Coursework Accreditation Certification Seminar
Overview

• Applicable Regulations for Engineering and Land Surveying
  – Section 7211 and 7212 of Article 145 of Education Law
  – Section 68.11 and 68.12 of Commissioner of Education

• Applicable Regulations for Architecture
  – Section 7301 of the Education Law

• New York State Education Department (NYS SED) at
  http://www.op.nysed.gov

• Effective January 1, 2004
We are licensed as professional engineers in New York State for?
A. Three (3) years or 36-months
B. One (1) year or 12-months
C. Life
D. Five (5) years or 60-months
Unless the license is revoked, suspended or annulled for reasons of misconduct.
Requirements

- 36 hours of continuing education during each three (3) year registration period in appropriate subject areas offered by approved sponsors (for Engineering and Architecture)
- 24 hours of continuing education during each three (3) year registration period... (for Land Surveying)
- ACECNY is an approved sponsor through NYS SED
Evaluator Qualifications

- Must be New York State Professional Engineer
- Must be employed by an ACECNY member firm
- Must submit a resume of experience and evaluator application
- Must attend a workshop on “Coursework Accreditation”
- Must be qualified in the area of expertise being evaluated
- Must not have a conflict of interest
Test Question # 2

• What can be considered a principal requirement for an Evaluator?

A. Must be a NYS resident
B. Must be a NYS PE
C. Must not have been convicted of a felony
D. Must have a Bachelor of Science in Engineering Degree
Definitions

- **PDH** – Professional development hour equals one class hour (50-minutes)
  - Multi-hour courses are 60 minutes after first hour
- **Courses of Learning** – Any course with a clear technical purpose and objective that will maintain, improve or expand the skills and knowledge obtained prior to initial licensure or to develop new and relevant technical skills and knowledge in the discipline being practiced by the registrant.
- **Other Education Activity** – Acceptable activities for continuing education credit for no more than 18 of the 36 required hours.
- **Evaluator** – A professional engineer certified by ACECNY who is knowledgeable and capable of evaluating courses and activities for PDH credit.
- **Training Provider** – A non-ABET accredited institution or business that offers continuing education courses that are approved.
Other Definitions

• Continuing Education Unit (CEU) – One CEU equals 10 contact hours
• College Level Course Work – One semester hour of college level course work equals 15 contact hours. One-quarter hour of college level course work equals 10 contact hours.
• Continuing education hours can not be transferred over to subsequent registration periods.
Acceptable Courses

• Administered by an approved NYS sponsor
• Subject area is approved
• Format is approved
• Immediate interaction with an instructor or presenter is available
Types of Training Programs

• Required 36 or 24-hours per registration period
• Courses of learning provided by classroom, videotape, audio, correspondence, or satellite video link with an instructor present
• No less than 18 or 16-hours required of:
  – Technical Skills (Engineering, Math, Science, etc.)
  – Professional Development (ethics, quality processes, safety, etc.)
  – Matters of Law
• General Management, Self-improvement, Risk management, Business development, etc. are subjects not allowed.
Other Educational Activities

• No more than 18-hours for Architects and Engineers (8-hours for Land Surveyors)
  – Prepare and teach a sponsor approved course (3 times PDH hours approved)
  – Author a published article or book (9-hours)
  – Make a sponsor approved technical presentation (3 times PDH approved)
  – Obtain a patent (9-hours)
  – Self study of sponsor approved course – no live instruction
  – Educational tour of sponsor approved event (Needs to involve a learning process)
Review Criteria

• Course activity has a clear technical purpose, objective and scope
• Course or activity enhances technical skills or professional development consistent with NYS SED 68.11
• Course or activity material is sufficient in content and detail to either develop, maintain, improve or expand the skills and knowledge of the Professional Engineer
• Instructor has proper knowledge and skill to teach the subject
• Assessment of learning is planned as part of the course or activity and is adequate for the purpose of evaluating.
Review Criteria

• Duration of course or activity (time) can be determined
• One PDH equals one hour (defined as 50-minutes of instruction) of instruction time
• Breaks, meals, etc. are not counted as instruction time
• Test time is included in the course duration.
Test Question #3

• What is a principal requirement for an evaluator to consider as a Core Course activity?
  A. The course submittal fee has been paid
  B. Evaluator has a Master Degree in the subject area
  C. The course title has the word engineering in it
  D. Must have a clear purpose, objective and scope.
Engineering Core Competency

• Courses focused on one or more of the following subjects are deemed acceptable under the regulations: engineering under aerospace, agricultural, architectural, bioengineering, ceramics, chemical, civil, construction, control systems, electrical, computer, environmental, fire protection, geological, industrial, manufacturing, mechanical, materials/metallurgical, mining or mineral, naval or marine, nuclear or radiological, ocean, petroleum, structural and systems engineering; architecture; landscape architecture and land surveying.
Matters of Law

- Rules, regulations or codes that contribute to the professional practice of engineering and the health, safety and/or welfare of the public.
Ethics

• Courses based on the topic of ethics that contribute to the professional practice of engineering and the health, safety and/or welfare of the public
Professional Development

• Courses that deal with topics (critical path scheduling, design project management, design process quality control, etc.) that contribute to the professional practice of engineering as defined by the law may be considered acceptable course of learning.
Professional Practice

• The professional practice of engineering is defined as performing a professional service such as consulting, investigation, evaluation, planning, design or supervision of construction or operation in connection with any utilities, structures, buildings, machines, equipment, processes, works or projects wherein the safeguarding of life, health and property is concerned, when such service or work requires the application of engineering principles and data.
Acceptable Land Surveying Course Subjects

- Land surveying methods and techniques; or other matters of law and/or ethics which contribute to the practice of land surveying and the health safety, and/or welfare of the public; and in other topics which contribute to the professional practice of engineering as such practice is defined in Section 7203 of the Education Law.
Acceptable Architectural Subject Areas

- The subject area must contribute to the professional practice of architecture. Of the 36 hours required, at least two-thirds (24 hours) must be in the areas of health, safety and welfare (HSW). However, no more than one-third (12 hours) will be accepted in other topics, which contribute to the professional practice of architecture as such practice is defined in section 7301 of the Education Law. The key is the subject matter's relationship to professional practice. You must also make sure that a minimum of 18 hours are in courses of learning, and no more than 18 hours consist of educational activities.
Health, Safety and Welfare Areas

- Accessibility; acoustics; building design; code of ethics; codes, acts, laws, and regulations governing the practice of architecture; construction administration, including the administration of construction contracts; construction documents; construction functions of materials, methods, and systems; energy efficiency; environmental issues - including asbestos, lead based paint, toxic emissions; environmental analysis and issues of building materials and systems; building fire loads - flame spread, smoke contribution, explosives; fire safety systems - detection and alarm standards; life safety codes; materials and systems - roofing/waterproofing, wall systems, and other systems; materials and methods; use and function; mechanical, plumbing, and electrical - system concepts, materials and methods; natural hazards - impact of earthquake, hurricane, or flood related to building design; building preservation, renovation, restoration, and adaptive re-use; design of security of buildings; site and soils analysis; site design; specification writing; structural issues; surveying methods and techniques; sustainable design; zoning as it relates to the improvement and/or protection of the health, safety and welfare of the public; and other matters of law and ethics which contribute to the health, safety and welfare of the public.
Professional Development

- Courses that deal with topics that increase the business skills of engineering (accounting, human resources, management, political lobbying techniques, etc.) **would not** be considered acceptable course of learning.
- Project management courses may be considered acceptable courses of learning if they meet the definition of the “professional practice of engineering.” In many cases **only partial credit** will be awarded.
Project or Personal Experience

- Courses that describe an individual’s personal experience or describe a project may be acceptable courses of learning. These courses must be based on or consist of elements of the acceptable topics described earlier and contribute to the professional practice of engineering. Partial credit may be awarded to the courses based on a lack of the required elements throughout the entire instruction period.
Non-Acceptable Architectural Courses

• Subject areas that do not contribute to the professional practice of architecture as defined in Section 7301 of the Education Law
  – Risk management, limiting the design professional's liability, project management related to profitability and maximizing fees, marketing and public relations, insurance, laws related to arbitration, mediation, liens (unless they relate to safeguarding the health, safety, and welfare of the public), real estate, real estate development, expanding a design professional's business, basic AutoCAD, personal development, general office management, accounting/financial planning, succession planning, zoning as it relates to increasing a developer or architect's profitability, design build (unless 75% of the course content relates to the laws related to design build in New York State).

• Service on Boards and/or professional committees, and active participation in technical and/or professional organizations are not eligible for continuing education credit.
Basis for Course Acceptance

• Have a continuing education purpose and objective
• Identify what professional engineering skills or knowledge will be gained as a result of participation in the course
• Description of how the course will maintain, improve or expand the skills or knowledge of the professional engineer as it pertains to the practice of engineering
• Demonstrate how the attendee will gain this knowledge
• Identify how the course provider will verify that learning and/or knowledge has been gained.
Information Necessary for Evaluation

- Course or activity purpose and objective statement
- Course lesson plan, outline or schedule
- Course presentation or handout
- Instructor’s resume or bio
- Assessment of learning information
Test Question #4

• What if all the items identified in the slide titled “Information Necessary for Evaluation” are not provided?
  A. Contact NYS SED, Office of the Professions
  B. Invoice the course submitter for an additional $200
  C. Put the course on hold or reject (and contact ACECNY)
  D. Evaluator may provide or input the missing information
Evaluation Documentation

• The Evaluator will approve or reject each course or activity and assign an appropriate number of PDHs
• If rejected, the Evaluator will provide a brief explanation for the reason of rejection
• Evaluated courses that are rejected will be reviewed by a second Evaluator for concurrence
• Transmittal letter (or email) to be sent by ACECNY to the Training Provider with results of evaluation
Test Question #5

- How does the Evaluator document course approval or rejection for a Training Provider?
  A. E-mail to the ACECNY office
  B. Completion of latest ACECNY evaluation form
  C. E-mail to the course submitter or Training Provider
  D. E-mail to offices of NYS SED
Architectural Certificate of Completion

Requirements

- Title of the course or educational activity, **the specific acceptable subject area**, and any identification number assigned to it by the sponsor
- Number of hours completed
- Sponsor's name and any identifying number
- Verification by the sponsor of your attendance
- Date and location of the course or educational activity
- Teacher of the course or presentation
- Retain in records for six years from the date of completion.
Lessons Learned

• Courses must be a minimum of 1-hour or 1 PDH (50-minutes of contact time).
• Course must have a clear continuing education objective
• Course title must clearly describe content
• Course must address core engineering competency (scope of practice)
• Personal development courses not allowable (communications, leadership, etc.)
Test Question #6

• What is a requirement of a course or activity title?
  A. Must be a minimum of ½-hour in length
  B. Must contain the word engineering in the subject title
  C. Can not be based on matters of law
  D. Title must match or be consistent with course content
More Lessons Learned

- Refresher courses are to be accredited for the time duration that “new” material is presented.
- Demonstration type courses are acceptable where there is a clear continuing education objective and a learned skill is presented.
- Field tour type activities are acceptable where there is a clear continuing education objective and a learned skill is presented.
- Construction courses applicable to the Practice of Engineering (CPM, welding, crane safety, etc.) are acceptable.
- Safety courses related to the Practice of Engineering are acceptable (HAZWOPER, asbestos, site safety, etc.) – 8-hours over 3-year registration period.
Sample Program

• Review and discussion on example application for continuing education credit.
### Professional Development Hour (PDH) Course Application Form

**Applicant:**

- Firm Name: ____________________________________________________________
- Firm Contact: _________________________________________________________
- Address: ______________________________________________________________
- City, State Zip: _________________________________________________________
- Telephone: _____________________________________________________________
- Fax: __________________________________________________________________
- E-mail: __________________________________________________________________

**Primary Target Audience:** ______________________________________________

**Course/Activity Name:** ________________________________________________

**Course/Activity Purpose or Objective (attach as separate document if space insufficient):**

_____________________________________________________________________
_____________________________________________________________________

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ACEC New York
American Council of Engineering Companies of New York
Check off items (for clarification, please consult the ACEC New York Course Approval Guidelines):

- Course Agenda  [ ] Yes  [ ] No
- Course Presentation Materials  [ ] Yes  [ ] No
- Instructor(s) Resume(s)  [ ] Yes  [ ] No
- Electronic Signature of Instructor/Co. Rep  [ ] Yes  [ ] No
- Assessment of Learning Documents*  [ ] Yes  [ ] No

Instructor's Name: ____________________________________________________________

Contact Hours of Instruction/Presentation: ______________________________________

Professional Development Hours (PDH): _________________________________________

Date and Location of Course: ________________________________________________

Would you like this course publicized to outside firms?  [ ] Yes  [ ] No

*Assessment of learning documents include 3 questions per PDH requested to be used in course approval. These questions must be technical in nature and must be answerable by referencing the submitted material. Please submit questions and answers on two (2) separate Word documents with files labeled accordingly.

Fees: ACEC New York Members - $100/course and $40 for any duplicate course(s)
      Non members - $375/course and $75 for duplicate course(s)

Once approved, courses are good for up to 1 year from date of approval. Any course offered more than once, is considered a "duplicate course" and requires an additional submission (please see guidelines).

Checks should be made payable to: ACEC New York, 6 Airline Drive, Albany, New York 12205  (518) 452-8611 Fax: (518) 452-1710 acecny@acecny.org | www.acecny.org
CONTACT INFORMATION

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