

CLSA

CALIFORNIA LAND SURVEYORS ASSOCIATION

Voluntary Professional Development Program

A. Statement of Purpose

The purpose of the California Land Surveyors Association (CLSA) Professional Development Program (PDP) is a voluntary program intended to encourage and support the continued professional growth and competency of land surveyors and recognize their continuing education activities. This program also provides members a means to meet out-of-state licensure requirements.

B. General Provisions

This is a voluntary professional development program with recognition being given by the CLSA through the issuance of a certificate suitable for framing.

C. Eligibility for Recognition

Any licensed land surveyor or civil engineer authorized to practice land surveying, engaged in the practice of land surveying that meets the professional development program requirements.

D. Program Requirements

Every participant is required to obtain 30 Professional Development Hours (PDHs) per 2 year period. Acceptable PDHs must be a program of learning that contributes directly to your professional competence. It is your responsibility to select acceptable PDH courses. Courses by mail, video, webcast and live presentation will be allowed for PDH credit.

50/50 Requirement

In order to qualify, participants must meet the 50/50 requirement. You must complete a **minimum of 50 percent (minimum 15 PDHs)** of the total required PDHs in subjects relating to land surveying. Examples of these courses include, but are not limited to:

- LS Act
- Ethics
- Legal Description Writing
- Public Lands
- Subdivision Map Act

You may claim a **maximum of 50 percent (maximum 15 PDHs)** of the total PDHs required in subjects not directly relating to land surveying. Examples of these topics include, but are not limited to:

- Practice Management
- Communication Skills
- Negotiation Skills
- Marketing and Sales
- Office Management

Additionally, PDHs may be obtained by writing published articles or by actively participating with a professional organization

E. Professional Development Hours (PDH)

Professional Development Hours may be earned in the following ways:

1. Attending Presentations (e.g. Seminars, Workshops, Chapter Programs, Technical Sessions)

1 Hour of instruction = 1 PDH

* fractional hours may be reported (minimum ½ hour)

2. University or College Program

1 semester Hour = 45 PDHs

1 quarter Hour = 30 PDHs

A semester hour is defined as one hour per week for an academic semester.

A quarter hour is defined as one hour per week for an academic quarter.

3. Published Paper/Article/Book/Licensing Examination Item

5 PDHs per article

10 PDHs per article that has been peer reviewed

The author must have his/her work actually published/accepted before credit can be claimed. To qualify, a published paper must be a serious effort to educate. For example, a news report or editorial in a technical or professional publication is not considered a published paper/article/book.

Note: A maximum of 20 PDHs per 2 year period may be obtained through published articles.

4. Initial Presentation as Lecturer or Instructor

1 hour instruction = 2 PDH

Note: Topic must be professionally relevant to subject matter. You may not claim credit for repeated presentations, unless you can demonstrate that the program content substantially changed and required significant additional study or research.

5. Participation with Professional Association

Chapter/State Officer or Committee Chair = 2 PDH

To qualify, the professional association must be a land surveying society. Examples include California Land Surveyors Association (CLSA), American Council of Engineering Companies of California (ACEC) or National Society of Professional Surveyors (NSPS).

Note: Maximum of 4 PDHs per organization, per 2 year period may be obtained through participation with professional association.

F. Examples of Qualifying and Non-qualifying Activities

In order to clarify further the definition of qualifying and non-qualifying activities, the following examples are given:

Typical Qualifying Activities

- Completing or attending courses, seminars, instruction, in-house programs, or training of land surveying content.
- Attending technical or professional society meetings when a land surveying topic is presented as a principal part of the program.
- Teaching a course for the first time or if substantial time has been spent in updating material if previously taught.
- Attending webcasts where attendance is verified and program material meets the requirements.
- Computer software instructional courses which relate to the improvement of one's business or profession.
- Management and business courses which relate to the improvement of one's business or profession.
- Correspondence courses on a land surveying topic where lessons are prepared, returned for correction and/or grading and testing at the end of the course is required.

Typical Non-qualifying Activities

- Regular employment.
- Real estate licensing courses.
- Personal, estate, or financial planning.
- Self study or reading trade journals or magazines
- Personal self improvement.
- Service club meetings or activities.
- Equipment demonstrations or trade show displays.
- Topics not relevant to professional development.
- Enrollment without attendance at courses, seminars, etc.
- Repetitive attendance at the same course.
- Repetitive teaching of the same course.
- Attending committee meetings or general business meetings of any organization.
- Taking professional or required examinations.

The Determination of Qualifying Activities

The question most asked by participants is, "How do I know what is acceptable?" Many are looking for assurance that efforts spent will qualify for PDH credit. With the broad range of opportunities for earning PDH credits, CLSA has elected to distribute information on the requirement of what is and is not acceptable and leave it up to the participant to assure that the activity qualifies. This permits the widest range of opportunity for participants to earn PDH credit.

G. Record Keeping

The requirement to keep adequate records is the responsibility of the participant and the records must be maintained by the participant for a minimum of three years. This permits CLSA to conduct random audits of licensees. Do not send these records to CLSA unless requested for audit; keep them in your files.

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.

This is intended to require specific information on each activity where PDH credit is claimed. For example, simply stating "attending educational activities at XYZ Company" is not acceptable. Specific information on each activity is required. The log will assist in proper completion of application.

(2) Attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance.

The question arises, "Does each activity require attendance verification?" The answer is that a good faith effort should result in obtaining verification for most activities attended. Certainly, those that are of a longer duration (such as over an hour) should definitely have verification. On occasion, it is recognized that short activities, such as a meeting of a technical or professional society, might include a 30 minute speaker and verification was not provided in the meeting. This should be an unlikely exception and the general rule is that the participant must have sufficient verification for credits claimed.

(3) If a participant has submitted proof deemed acceptable that he/she has completed more than 30 PDHs in a biennial renewal period, he/she may carry forward to the next biennial renewal period not more than 15 of his/her excess professional development hours.

H. Audit Process

The auditing of a percentage of applications will be done on a random selection basis. Although it is anticipated that most participants will attempt to meet the requirements of the rule with a good faith effort, there is a need for auditing to verify that the requirements are being met.

I. Recognition

A Plaque and Certificate of Recognition indicating the individual's achievement will be sent to the participant upon approval of the application package. Participants completing the program will also be eligible to use the CLSA Professional Development logo on business cards, letterhead and website.

J. Application Fees

CLSA State Members – Complimentary member benefit. \$25 to purchase plaque.
Non-Members - \$75



Voluntary Professional Development Program

APPLICATION FORM

Instructions:

Please include only those PDHs for use in the current two-year reporting period.

PDH Type

- E – College or University Courses
- P – Seminars, Workshops, Etc.
- A – Published Article
- I – Instructor or Lecturer
- O – Professional Association Participation

Supporting Documentation

It is the applicant's responsibility to maintain accurate records and supporting documentation of the PDHs claimed. Do not send supporting documentation to CLSA unless requested for audit; keep them in your files.

Deadline

Please submit application by December 31st. Please allow 6 weeks for processing.

Fees

CLSA Members – Complimentary member benefit. \$25 to purchase plaque.
Non-Members - \$75)

Submit application form and fee to:

CLSA Voluntary Professional Development Program
526 South E Street
Santa Rosa, CA 95404

Make checks payable to: CLSA



Voluntary Professional Development Program

Name _____

PLS # _____ Member # _____

Email _____ Phone _____

Two Year Period: From January 1, 20____ to December 31, 20____

I would like to order a: Plaque (\$25) Updated Date Plate (\$10)
 Visa/MC: _____ Exp: _____ CID: _____

COURSE TITLE	PDH TYPE	DATE COMPLETED	# of PDHs	NAME OF PROVIDER <small>(e.g. CLSA, Orange County Chapter, ACSM, NSPS, etc.)</small>
Subjects relating to Land Surveying				
<i>Minimum of 50 percent (minimum 15 PDHs) in subjects relating to land surveying.</i>				
Hours in Subjects relating to Land Surveying:				
Subjects not directly relating to Land Surveying				
<i>Maximum of 50 percent (maximum 15 PDHs) in subjects not directly relating to land surveying.</i>				
Hours in Subjects not related to Land Surveying:				
TOTAL PDHs CLAIMED:				

I certify that this is a true and correct report: _____
(Signature)