



Pennsylvania Society of Land Surveyors Professional Development Certification

Professional Development Certification is a program that allows a Professional Land Surveyor to be identified as one who is committed to maintaining ones status as a Professional in Surveying

Professional Development Certification is a voluntary program of the Pennsylvania Society of Land Surveyors available to members of the society. Members who are granted certification by the Society may use PLS Certified with their names or the designation PLS, PDC following their name.

Certification by the Pennsylvania Society of Land Surveyors is subject to the following conditions:

- Registered as a Professional Land Surveyor in the Commonwealth of Pennsylvania.
- Certification will be granted following application by the individual member, with completed form and substantiating information.
- Certification will be granted to individual members. Organizations cannot be certified.
- Listings in Telephone directories for organizations may list members of their staff that are certified.
- Individuals may indicate they have Professional Development Certification by PLS on resumes in job interviews, client presentations and correspondence.
- Organizations may indicate in presentations to client's members of their staff that maintain their Professional Development Certification.
- Members and Organizations cannot imply that lack of Professional Development Certification in any way affects the competency of any Professional Land Surveyor, licensed in the Commonwealth of Pennsylvania.
- Certification will be revoked for the following:
 - o Misuse of the Professional Development Certification
 - o Resignation or non-renewal of Membership in the Pennsylvania Society of Land Surveyors.
 - o Suspension of License by the State Registration Board of Professional Engineers, Land Surveyors and Geologists.
 - o Falsification of information on application

Guidelines for Professional Development Certification Pennsylvania Society of Land Surveyors

1. **Introduction** – A Member of the Society who has completed the required Professional Development Hours may apply for certification. Certification will be for a two year period to run concurrent with the biennial license renewal by the commonwealth. Credits must be earned in the preceding renewal period.

2. **Definitions** – Terms used in the certification review are defined as follows:
 - Professional Development Hours (PDH) – a clock hour (normal) of instruction or presentation.
 - Continuing Education Unit (CEU) - a unit of credit commonly used for continuing education courses. One (1) CEU equals ten (10) hours of class in an approved continuing education course.
 - University of College Courses – credit for course will be in accordance with the course credit established by the university or college.
 - Correspondence Courses – credit for correspondence courses, including taped study programs, will be determined by the recommendation of the program sponsor based upon the average completion time calculated by the sponsor.
 - Published technical paper in a trade or professional journal. – One (1) PDH

3. **Requirements**: Each certified member is required to complete ten (10) hours of professional development during the preceding biennial period. If a certified member exceeds the biennial requirements in any renewal period, a maximum of five (5) hours of professional development may be carried into the subsequent renewal period.

PDH's may be earned for the following:

- Successful completion of college or university courses.
- Completion of continuing education course.
- Attendance at seminars and workshops.
- Successful completion of Correspondence Courses.
- Attendance at meetings of professional surveying societies (Professional development credit will be granted for the portion of the meeting that is structured to contribute directly to the maintenance of professional competence of the Professional Land Surveyor.)
- Service as a lecturer, discussion leader or speaker in a professional development program.

4. **Units** – The conversion of units of credit to PDH units is as follows:

- One (1) College or University semester credit = 45 PDH
- One (1) Continuing Education Unit = 10 PDH
- One (1) hour of participation in course work, seminar, professional meetings, or workshops = 1 PDH
- Two (2) credit hours of Correspondence Course = 1 PDH
- One (1) hour service as lecturer, discussion leader or speaker = 2 PHD

5. **Determination of Credit** – The Education Committee of the Society will have final authority in determining the acceptability of subject matter, instructor and PDH's of courses submitted for credit toward certification.

6. **Record Keeping** – Each member is responsible for maintaining records of Professional development activities for a period of three (3) years following the biennial in which they were credited for certification. Records may include:

- Transcripts from colleges or universities
- For non credit courses, a statement of hours attended, signed by the instructor
- Written evidence of completion of correspondence courses
- Attendance records and written outlines for seminars and workshops
- Log of activities including:
 - a. date attended
 - b. PDH's earned
 - c. Course, seminar, workshop or technical meeting with a description of the subject and content
 - d. School or organization sponsoring the course
 - e. Instructor
 - f. Location of activity

7. **Forms** - All applications for Professional Development Certification shall be accompanied by a completed form, specified by the society, outlining the PDH's claimed and a Detailed Listing of Activities.

Professional Development Certification

Each applicant must complete Part III of this form by furnishing details of PDH's earned, summarizing these credits in Part I and certifying and signing as to the accuracy of the information provided in Part II.

Part 1 - Summary of Credits (list activities on reverse side, summarize and total below)

Description of Activities	PDH Units	PDH Earned
1. Attending seminars, courses and workshops	1 hour = 1 PDH	
2. Successfully completing for credit, college or university sponsored courses	1 Semester Hour = 45 PDH	
3. Successfully completing non-credit college or university sponsored courses	1 in class hour – 1 PDH	
4. Successfully completing correspondence courses	2 hours – 1 PDH	
5. Attending program presentations at related technical or professional meeting	1 hour = 1 PDH	
6. Service as a lecturer, discussion leader or speaker	1 hour – 2 PDH	
(a.) Total PDH Claimed in current renewal period		_____
(b.) PDH carried forward from last renewal period		_____
(c.) Total available for credit this renewal period (Line a + Line B)		_____
(d.) Total to be carried forward to next renewal period		
(Line c. minus 20, but not to exceed 10		_____

Part II - Certification – this part must be completed and signed by you.

I certify that the summary of credits above is true and correct and states accurately those Professional Development Hours (PDH) which I have earned during the period _____ to _____.

Printed Name _____ **PLS** **PE/PLS**

Signature _____ **PA Registration #** _____ **Date** _____

Send to: PSLS Education Committee, 2040 Linglestown Road, Suite 200, Harrisburg, PA 17110

