

News

State Board of Registration for Professional Engineers

Term: Winter | Issue 3

Indiana Professional Licensing Agency

www.in.gov/pla

Audit of continuing Engineering Education Starting; Suggestions for Complying

By Vincent P. Drnevich, , P.E. Ph.D.

Indiana Law **IC 25-1-4-3** requires a board that is specifically authorized or mandated to require continuing education as a condition to renew a registration certification or license must require a practitioner to comply with the renewal requirements:

(1) The practitioner shall provide the board with a sworn statement executed by the practitioner that the practitioner has fulfilled the continuing education requirements required by the board, after which the board will forward the sworn statement to the agency (established by IC 25-1-5-3).

(2) The practitioner shall retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied. The practitioner shall provide the board or agency (established by IC 25-1-5-3) with copies of the certificates of completion upon the board's or agency's request for a compliance audit.

At the December meeting, the Board, authorized a random continuing education audit from the 2018 license renewal, which was completed July 31, 2018. One-point one percent of the licensees will be selected for this audit. Licensees who maintain an 'INACTIVE STATUS' will not be included in this audit.

Roughly 140 licensed professional engineers will be randomly selected for this audit.

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2019 Meeting Dates

Jan 23, 2019

March 20, 2019

May 15, 2019

July 17, 2019

Sep. 18, 2019

Nov. 20, 2019

Those licensees who are selected for audit will receive notification via email that they are being audited for continuing education. Make sure that your email address is current and up to date with the board, as that is the first line of communication from the board to licensees. If your mailing address and email address are not current, and your license is selected in the random continuing education audit, it could unnecessarily hamper communication. Please make sure you double check your SPAM filters as well. Any questions you may have, please email the board at pla10@pla.in.gov.

Summary of Indiana Rules

<http://www.in.gov/pla/2747.htm>

1. Thirty hours of continuing education will be required over the biennium
2. As many as 15 hours may be carried over from one biennium to the next
3. In each biennium, one (1) hour on the Indiana statutes and rules governing the practice of engineering is required.
4. In each biennium, one (1) hour on ethics applicable to the practice of professional engineering is required

5. Web-based and other electronically delivered courses are allowed.

Courses which are part of the curriculum of an accredited university, college, or educational institution, shall earn:

(1) fifteen (15) hours of continuing education for each academic semester hour completed; or

(2) ten (10) hours of continuing education for each academic quarter hour completed

7. Credit for teaching courses at an accredited university, college, or educational institution for the first time will carry two (2) times the hours obtained by students in the course, but only for the initial instruction.

8. Services as an instructor or presenter at a qualified continuing education course earn two (2) hours of continuing education for each hour taught, but only for the initial instruction or presentation.

9. Active participation in educational outreach activities with kindergarten to grade 12, or higher education, e.g. JETS, MathCOUNTS, EPICS, Engineering Week, student chapter advising, etc. (max. 1 PDH per activity, and a max. 2 PDH's per biennium)

10. Active participation in a professional or technical society relating to the practice of engineering (1 PDH per year of service and, max. of 2 PDH's per biennium)

Submission Requirements

For each course used to satisfy the CE requirements, the following information will be required:

1. Date of the course
2. Title of the course indicating that it is either Technical, Indiana Statutes and Rules, or Ethics course
3. Name of the instructor and/or course provider
4. A copy of a signed and dated certificate or other document that validates the persons completion of the course or claimed qualifying activity

This information may be submitted either by mail or by electronic transmission to the IPLA with instructions provided in the audit request letter.

Contact Us

With questions regarding your professional license, please reach out to our staff.

402 W. Washington Street
Indianapolis, IN 46204
(317) 234-3022
pla10@pla.in.gov
Visit our website at
www.pla.in.gov

Free Continuing Education Course Tracking and Submission of Documents

The National Council of Examiners for Engineering and Surveying (NCEES) provides free continuing education tracking (<http://ncees.org/cpc/>). The process involves:

- Information Entry
- Log into your or create a free MyNCEES account and select the appropriate state licensing boards; enter renewal period information for each.
- Enter Continuing Education course information: Date, Course Title, Course Type (Technical, Ethics, or Laws and Regulations) and Professional Development Hours (PDHs)
- Upload scanned certificates and other validating documents
- View a side-by-side comparison of the state's requirements and your completed courses.
- Transmit your completed report electronically to a state licensing board.

Use of this site is easy and is especially helpful for engineers licensed in more than one state.

Board Action on Audits – Cases where audited persons failed to meet and document the CE requirements will be brought to the Board for disciplinary action. Actions by the Board for noncompliance is governed by [IC 25-1-4](#).

Approved CE providers

To find Indiana approved engineering Continuing Education providers use the following link:

[Continuing Education Providers](#)



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