



CPE Professional Development Units (PDUs) - Reference Table

CPEs are required to document the earning 24 PDUs annually. Credits must be earned in two (2) different Categories.

Category	Activities	Credits Earned
Continuing Education / Training Maintain supporting documentation for registration or certificates of completion. Provide detail description in PDU Journal.	Educational workshops, seminars, or other online courses relevant to profession.	1 PDU / Hour Attendance (15 PDUs / Annual Limit)
	Training workshop sponsored by employer or vendor (i.e., lunch-n-learn).	1 PDU / Hour Attendance (10 PDUs / Annual Limit)
	Complete academic courses (post-secondary education) relevant to profession.	1 CEU = 10 PDUs (No Limit)
	Estimating Academy Course (online or at Chapter level).	1 PDU / Hour Attendance (20 PDUs / Annual Limit)
	Relevant Webinar, Video Conference, DVD, Webcast, Podcast, etc.	0.5 PDU / Hour Attendance (6 PDUs / Annual Limit)
	Attend educational sessions / meetings (included but not limited to conferences, user groups, conventions, Summits, symposiums, etc.). Example: ASPE Annual Summit, Construct - CSI, CURT National Conference, etc.	1 PDU / Hour Per Verified Classroom / Meeting Attendance (Excludes Social Events)
Authorship, Presentation, Teaching Examples of supporting documentation for this Category are as follows. Maintain Copies of ... * Articles once published * Technical Paper Score Sheets serve as back-up * Authoring agreements or letters from publisher	Instructor for a course / workshop / seminar relevant to profession of at least one (1) hour or longer. Note: Remember to claim your equal credit for prep time.	1 PDU / Hour (10 PDUs / Annual Limit)
	Deliver presentation at a conference or seminar relevant to profession at least one (1) hour or longer. Note: Remember to claim your equal credit for prep time.	1 PDU / Hour (20 PDUs / Annual Limit)
	Write or publish article(s) or paper(s) in publications relevant to profession. Example: Article published in <i>Estimating Today</i> magazine, ENR, DCD, etc.	4 PDUs / Article or Review (No Limit)
	Review ASPE Technical Papers (limited only by the number of papers available).	4 PDUs / Tech Paper (No Limit)
	Contribute to the ASPE Standard Estimating Practice Manual. * * Must be deemed a contributor by the Chair of the Standards Committee of ASPE	10 PDUs / Published Edition
	Author / Co-Author a book or significant chapter(s) of a book relevant to profession.	20 PDUs / Primary Author - Book 10 PDUs / Co-Author - Book (No Limit)
	Creator of a published blog.* * Reference Certification Renewal Handbook for qualifiers.	0.5 PDU / Blog Post (6 PDUs / Annual Limit)

Category	Activities	Credits Earned
Professional Organizational Activities Supporting documentation for this Category may include the following. * Event Registration * Professional Certification Certificate License * Organization published leadership / committee listing	Earn an industry related exam-based professional certification or license. * * Included but not limited to LEED, RICS, PE, etc. Does not include CPE certification.	3 PDUs / Credential (9 PDUs / Annual Limit)
	Professional membership with other industry related professional organization. Example: AACE, CSI, SAVE, etc.	1 PDU / Active Membership Concurrent with Renewal Cycle
	Elected National Board of Directors Member for ASPE or other related organization.	18 PDUs (18 PDU / Annual Limit)
	Perform leadership role on national working groups and/or committees. Includes all national committees of ASPE or other organizations. Does not include ASPE Technical Committees.	8 PDUs (8 PDU / Annual Limit)
	Member of ASPE National Technical Committee. Includes: Education Committee, Standards Committee, Certification Committee.	12 PDUs (12 PDU / Annual Limit)
	ASPE Sponsored Surveys. PDUs assigned by Society Business Office.	0.25 PDUs / 15 Minutes
	Key planner for ASPE Regional Meeting(s). Must be verified by Regional Governor.	3 PDUs / Regional Meeting Planned
	Attend ASPE Regional Meeting. Note: Be sure to sign-in.	1 PDU / Hour Per Verified Classroom / Meeting Attendance (Excludes Social Events)
	Attend Chapter Meetings and/or events for an organization related to the industry. Example: ASPE Chapter Meetings / events, local meetings for AACE, AGC, CSI, etc.	1 PDU / Hour Attendance (12 PDUs / Annual Limit)
	Elected leadership role for Chapter or appointed position in a local Chapter. Example: ASPE Chapter Leadership; AACE, CSI, etc.	5 PDUs / Annual Limit
Mentoring. Must be part of an established program; reference Handbook for details.	1 PDU / Mentee / Year (3 PDUs / Annual Limit)	
Other Professional Activities Documentation of activities may include the following. * Letters indicating service * Verification of test questions submittals and acceptance * Individual Professional Development Plan * Write-up or documentation of activities	Expert witness before a court of law, arbitration and/or mediation.	10 PDUs / Case (20 PDUs / Annual Limit)
	Award of professional excellence. Provide name of award and purpose.	10 PDUs / Awarded Concurrent with Renewal Cycle
	Develop Exam questions (item writing) for ASPE's purposes or for the ASPE Certification Program. PDUs apply to accepted questions only.	0.5 PDUs / Item Added to Bank (20 PDUs / Annual Limit)
	Volunteer job training activities related to profession.	1 PDU / Hour of Effort (8 PDUs / Annual Limit)
	Media interview, source, or press release.	1 PDU / Source (4 PDUs / Annual Limit)
	Submit an Individual Professional Development Plan for Certification Renewal Program. Form available on ASPE Website.	1 PDU / Renewal Application (1 PDU / Renewal Cycle)
	ASPE Certification Exam Proctor.	2 PDUs Per Test Proctored
	Community volunteer work. Must provide details of how the work is relevant.	1 PDU / Hour of Effort (8 PDUs / Annual Limit)
Other activity or learning experience related to profession (on job experience). Explanation providing activity description and how it relates to professional development required.	1 PDU / Hour of Effort (10 PDUs / Annual Limit)	