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CONTINUING EDUCATION ACTIVITY LOG

Name:		P.G. Number:		Renewal Date:	
Date (mo/day/yr) Must be BEFORE your renewal date	Activity (Title, Location, Instructor) (specify if rules/regulations/ethics)	Sponsoring Organization (Name and Address)	Credit Type Code P=Participant I=Instructor A=Author M=Meeting E=Ethics-Related ³	Duration	Professional Development Hours (PDH) earned ¹
PDH earned for this period:					
Total PDH carried over from previous year:					
Total:					
PDH to be carried over:					

PDH = Professional Development Hours. This is the standard unit of credit for the TBPG Continuing Education Program.

1 - Minimum of 15 PDH is required for renewal.

2 - Maximum of 30 PDH can be carried over to the next year.

3 - Minimum of 1 PDH is required to meet Ethics Requirement.

Conversion to PDH: Direct Hours = 1 PDH CEU, Papers, etc. = 10 PDH College Semester 1 hr = 15 PDH Professional Orgs = 5 PDH max College Quarter 1 hr = 10 PDH

A maximum of 5 PDH is allowed for self-directed coursework.

Please note: In order to comply with an audit of CE activities, a PG or GIT must submit proof of having completed the activities on this log in accordance with the CE Guidelines.

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CONTINUING EDUCATION – DOCUMENTATION GUIDELINES

Per §851.32(f) PDH units may be earned as follows:

Type of Activity	Documentation type(s) include but are not limited to:
(1) Successful completion or auditing of college credit courses.	Report Card or a letter from the instructor that the class was audited.
(2) Successful completion of continuing education courses, either	Course certificate of completion; copy of sign in roster that clearly shows the
offered by a professional or trade organization, university or college,	title, content, length of course; or memo/other correspondence from instructor
or offered in-house by a corporation, other business entity,	or supervisor.
professional or technical societies, associations, agencies, or	
organizations, or other group.	
(3) Successful completion of correspondence, on-line, televised,	Course certificate of completion; screen print of relevant page from which a
videotaped, and other short courses/tutorials.	video was accessed.
(4) Presenting or attending qualifying seminars, in-house courses,	Course certificate of completion; copy of sign in roster that clearly shows the
workshops, or professional or technical presentations made at	title, content, length of course; or memo/other correspondence from instructor
meetings, conventions, or conferences sponsored by a corporation,	or supervisor.
other business entity, professional or technical societies, associations,	
agencies, or organizations, or other group.	
(5) Teaching or instructing as listed in paragraphs (1) - (4) of this	Course certificate of completion or copy of sign in roster (identifying the
subsection.	instructor) that clearly shows the title, content, length of course; or
	memo/other correspondence from sponsoring entity.
(6) Authoring published papers, articles, books, or accepted licensing	Copy of or link to online copy of published work. Acknowledgment of
examination items.	acceptance of licensing examination item from examination authority.
(7) Active participation in professional or technical societies,	Copy of minutes of meetings showing the person's attendance; copy of sign-in
associations, agencies, or organizations, including:	roster for meeting participants or memo/correspondence from officer of
(A) Serving as an elected or appointed official;	organization indicating service and position.
(B) Serving on a committee of the organization; or	
(C) Serving in other official positions.	
(8) Patents Issued.	Copy of documentation of issuance of patent.
(9) Engaging in self-directed course work.	By the nature of self directed work, there is no "proof" of having completed
	self-study. A licensee should document the resources reviewed (web site
	URL, screenshot, etc).
(10) Software Programs Published.	Copy of documentation of the software's publication that credits the licensee
	with development/participation in the development of the software.