

**SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION
BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS**

**CONTINUING PROFESSIONAL COMPETENCY
CRITERIA FOR LICENSEES AND COURSE PROVIDERS**

Professionals licensed to practice engineering and land surveying in South Carolina are required to demonstrate a continuing development of professional competency as a condition for registration renewal. These requirements are outlined in Article 6, Chapter 49, Code of Regulations of South Carolina. Every licensee, except those exempted in R49-606, is required to obtain 15 PDH units each fiscal year. Effective July 1, 2002, each licensee is required to obtain 30 PDH units each biennial renewal period. If a licensee exceeds the requirements in any renewal period, a maximum of 15 PDH units may be carried forward into the subsequent renewal period. Effective July 1, 2002, a licensee may carry forward 15 PDH units into the subsequent biennial renewal period. **NO PDH credits taken prior to 7/1/00 will be accepted for the FY 2001-2002.**

The Continuing Professional Competency (CPC) requirements for South Carolina will be satisfied when sponsoring organizations conduct courses which will enhance and improve a licensee's professional skills and meet the following criteria as set forth in the policies and regulations of this Board, i.e., S.C. Code of Regulations, Chapter 49, Article 6. (see attached)

REQUIRED INFORMATION FOR DOCUMENTATION OF THE TYPE OF ACTIVITY CLAIMED:

- 1) **Sponsoring Organization**
- 2) **Course name and brief course content description and /or skills to be addressed**
- 3) **Location**
- 4) **Date of Activity, Duration**
- 5) **Instructor/Speaker/Facilitator's name**
- 6) **Number of Professional Development Hours (PDH) earned**

THE SPONSORING ORGANIZATION SHALL:

- 1) **State that the attendee was in attendance by providing written documentation on a certificate/form/or letter including the above information;**
- 2) **Maintain a list of attendees successfully completing courses, and documentation including information of #2-#6 above for a period of not less than three (3) years, as required of licensee by regulation;**
- 3) **Maintain a list of instructors and instructor qualifications for each sponsored presentation for a period of not less than three (3) years following such presentation;**
- 4) **Be subject to audit of classroom teaching/records/course syllabi or outline as needed and determined by the Board;**
- 5) **Allow persons designated by this Board to attend any or all courses, without fee or charge, for the purpose of determining that said course meets the standards of the Board.**

The S.C. Board will not pre-approve courses or sponsoring organizations. It is requested that sponsoring organizations provide S.C. licensees with the above information needed for documentation as proof of continuing education. The decision of what course or activity is used for credit is up to the judgement of the licensee. Continuing education which enhances the professional attributes of the licensee and is beneficial in an area of practice will be considered by the Board for those who are audited. If chosen for audit in a random selection, the licensee will be expected to defend the PDH's claimed with documentation of the activity and expression of knowledge gained by participation. Courses accepted by other states that meet the criteria of the SC Board will be generally accepted for credit. Should a course credit be denied, the licenseholder will be allowed a twelve month period to make up deficiencies (49-605C).

**South Carolina Department of Labor, Licensing and Regulation
BOARD OF REGISTRATION FOR PROFESSIONAL
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S. C. Code of Regulations, Chapter 49

Statutory Authority: Code of Laws of S.C., Section 40-22-240, as amended by 2000 Act 311

ARTICLE 6. CONTINUING PROFESSIONAL COMPETENCY

- 49-600. Purpose.
- 49-601. Definitions.
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- 49-603. Units of Credit.
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- 49-607. Reinstatements.
- 49-608. Comity Out of Jurisdiction Resident.
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49-600. Purpose.

- A. Professionals licensed to practice engineering, land surveying, or engineering and land surveying in South Carolina are required to demonstrate a continuing development of professional competency.
- B. Each licensee shall meet the continuing professional competency requirements of these regulations as a condition for biennial registration renewal of license, effective July 1, 2002. Engineers and Land Surveyors continuously licensed by this Board prior to January 1, 1969 will be exempt from continuing education requirements, effective July 1, 2001.

49-601. Definitions.

Terms used in this section are defined as follows:

- (1) Professional Development Hour(PDH) – A contact hour (nominal) of instruction or presentation. The common denominator for other units of credit.
- (2) Continuing Education Unit(CEU) – Unit of credit customarily used for continuing education courses.
- (3) College/Unit Semester/Quarter Hour – Credit for courses in EAC/ABET approved programs or other related college courses approved in accordance with provision 49-604 of this section.

(4) Course/Activity – Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledges relevant to the licensee’s field of practice.

(5) Dual Licensee – A person who is licensed as both an engineer and a land surveyor.

49-602. Requirements.

A. Every licensee is required to obtain 15 PDH units each year. Effective July 1, 2002, each licensee is required to obtain 30 PDH units each biennial renewal period.

B. If a licensee exceeds the requirements in any renewal period, a maximum of 15 PDH units may be carried forward into the subsequent renewal period. Effective July 1, 2002, a licensee may carry forward 15 PDH units into the subsequent biennial renewal period.

C. PDH units may be earned as follows:

(1) Successful completion of college courses.

(2) Successful completion of continuing education courses.

(3) Successful completion of correspondence, televised, videotaped, and other short courses or tutorials.

(4) Attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

(5) Teaching or instructing in (1) through (4) above.

(6) Authoring published papers, articles, or books.

(7) Active participation in professional or technical societies.

(8) Successful application for patents.

49-603. Units of Credit.

The conversion of other credit to PDH units is as follows:

(1) 1 College or unit semester hour.....45 PDH

(2) 1 College or unit quarter hour.....30 PDH

(3) 1 Continuing Education Unit.....10 PDH

- (4) 1 Hour of professional development for attendance in course work, seminars, or professional or technical presentations made at meetings, conventions, or conferences.....1 PDH
- (5) For teaching as in 49-602C(5).....PDH Credits are doubled
- (6) Each published technical or professional paper, article or book.....10 PDH
- (7) Active participation in a professional and technical society.....2 PDH
- (8) Each patent.....10 PDH

49-604. Determination of Credit.

The Board has final authority with respect to approval of courses, credit, PDH value for courses and other methods of earning credit.

- (1) Credit for college or community college approved courses will be based upon course credit established by the college.
- (2) Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDH units for the actual contact time of each program.
- (3) Credit determination for activities 49-603-(6) and 49-603-(8) is the responsibility of the licensee, subject to review as required by the Board.
- (4) Credit for activity 49-603-(7), active participation in professional and technical societies is limited to 2 PDH units per organization, with a maximum of 4 PDH units per year, and requires that a licensee serve as an officer, or actively participate in a committee of the organization, or have at least a 50% documented attendance at meetings held not less than eight times per year. PDH credits for participation in a professional or technical society are not earned until the end of the administrative year of the society.
- (5) Teaching credit is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full-time faculty.

49-605. Record Keeping.

A. The responsibility for maintaining records used to support credits claimed is that of the licensee. Records required include, but are not limited to:

- (1) A log showing the type of activity claimed, sponsoring organization, location, duration, instructor’s or speaker’s name, and PDH credits earned;

- (2) Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance, or;
 - (3) Records as maintained by the National Society of Professional Engineers (NSPE) Professional Development Registry for Engineers and Surveyors (PDRES), or other recognized repositories for such records.
- B. These records must be maintained for a minimum period of three years during which copies may be requested by the Board for audit verification purposes.
 - C. If, upon review or audit by the board, any or all PDH units claimed by the licenseholders are disallowed, the licenseholder will be allowed a twelve month period during which such deficiencies must be remedied.

49-606. Exemptions.

A licensee may be exempt from the professional development educational requirements for one or more of the following reasons:

- A. New licensees by way of examination or comity shall be exempt for their first renewal period.
- B. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year shall be exempt from obtaining professional development hours required during that year.
- C. Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished with any such exemption request made to the Board.
- D. Licensees who list their occupation as “Retired” on the Board approved form and who further certify that they are no longer receiving any remuneration from providing professional engineering or land surveying services shall be exempt from requirements for professional development hours. In the event such a person elects to return to the active practice of professional engineering or land surveying, professional development hours must be earned, before returning, for each year exempted, not to exceed the annual requirement for two years.

49-607. Reinstatements.

- A. A licensee may bring an inactive license to active status by obtaining all delinquent PDH units, provided other provisions of the statutes are met.
- B. If the total number of PDH units required to become current exceeds 30, then 30 shall be the maximum number of PDH units required.

49-608. Comity/Out-of-Jurisdiction Residents.

The Continuing Professional Competency (CPC) requirements for South Carolina will be satisfied when a non-resident certifies that he or she is licensed in and has met the mandatory CPC requirements of any other jurisdiction which has CPC requirements substantially equivalent to those of this State. Notwithstanding these provisions, non-resident licenseholders must maintain appropriate records and shall be subject to provisions of 49-605.

49-609. Dual License Holders.

The total number of PDH units shall be the same as that required for a single licenseholder; but at least one-third of the units shall be obtained separately for each profession.

49-610. Reporting Forms.

- A. All renewal applications will require the completion of a continuing education form specified by the Board. The licensee must supply, as applicable, course date, sponsoring organization, location, activity title, brief description and PDH's claimed.
- B. The licensee must certify and sign the continuing education form, and submit the form with the renewal application and fee.

Fiscal Impact Statement:

There will be no additional cost incurred by the State or any political subdivision.

