Awarding Professional Development Hours (PDHs) and Continuing Education Units (CEUs)

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- Power & Energy/Industry Applications Joint Chapter
Safety Check, Exit Strategy, Restrooms

- Why women live longer than men...???
Agenda

• PDHs and CEUs Definition
• Benefits of Awarding PDHs/CEUs
• IEEE Formal Award Process (PDHs/CEUs)
  – Application Submission
  – Steps Following Application Submission
  – Evaluation Forms
  – Awarding Credits to Participants
  – Formal Application Summary
• Chapter Based Award (PDHs)
  – Technical Meeting Notification
  – Actions at Meeting
  – Record Keeping
What are PDHs and CEUs

- Continuing Education Unit (CEU) is a unit that measures a person’s participation in a formal, non-credit continuing education program e.g. workshop, seminar, etc..
- Professional Development Hour (PDH) is another measure of participation in continuing education
- 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

10 PDHs = 1 CEU
Benefits of Awarding PDHs/CEUs

- 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

Benefits to both Members and Chapter
IEEE Formal Award Process (PDHs/CEUs)

- Application Submission
- Steps Following Application Submission
- Evaluation Forms
- Awarding Credits to Participants
- Formal Application Summary

Process works for both CEUs and PDHs
Application Submission

• Submit application online using the link below:
  http://www.ieee.org/education_careers/education/ceus/application.html

• Application should be submitted at least five (5) business days prior to the technical event scheduled date

Applicable to both CEUs and PDHs
Steps Following the Application Submission

• Before the event
  – A confirmation email will be automatically sent to the contact email address you provided

• During the event
  – Have participants sign-in
  – Distribute and collect an IEEE Course Evaluation for each individual who wishes to receive PDH/CEU credit

• After the event
  – Scan the sign-in sheet and course evaluations and submit to eau-cebadmin@ieee.org

Applicable to both CEUs and PDHs
Evaluation Forms

- Evaluation forms are found through the following IEEE link: http://www.ieee.org/education_careers/education/ceus/application.html

Applicable to both CEUs and PDHs
Awarding Credits to Participants

- IEEE will provide a PDH/CEU certificate directly to the eligible participants.
- If PDH/CEU certificates are not received, contact eau-cebadmin@ieee.org.

Applicable to both CEUs and PDHs
Summary of IEEE Formal Award Process

- Use the online application for quick and easy submissions
- Submit sign-in sheet and IEEE Course Evaluations for PDH/CEU credit for eligible participants
- IEEE will provide a PDH/CEU certificate directly to the eligible participants
- Contact eau-cebadmin@ieee.org with any questions/concerns.

Applicable to both CEUs and PDHs
Chapter Based Award (PDHs)

• The following PDH Award Process has been used by the Pittsburgh Chapter for about 5 years and has withstood inquiries by the Pennsylvania and Nebraska Professional Engineer Certification Boards

Simpler than IEEE Formal Award, but check to see if it meets your Certification Authority Requirements
Chapter Based Award (PDHs)
Initial Technical Meeting/Presentation Notification

- Meeting announced via monthly Bulletin and on Chapter website, and includes a note about PDHs

If you would like to receive PDHs, please bring a copy of this announcement for verification of your attendance. A non-Member who would like to receive PDHs is required to pay $10 to IEEE Pittsburgh Section. A Member who would like to receive PDHs is required to show membership ID.
Chapter Based Award (PDHs) – Actions at Meeting

- Have participants sign-in on Meeting Attendance Sheet
- After meeting, Chapter Officer verifies membership or collects fee, then signs attendee’s meeting announcement and writes in the number of PDHs awarded

Attendee signs in, Chapter Officer signs & provides PDHKs on attendee’s meeting announcement
Chapter Based Award (PDHs) – Record Keeping

- Attendee files his signed copy of meeting announcement
- Chapter files signed attendance rosters (hard or soft) with # of PDHs awarded
  - Files are kept for future verification of attendance requests
Please direct questions or comments on this presentation to DaveVaglia@ieee.org

Thank you for your attention