

Delaware Association of Professional Engineers
Continuing Professional Competency (CPC)
General Summary of Guidelines

- July 15, 2013:** The Delaware Professional Engineer's Act was amended to require Continued Professional Competency (CPC).
- September 11, 2013:** Council approved the Guidelines for Maintaining Professional Competency.

The CPC Guidelines are binding for every **Professional Engineer** licensed in Delaware.

Exceptions - new licensees (by exam or comity), armed forces in active duty for 120 days during a renewal period, licensees experiencing a disability or illness approved for exemption or extension, and Retired or Inactive members.

Need to meet the CPC Guidelines during the **2014 to 2016 renewal period** except for first-time licensees.

Need **12 Professional Development Hours (PDHs) per year or 24 PDHs during the renewal period**. One PDH is the equivalent of one hour instruction or presentation.

- ✓ Of the 24 required PDHs, no less than **3 PDHs** and no more than 6 PDHs shall be related to **professional ethics**, and
- ✓ no more than **9 PDHs** shall be **related to business or project management**.
- ✓ the **balance of PDHs** shall be related to the licensee's **area of technical practice**. For dual-licensed engineers/surveyors, up to 12 PDHs may be related to the practice of surveying.

Maintain CPC records for five years to support credits claimed including detailed logs; attendance verification (i.e., certificates); and a summary of or courses taught, publications and patents, professional and technical society and outreach activities. Details must be sufficient to allow for Council evaluation of PDHs claimed by the licensee.

Random biennial audits will require licensees to produce detailed evidence of CPC activities. Licensees may use an ePortfolio for recordkeeping.

- ✓ Audited licensees found to be in non-compliance will be notified of a Proposal to Deny (PTD) License and instructed to contact DAPE to schedule a hearing.

Disciplinary actions may include:

- ✓ First offenders – penalty of additional educational requirements, fines, and suspension of license.
- ✓ Repeat offenders – penalties as well as revocation of license.

Corrective Action Plan (CAP) – Those deficient in CPC credits prior to the renewal date may submit a corrective action plan (CAP) to DAPE. The CAP must be approved prior to the licensee's renewal date and must include a detailed list of courses or activities that will be completed no more than 30 days past the date of renewal. **All licensees submitting a CAP will be audited.**

All licensees will be asked to verify compliance with CPC at the time of renewal. Falsely claiming compliance is an **ethical violation**.

Licensees who are residents of jurisdictions other than Delaware (comity licensees), shall meet the CPC requirements of their resident jurisdiction. If the licensee resides in a jurisdiction that has no CPC requirements, or if the licensee is exempt from the CPC requirement in the licensee's resident jurisdiction, the licensee must meet the requirements of Delaware.

This information is provided as a general summary of the CPC guidelines. Please refer to the Guidelines for Maintaining Continuing Professional Competency (CPC) for full details and text.

STATE OF DELAWARE



DELAWARE ASSOCIATION OF PROFESSIONAL ENGINEERS
92 Read's Way, Suite 208, New Castle, DE 19720
PHONE: 302-323-4588
FAX: 302-323-4590
E-mail: office@dape.org

GUIDELINES FOR MAINTAINING CONTINUING PROFESSIONAL COMPETENCY (CPC)

(Approved by Council of Delaware Association of Professional Engineers, September 11, 2013)

PREAMBLE

In order to safeguard life, health and property, and to promote the public welfare, through a high standard of integrity, skills, and practice in the profession of engineering, the following Guidelines for Maintaining Continuing Professional Competence (CPC) are promulgated by the Council of the Delaware Association of Professional Engineers in accordance with the Delaware Professional Engineers' Act, Title 24, Chapter 28 of the Delaware Code. These CPC Guidelines shall be binding on every professional engineer licensed in the State of Delaware.

Regular exposure to active technical practice, participation in technical, professional and ethical training, and participation in professional and technical societies assures that professional engineers are exposed to new ideas and keep their skills current. The requirement that all professional engineers must participate in such activities is meant to further safeguard the health, safety and welfare of the public.

- A. Exemptions – with the following exceptions, all persons licensed under the Delaware Professional Engineers' Act must maintain their professional competency in the practice of engineering through one of the methods outlined in this document:
1. New licensees by way of examination or comity shall be exempt for their first renewal period.
 2. 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 the requirements during that renewal period.
 3. Licensees experiencing physical disability, illness, or other extenuating circumstances may apply for an exemption or an extension of time to obtain the credits, subject to the review and approval of the Council. Supporting documentation must be furnished to the Council.
 4. Licensees who list their occupation as "Retired" or "Inactive" on the Council-approved renewal form and who further certify that they are no longer receiving any remuneration from providing professional engineering services shall be exempt from the requirements. In the event such an individual elects to return to active practice of professional engineering, PDHs must be earned before returning to active practice for each year exempted, not to exceed the annual requirement for 2 years.
- B. Reinstatement - a licensee may bring an inactive license to active status by completing all delinquent CPC requirements as outlined in this document. However, this shall not exceed the requirements for the normal two year renewal period.

of the offering (qualifying subsequent offerings apply a multiple of 1). Full-time faculty may not claim teaching credit associated with regular duties.

- f. Publications
 - Each published peer-reviewed paper or book in the licensee's area of professional practice 10 PDHs
 - Each published paper or article in the licensee's area of professional practice 5 PDHs
 - Peer-review of published papers, article or books in the licensee's area of professional practice 1 PDH/publication
- g. Active participation in a professional or technical society and/or subcommittee thereof – subject to the limitations detailed in section 4 e below..... 3 PDHs/year/committee
- h. Each patent received 10 PDHs
- i. 1 hour of outreach activities (as described in 2i above)..... 1 PDH (not to exceed 4 PDHs/year)

4. Determination of Credit - the Council 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 1 PDH for each hour of attendance.
- c. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDHs for the actual time of each program.
- d. Credit determination for activities in subsections 3.f and 3.h is the responsibility of the licensee (subject to review as required by the Council).
- e. Credit for activity in subsection 3.g, active participation in professional and technical society or distinct subcommittee with a technical charge is limited to 3 PDHs per year per committee seat, with a maximum of 6 PDH per organization per year. In order to qualify, a licensee must serve as an officer and/or actively participate in a committee of the organization. PDHs are not earned until the end of each year of service is completed.

F. Recordkeeping - the licensee is responsible for maintaining records to be used to support credits claimed. 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 PDHs earned.
- 2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.
- 3. Summary description of courses taught & updated, publications and patents, professional and technical society and outreach activities shall be provided in sufficient detail to allow evaluation by the Council for the PDHs claimed.

Licensees shall retain their CPC records for a minimum of five years from the date of issuance.

Council, or through appointed Committee, will conduct a random biennial audit which may require up to 5% of the licensees involved to produce evidence of their CPC activities. In addition, such documentation may be required if a complaint is lodged against a licensee. If the records of any audited licensee indicate a deficiency in CPC activities, that licensee will be subject to the actions described in paragraph G below and will be subject to more frequent audits than would be expected due to the 5% random audit sample. Licensees who do not renew their licenses on-time shall be subject to automatic audit.

Records may be stored in electronic format and held in the sole possession of the licensee such that they may be forwarded to DAPE upon request.

Alternatively, records may be kept in an ePortfolio with accessibility controlled by the licensee. Upon request the licensee shall provide access to their ePortfolio.



Delaware Association of Professional Engineers

92 Read's Way, Suite 208
New Castle, DE 19720

www.dape.org

Professional Development Hours Log Form

Printed name: _____

License number: _____

Please provide proof of attendance or completion certificates of all acceptable activities earned for the renewal period listed below.

DATE OF ACTIVITY	SPONSORING ORGANIZATION	ACTIVITY TITLE & LOCATION (CITY & STATE)	PDH'S CLAIMED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
For Office Use:		Total PDH's (must be 24 or more)	
Reviewed by: _____ Date: _____		Total PDH's carryover (max. 15)	
Audited by: _____ Date: _____			

The credits listed above are true and correct and state accurately those professional development hours (PDH's) which I have earned during the period of _____ to _____.

Signature: _____

Date: _____