



Construction
Industry
Institute®

Continuing Education Program Guidelines

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1. Introduction.

- 1.1. In response to requirements for construction industry professionals to participate in continuing education programs, to the extent required by various licensing boards or certifying agencies, the Construction Industry Institute® (CII) has developed this document as a guideline for the implementation of a continuing education program (CEP).
- 1.2. This document describes the minimum requirements and policies that CII will use to help regulate the issuing of professional development hours (PDH). CII will not issue continuing education units (CEU). This policy shall apply to all members of CII in order for PDHs to be issued to members.

2. Definitions.

- 2.1. Professional Development Hour (PDH)*: A contact hour (clock hour) of CEP activity. PDH is the basic unit for CEP reporting.
- 2.2. Continuing Education Unit (CEU)*: Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of class in an approved continuing education course.
- 2.3. 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 license holder's field of practice.
- 2.4. Online Education: CII courses offered via the internet.

* Terms came from Texas Board of Professional Engineers – Proposed Continuing Education Rule 131.139

3. Requirements.

- 3.1. Every licensee is required to obtain and track PDH/CEU units based on the provisions of their respective state board of professional engineers.
- 3.2. CII Qualifying Activities.
 - 3.2.1. Successful completion of online courses.
 - 3.2.2. Presenting or attending qualifying seminars, conventions or conferences, inclusive of Web seminars.



- 3.2.3. Presenting or attending qualifying in-house courses or workshops.
- 3.2.4. Authoring published papers, articles, books, or accepted licensing examination items.
- 3.2.5. Active participation in CII professional or technical teams as outlined in 5.5.
- 3.3. Non-Qualifying Activities.
 - 3.3.1. Regular participation with CII (except participation as outlined in 5.)
 - 3.3.2. Self-study of a CII Practice.
 - 3.3.3. CII meetings that are not relevant to engineering, land surveying, or construction professions.
 - 3.3.4. Online courses that have not been completed with a passing grade and required study time.
 - 3.3.5. Passing an online course without completing the course.
 - 3.3.6. Enrollment without attendance at courses, seminars, etc.
 - 3.3.7. Repetitive attendance or teaching of the same course.
- 3.4. Appendix A provides a comparison of typical continuing education programs.
- 4. CII Activity Credits.
 - 4.1. One, 1-hour online course *1 PDH*
 - 4.2. One hour of professional development in CII sponsored seminars, technical presentations, conventions, or conferences, including web seminars. *1 PDH*
 - 4.3. Teaching anything listed in 4.2 as explained in 5.4 *2 PDH*
 - 4.4. A published CII paper, article, book, education module, or set of research team publications as explained in 5.5 *10 PDH*
 - 4.5. Restructuring, Integration, and Tagging (RIT) Team participation as part of CII's Knowledge Base Program as explained in 5.8 *10 PDH*

5. Criteria for Activities.

5.1. Credit Criteria for All Activities. The primary purpose for licensing or certifying construction industry professionals is to protect the public from unqualified or unethical practitioners. The requirement for continuing education is also intended to protect the public by reinforcing the need for lifelong learning in order to stay current with changing laws, technology, equipment, procedures, processes, tools, and established standards. The rule specifying qualifying continuing education activities was designed to give flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business), or ethical fields.

5.2. Online Courses. To qualify for this credit, a CII online course must be completed in at least the required minimum study time and a passing grade on the final exam must be acquired. At the end of the online course, a printable certificate of completion will be offered for recordkeeping purposes.

5.3. Seminars, Technical Presentations, Conventions, and Conferences.

5.3.1. Credit for qualifying seminars and workshops will generally be based on one PDH unit for each hour of attendance at a CII sponsored technical or construction management event. The Professional Development Committee will approve the actual credit granted.

5.3.2. CII activities will be targeted for the following number of PDHs:

- | | |
|--------------------------------------------------------------------------------|---------------------------|
| 5.3.2.1. Seminars, conventions, conferences, workshops, including Web seminars | <i>variable (see 4.2)</i> |
| 5.3.2.2. Board of Advisors Meeting | <i>NONE</i> |
| 5.3.2.3. Committee Meetings | <i>NONE</i> |

5.4. Teaching Credits. Teaching of qualifying courses, seminars, or tutorials earn 2 PDH credits for the instructor per classroom hour. However, it is not intended that repetitive teaching of the same course will earn any credit. PDH credit does not apply for teaching if the licensee is a full-time faculty member. The Professional Development Committee will determine courses that qualify for credit.

5.5. Published CII Paper, Article, Book, Education Module, or Broadcasted Web Seminar.

5.5.1. The authors and/or CII team members of a CII publication (other than those covered in 5.6 below), education module, etc., must have their work actually

published by CII before credit can be claimed. The Professional Development Committee will determine the qualifying publications.

- 5.5.2. A published CII paper must be a serious effort to qualify. For example, a “news” article in a technical or professional or technical bulletin is not considered a published paper.
 - 5.5.3. It is recognized that often many more hours are spent in being an author of a publication; however, the PDH credit is established at a fixed 10 PDH per publication.
 - 5.5.4. If multiple participants are involved, then the Task Chair, Co-Chair, or senior academic shall attest to at least 10 hours of participation by the participant requesting the credit.
- 5.6. Participation in CII Research Teams (RT). A maximum of 60 PDHs may be awarded for RT participation in a given calendar year. Although it is recognized that much preparation is done in advance of research team meetings and that many teams conduct virtual team meetings, credit will only be awarded for hours spent during face to face team meetings which can be certified by a team Chair or Principal Investigator. Credit will be awarded based upon 1 PDH for each hour of research team meeting subject to the conditions below:
- 5.6.1. Requirements for full credit (retroactive as of 01Jan10):
 - 5.6.1.1. Participation annually in a minimum of 2/3 of the team face to face meetings is required to obtain any PDH credit. Once this criterion is met, 1 PDH will be awarded for each hour of meeting participation up to the 60 hour annual limit.
 - 5.6.1.2. Credits will be awarded only for intellectual contributions towards research activities to include: review of problem statement/development of the research proposal, development of the team methodology and data collection plan, evaluation of data received, development of findings, writing/preparation of team reports, development of research implementation resources and publications to include the presentation of materials at professional forums.
 - 5.6.1.3. Administration:
 - 5.6.1.3.1. At team kickoff, the Research Associate Director will present and discuss the CII Research Team PDH Guidelines.

- 5.6.1.3.2. A copy of the guidelines will be put in each RT member packet.
 - 5.6.1.3.3. A meeting participation log will be provided by CII and maintained by the research team on the team's SharePoint site.
 - 5.6.1.3.4. Twice each year, the CII Research Program Coordinator will request the team Chair or Principal Investigator sign the participation log certifying individual team member participation based upon actual meeting minutes maintained and then forward the log to CII.
 - 5.6.1.3.5. The CII Research Program Coordinator will forward the certified log to the PDC Program Coordinator for preparation of the certificate awarding PDHs earned.
- 5.7. Participation on the CII Product Review Board (PRB). A maximum of 24 PDHs may be awarded for PRB participation in a given calendar year. Although, each PRB member spends a significant amount of time preparing for every PRB meeting, and the PRB conducts several virtual team meetings per year, credit will only be awarded for hours spent during face-to-face meetings that can be certified by the Chair or Vice-chair. Credit will be awarded based upon 1 PDH for each hour of PRB meeting time, and subject to the conditions below:
- 5.7.1. Requirements for full credit (retroactive as of 01Jan13):
 - 5.7.1.1. Participation annually in a minimum of 2/3 of the PRB's face-to-face meetings is required to obtain any PDH credit. Once this criterion is met, one PDH will be awarded for each hour of meeting participation up to the 24-hour annual limit.
 - 5.7.1.2. Credits will be awarded only for intellectual contributions towards review activities to include the following: review of the content, organization, and usefulness of the research summaries, implementation resources, and software tools submitted to the PRB.
 - 5.7.1.3. Administration
 - 5.7.1.3.1. At each face-to-face meeting, the CII editor will record attendance in the tracking chart and in the meeting minutes.

- 5.7.1.3.2. These guidelines will be given to all PRB members.
 - 5.7.1.3.3. Twice each year, the CII Editor will ask the team Chair or Vice-chair to sign the participation log certifying each PRB member's participation.
 - 5.7.1.3.4. The CII Editor will forward the certified log to the PDC Program Coordinator for preparation of PDH certificates.
 - 5.8. Participation on a CII Restructuring, Integration, and Tagging (RIT) Team as part of CII's Knowledge Base Program (retroactive as of (01 Nov 14)).
 - 5.8.1. To qualify, the members of an RIT Team must have attended a kickoff/training session, have reviewed their assigned research publications, and have their deliverables completed and submitted to CII before credit can be claimed. These deliverables include Topic Summaries, Tagging Checklists, and an Integrated Knowledge Summary. The Knowledge Management Committee will assess the completeness of these deliverables.
 - 5.8.2. It is recognized that often many more hours are spent on RIT Team tasks, including attending the kickoff/training session, reviewing CII publications, writing topic and integrated knowledge summaries, tagging the material, etc.; however, the PDH credit is established at a fixed 10 PDH for each RIT team member.
 - 5.8.3. The Associate Director for Knowledge Management will provide the certified log to the PDC Program Coordinator for preparation of PDH certificates.
 - 6. Determination of Credit.
 - 6.1. The board of licensure in each government jurisdiction has final authority with respect to approval of courses, credit, CEU/PDH value for courses, and other methods of earning credit.
 - 6.2. Some boards of licensure require pre-approved courses for PDH credit. It shall be the responsibility of the licensee to ensure that the activities in which they participate meet the requirements, especially those licensed in more than one jurisdiction.
 - 7. Recordkeeping.
 - 7.1. Licensee.
 - 7.1.1. This guideline is not all encompassing since each state board of licensure and/or certifying agency establishes its continuing education requirements. It is the responsibility of the licensee or party seeking certification to keep up to
-

date with the policies and requirements of the respective board or agency in order to keep the license or certification current.

- 7.1.2. The licensee or party seeking certification is responsible for maintaining records to be used to support credits claimed.
- 7.1.3. Records required may include, but are not limited to:
 - 7.1.3.1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructors' or speaker's name, (or in the case of RTs as noted in section 5.6.1.4) and CEU/PDH credits earned.
 - 7.1.3.2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
- 7.2. CII.
 - 7.2.1. CII will provide a certificate of completion, stating PDH's earned, for any qualifying activity for the purposes of licensee recordkeeping. The CII Director and/or the CII Associate Director for Professional Development will sign the certificate (or provide facsimile signature).
 - 7.2.2. CII will maintain attendance records for all qualifying activities up to 7 calendar years¹.
- 7.3. Quality Control. The CII Continuing Education Program is subject to review and approval by the CII Professional Development Committee.

¹ University of Texas at Austin Records Retention Schedule,
<http://www.utexas.edu/business/accounting/pubs/utrrs2011.pdf>, UT Code CEE234

Appendix A: Comparison of Typical Continuing Education Programs

	State Board's Licensure Requirements*			Contractor License	Professional Organizations Requirements						CII
	TX BPE	FL BPE	LA PBE	FL CILB	PMI	IACET	ASCE	NCEES	AACE	IEEE	
Administrative											
Hour Type (PDH/CEU/Both)	PDH ¹	PDH ^{1,6}	PDH ¹	CRH ^{6,7}	PDH ¹	CEU	SEE NCEES	PDH ¹	BOTH	CEU	PDH ¹
Hours Required (Annual)	15	8 (biennial)	30 (biennial)	14 (biennial)	60 (Per 3 yrs)	N/A	SEE NCEES	15	N/A	N/A	N/A
Annual Carryover (YES/NO)	YES (15 max)	NO	YES (15 max)	NO	YES (20/cycle)	N/A	SEE NCEES	YES (15 max)	N/A	SEE IACET	N/A
Recordkeeping (Years to retain documentation)	5	4	6	N/A	1	N/A	SEE NCEES	5	N/A	SEE IACET	5

Appendix A: Comparison of Typical Continuing Education Programs (continued)

	State Board's Licensure Requirements*			Contractor License	Professional Organizations Requirements						CII
	TX BPE	FL BPE	LA PBE	FL CILB	PMI	IACET	ASCE	NCEES	AACE	IEEE	
Qualifying Activities (PDH)											
Online Coursework	1/HR	1/HR	1/HR	SEE NOTE 8	1/HR	0.1 /HR	SEE NCEES	1/HR	N/A	SEE IACET	1/HR
Presenting seminar, convention, or conference	2/HR	2/HR	2/HR	SEE NOTE 8	10/Activity	NO CREDIT ⁵	SEE NCEES	2/HR	N/A	SEE IACET	2/HR
Attending seminar, convention, or conference	1/HR	1/HR	1/HR	SEE NOTE 8	1/HR	NO CREDIT ⁵	SEE NCEES	1/HR	N/A	SEE IACET	1/HR
Presenting at in-house courses or workshops	2/HR	2/HR	2/HR	SEE NOTE 8	10/Activity	NO CREDIT ⁵	SEE NCEES	2/HR	N/A	SEE IACET	2/HR
Attending in-house courses or workshops	1/HR	1/HR	1/HR	SEE NOTE 8	1/HR	NO CREDIT ⁵	SEE NCEES	1/HR	N/A	SEE IACET	1/HR
Authoring published papers, articles, books, etc...	10	10	10	SEE NOTE 8	30	NO CREDIT ⁵	SEE NCEES	10	N/A	SEE IACET	10
Participation on technical teams/societies	2/ORG	2/ORG	1/ORG (3 max)	SEE NOTE 8	5/YR ²	NO CREDIT ⁵	SEE NCEES	2/ORG	N/A	SEE IACET	2/ORG

Appendix A: Comparison of Typical Continuing Education Programs (continued)

	State Board's Licensure Requirements*			Contractor License	Professional Organizations Requirements						CII
	TX BPE	FL BPE	LA PBE	FL CILB	PMI	IACET	ASCE	NCEES	AACE	IEEE	
Precertification											
Required (YES/NO)	NO	YES	YES	YES	NO	YES	SEE NCEES	YES	YES	YES	N/A
Cost (Annual)	N/A	NONE	NONE	NONE	\$1250 (3 Courses) ⁹	NONE	SEE NCEES	NONE	\$500 (3 courses) ³	\$10/Course ⁴	N/A

Notes:

1. Can be converted to CEU (10xPDH = 1xCEU)
2. PMI also allows for 3 PDU's per 6 months and 1 PDH per 3 months depending on licensee's time of service
3. Additional courses may be listed for \$150
4. \$25 per single course or \$10 for multiple courses in order to market to IEEE members
5. Planned learning events within such activities, which meet the IACET criteria, are eligible for CEU
6. All Florida PDH's and CRH's must be from precertified course provider
7. Classroom Hour (50 minutes of instruction without breaks)
8. 50 minutes in any precertified course = 1 CRH
9. PMI offers several levels of participation. For 3 with advertisement = \$1250 and \$150 for each additional course. PMI also has an initial \$250 application fee.

NOTE: Current U.S. States that require continuing professional engineering competency: AL, AR, FL, GA, IA, ID, IL, KS, LA, ME, MN, MS, MO, MT, NE, NH, NM, NC, NV, ND, OK, OR, SC, SD, TN, TX, UT, WV, and WY

Appendix B: Comparison of Course Precertification Requirements by Various State Engineering Licensing Boards

State	Required		Annual Cost	Remarks
	YES	NO		
Alabama		X		
Arkansas	X		\$0	No cost listed in the State Continuing Education Regulation
Florida	X		\$0	No cost listed in the State Continuing Education Regulation
Georgia		X		
Idaho		X		
Illinois		X		
Iowa		X		
Kansas		X		
Louisiana	X		\$0	No cost listed in the State Continuing Education Regulation
Maine		X		
Minnesota		X		
Mississippi		X		
Missouri		X		
Montana		X		
Nebraska		X		
Nevada		X		
New Hampshire		X		
New Mexico		X		
New York	X		\$900	Good for a period of three years after application is approved.
North Carolina	X		\$0	No cost listed in the State Continuing Education Regulation
North Dakota		X		
Oklahoma		X		

Appendix B: Comparison of Course Precertification Requirements by Various State Engineering Licensing Boards (continued)

State	Required		Annual Cost	Remarks
	YES	NO		
Oregon		X		
South Carolina		X		
South Dakota		X		
Tennessee		X		
Texas		X		
Utah		X		
West Virginia		X		
Wyoming		X		

1. **Arkansas, Louisiana and North Carolina** pre-approve providers/sponsors of continuing education activities, but not specific courses or activities. An activity or course does not have to be presented by a board-approved provider/sponsor for the activity to be accepted. However, courses that are presented by a board-approved provider/sponsor are assured to be accepted.
2. **Florida** pre-approves providers/sponsors of continuing education activities, but not specific courses or activities. An activity or course must be presented by a board-approved provider/sponsor in order for the activity to be accepted.
3. **New York** pre-approves providers/sponsors of continuing education activities and specific course areas (i.e. mechanical engineering, structural engineering, etc.), but not specific courses or activities. An activity or course must be presented by a board-approved provider/sponsor in order for the activity to be accepted. Further, the course sponsor must provide the student with the opportunity for immediate interaction with the course instructor.

Appendix C: Sample PDH Certificate

The Construction Industry Institute®
at The University of Texas at Austin

Certifies that

Joe Q. Public

has earned [] Professional Development Hours (PDH) by successfully completing

Development & Alignment of Project Objectives Course

Austin, Texas
December 12, 2010

Construction Industry Institute®
3925 West Braker Lane, R4500
Austin, Texas 78759-5316



Construction Industry Institute