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.

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 offered by a professional or trade organization, university or college, or offered in-house by a corporation, other business entity, professional or technical societies, associations, agencies, or organizations, or other group.	Course certificate of completion; copy of sign in roster that clearly shows the title, content, length of course; or memo/other correspondence from instructor or supervisor.
(3) Successful completion of correspondence, on-line, televised, videotaped, and other short courses/tutorials.	Course certificate of completion; screen print of relevant page from which a video was accessed.
(4) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences sponsored by a corporation, other business entity, professional or technical societies, associations, agencies, or organizations, or other group.	Course certificate of completion; copy of sign in roster that clearly shows the title, content, length of course; or memo/other correspondence from instructor or supervisor.
(5) Teaching or instructing as listed in paragraphs (1) - (4) of this subsection.	Course certificate of completion or copy of sign in roster (identifying the 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 examination items.	Copy of or link to online copy of published work. Acknowledgment of acceptance of licensing examination item from examination authority.
(7) Active participation in professional or technical societies, associations, agencies, or organizations, including: (A) Serving as an elected or appointed official; (B) Serving on a committee of the organization; or (C) Serving in other official positions.	Copy of minutes of meetings showing the person's attendance; copy of sign-in roster for meeting participants or memo/correspondence from officer of organization indicating service and position.
(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.