PDH/CEU Application Process

2013 PES Chapter Chairs Meeting
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Agenda

• PDHs and CEU definition
• Benefits of awarding PDHs/CEU
• Application submission
• Steps following application submission
• Awarding credits to participants
• Summary
PDHs and CEU definition

• CEU (Continuing Education Unit) is a unit that measures a person’s participation in a formal, non-credit continuing education program e.g. workshop, seminar, etc..

• PDH is a Professional Development Hour. One IEEE PDH is equal to one contact hour of instruction

• 1 CEU = 10 PDHs

• Any activity less than one hour in duration is not eligible for PDHs/CEUs
Benefits of awarding PDHs/CEU

• Contribute to helping members maintain their certification; e.g. PE license
• Help members meet company training requirements
• Increase attendance to technical PES/IEEE events
• Increase chapter revenue allowing chapter to offer more programs
Application submission

• Application should be submitted at least five (5) business days prior to the technical event scheduled date
• Submit application online using the link below: http://www.ieee.org/education_careers/education/ceus/application.html
Alternate Submission

- Send an email to Michelle (m.demydenko@ieee.org) to request and submit the application form.

IEEE Certificate Program Event Application

1. APPLICANT INFORMATION
   Organization Name: IEEE Power & Energy Society Baltimore Chapter
   Date: 04/10/2013
   Check this box if you are an active member of the IEEE Continuing Education Providers Program
   Organization Address: 2600 Lord Baltimore Dr
   City: Baltimore    State: MD
   ZIP Code: 21244
   How are you affiliated with the IEEE? (Section/Society/Committee/Chapter)
   Baltimore Section - Power & Energy Society

2. EDUCATIONAL EVENT
   Title of Event: Forensic Analysis of Electrical Components
   Event location address: 7225 Windsor Blvd
   City: Baltimore    State: MD
   ZIP Code: 21244
   Speaker/Presenter/Instructor Name(s):
   Anthony Sleva, PE
   Jenifer Marchesi, Ph.D.
Steps Following Application Submission

• It takes approximately five business days to review and approve the application

• The approval email will contain the cost structure for PDH/CEU.
  – PDH is free.
  – CEUs cost $18 per certificate + $40 flat rate

• Hold your training and have participants fill out IEEE evaluation forms

• A participant MUST fill out the IEEE evaluation forms in order to receive credit
Steps Following Application Submission (Cont’)

• Evaluation forms are found through the following IEEE link: http://www.ieee.org/education_careers/education/ceus/application.html
Awarding credits to participants

• Send the participant roster and mark the attendees that should be granted PDHs
• Append the IEEE evaluation forms of attendees that should be granted PDHs
• Send the above information through the following link.
  http://www.ieee.org/education_careers/education/ceus/application.html
• Follow-up with Michelle Demydenko (m.demydenko@ieee.org) if there is no response back from IEEE/PES
Summary

• Submit the application form either from the link or through email (m.demydenko@ieee.org)
• It takes approximately five (5) business days to review and approve the application.
• The approval email will contain the cost structure for PDH/CEU. PDH is free. CEUs cost $18 per certificate + $40 flat rate.
• Hold your training and have participants fill out IEEE evaluation forms to receive PDHs
• Send the evaluation forms and the participant roster with the names of participants that should be granted PDHs marked 10