions or conferences 1 PDH
 - (e) each published paper, article or book10 PDH
 - (f) active participation in professional and technical society (each organization)2 PDH
 - (g) each patent10 PDH
 - (h) for teaching apply multiple of two. (Teaching credit is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full –time faculty.)
 - (i) self-study10 PDH

(A maximum of 10 PDH will be allowed per renewal cycle for self-study. Self-study is considered a formatted review of new subject matter or technical information such as video tapes series, Internet courses that do not include a final examination, etc.)

- (5) The board has final authority with respect to approval of courses, credit, PDH value for courses and other methods of earning credit.
- (a) Credit for college or community college approved courses will be based upon course credit established by the college.
 - (b) Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDH units for the actual time of each program.
 - (c) Credit determination for each published paper, article or book and each patent is the responsibility of the licensee (subject to review as required by the board) .
 - (d) Credit for active participation in professional and technical societies (limited to two PDH per organization) requires that a licensee serve as an officer and/or actively participate in a committee of the organization. PDH credits are not earned until the end of each year of service is completed.
- (6) Licensees shall maintain records and documentation of completed continuing education and make the records available upon board request. Records required include, but are not limited to:
- (a) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name and PDH credits earned;
 - (b) attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; or
 - (c) 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 three years and copies may be requested by the board for audit verification purposes.

- (7) A licensee may be exempt from the professional development educational requirements for one of the following reasons:
 - (a) New licensees by way of examination or comity shall be exempt from accruing PDHs for 12 months following licensure, after which 7.5 PDHs are required for each six-month period of licensure until the first renewal period that occurs on or after June 30, 2008;
 - (b) A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a year shall be exempt from obtaining the professional development hours required during that year;
 - (c) 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;
 - (d) Licensees currently on inactive status shall be exempt.
- (8) The number of PDH units required of engineer-surveyors shall be 30, at least one-third of which shall be obtained in each profession.
- (9) The department may randomly audit up to 50 percent of renewed licensees.
- (10) Licensees found to be in noncompliance with continuing education requirements may be subject to administrative suspension.

Authorizing statute(s): 37-1-319, MCA

Implementing statute(s): 37-1-306, 37-1-319, MCA

History: NEW, 1997 MAR p. 196, Eff. 1/28/97; TRANS, from Commerce, 2002 MAR p. 1756; AMD, 2006 MAR p. 1630, Eff. 6/23/06; AMD, 2006 MAR p. 1633, Eff. 6/23/06; AMD, 2019 MAR p. 635, Eff. 5/25/19; AMD, 2021 MAR p. 1215, Eff. 9/25/21.