

**DECEMBER 2013  
BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS  
PROFESSIONAL DEVELOPMENT WORKSHEET**

You need to have obtained 12 professional development hours (PDH) within the licensing period, January 1, 2012 through December 31, 2013. Please see Board Statute 32 MRSA Chapter 121 §13908(4) and Board Rule Chapter 70 for more information. **1 PDH=1 contact hour, and 1 CEU = 10 contact hours or 10 PDH.**

**\*\*This is a worksheet for your use only. Do not send it to the office.\*\***

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**COURSE WORK – You must have at least 6 PDH in any of the following categories:**

- General business administration or management
- Land use regulation
- Other related land use fields, including, but not limited to, civil or environmental engineering, site evaluation for septic system design, soils, landscape architecture, geology, forestry, title examination and insurance, and other legal issues related to real estate
- Computer application skills or programming
- Communication, including, but not limited to, speech and technical writing
- Other subject matters the understanding of which appreciably aids a land surveyor in the performance of professional duties

COURSE NAME:	OFFERED BY:	DATE:	# OF PDH

**COURSE WORK TOTAL** \_\_\_\_\_

**YOU MAY HAVE UP TO 6 PDH IN THIS SECTION FOR ANY OF THE FOLLOWING CATEGORIES:**

**PRACTICE**

1 PDH for every 900 hours of surveying practice since your last renewal in December 2011: \_\_\_\_\_

1 PDH for every three 3 years worked as a full-time licensed PLS prior to December 31, 2011: \_\_\_\_\_

**PRACTICE TOTAL** \_\_\_\_\_

**PROFESSIONAL ACTIVITIES**

1 PDH for any of the following:

- |   | # of PDH |
|---|----------|
| <input type="radio"/> Member of _____   | _____    |
| <input type="radio"/> Elected Position _____                                    | _____    |
| <input type="radio"/> Active Participation in Active Committee _____            | _____    |
| <input type="radio"/> Chairing an Active Committee _____                        | _____    |
| <input type="radio"/> Attendance - 50% of the general membership meetings _____ | _____    |
| <input type="radio"/> Other Associations _____                                  | _____    |
| _____   | _____    |
| _____   | _____    |
| <input type="radio"/> Articles and Publications _____                           | _____    |

**PROFESSIONAL ACTIVITIES TOTAL** \_\_\_\_\_

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**COURSE WORK TOTAL** \_\_\_\_\_

**PRACTICE TOTAL** \_\_\_\_\_

**PROFESSIONAL ACTIVITIES TOTAL** \_\_\_\_\_

**GRAND TOTAL PDH** \_\_\_\_\_  
**(Must = at least 12)**

**PROFESSIONAL LAND SURVEYORS  
32 MRSA CHAPTER 121 §13908 (4)  
CONTINUING EDUCATION**

An applicant for license renewal as a professional land surveyor shall present evidence of having completed 12 hours of professional development in the previous biennium. This subsection does not apply to a person 65 years of age or older who practices less than 160 hours a year. Credit for development hours may be earned as follows.

A. At least 6 hours must be in courses in surveying practice or in courses in at least one of the following areas:

- (1) General business administration or management;
- (2) Land use regulation;
- (3) Other related land use fields, including, but not limited to, civil or environmental engineering, site evaluation for septic system design, soils, landscape architecture, geology, forestry, title examination and insurance, and other legal issues related to real estate;
- (4) Computer application skills or programming;
- (5) Communication, including, but not limited to, speech and technical writing; or
- (6) Other subject matters the understanding of which appreciably aids a land surveyor in the performance of professional duties.

B. One hour of professional development may be earned for every 900 hours of survey practice during the past biennium and one hour may be earned for each 3 years of full-time surveying practice as a registered or licensed surveyor during the time preceding the past biennium.

C. The applicant may acquire professional development credit through the following professional activities.

(1) Credit may be earned by membership and participation in surveying organizations as follows.

- (a) Membership in a surveying organization entitles the licensee to one credit hour.
- (b) Holding a leadership position in a surveying organization entitles the licensee to an additional credit hour per biennium.
- (c) Active participation in an active committee of a surveying organization entitles the licensee to an additional credit hour.
- (d) Chairing an active committee of a surveying organization entitles the licensee to an additional credit hour.
- (e) Attendance at a minimum of 50% of the general membership meetings of a surveying organization entitles the licensee to an additional credit hour.

(2) The licensee is entitled to 1 credit hour for membership in other associations, societies, boards or clubs related to a subject matter described in paragraph A.

(3) A licensee is entitled to one credit hour for each article, column or other significant work relevant to subject matter described in subsection 4, paragraph A that is published in a professional journal, magazine or other similar publication. Credit hours for works written by multiple authors must be divided pro rata.

The board may waive requirements of this subsection in cases of undue hardship and may accept for credit worthy professional development activities as determined by the board not specified in this subsection. The board shall adopt any rules necessary to implement this subsection.

**BOARD RULES FOR PROFESSIONAL LAND SURVEYORS  
CHAPTER 70 - PROFESSIONAL DEVELOPMENT  
EFFECTIVE DATE APRIL 1, 2001**

§1. CONTINUING EDUCATION DURING INITIAL LICENSURE PERIOD

During the period from the date a license is initially granted by the Board to the date the license is first renewed, the number of professional development hours otherwise required by 32 MRSA §13908(4) shall be reduced by the following percentages:

Length of Initial Licensure Period	Percentage Reduction
0 - 12 months	100%
13 - 24 months	50%

§2. DECLARATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES

Each licensee must complete and return with the license renewal forms a professional development compliance form listing the licensee's professional development activities during the preceding biennium.

§3. RECORDKEEPING

Each licensee shall document all professional development activities for which continuing education credit is claimed. The licensee shall retain this documentation for a period of three (3) years from the end of the biennium for which credit was claimed. This documentation shall be made promptly available to the Board upon request. Documentation may include such records as:

1. Certificates of completion of education courses.
2. Course outlines or promotional materials accompanied by a registration receipt or canceled check.
3. Course attendance lists.
4. Grade reports.
5. W-2 forms.
6. Correspondence, brochures, photographs, written statements, or other materials showing self-employment as a professional land surveyor.
7. Membership cards, letterhead, publications, agendas, or other materials showing the licensee's involvement in surveying organizations.
8. Copies of published articles or columns.

§4. TWELVE MONTHS' MEMBERSHIP REQUIRED

In order to claim continuing education credit under 32 MRSA §13908(4)(C)(1)(a) or §13908(4)(C)(2), the licensee must have been a member in good standing of the surveying or other organization for at least twelve (12) months of the biennium for which credit is claimed.

§5. NO DOUBLE COUNTING

No professional development activity may earn continuing education credit in more than one activity category.