



Continuing Education Requirements

CE Objectives

- Maintain the current skills
- Improve knowledge or skill level
- Expand/update current knowledge

Criteria

1. There must be a clear purpose and objective for each activity which will maintain, improve or expand skills and knowledge obtained prior to initial certification or develop new and relevant skills and knowledge.
2. The content of each presentation must be well organized and presented in a sequential manner.
3. The presentation must be made by persons who are well qualified by education or experience.
4. There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting.

Possible CE Activities

NOTE: Unless otherwise stated, completion of the following activities earn 1 hour of continuing education for every hour of participation.

- Completing or auditing college sponsored courses.
- Participation on a Technical Evaluation Panel (TEP) – Under the Minnesota Wetland Conservation Act – Earns 1 hour of continuing education for every 4 hours of TEP activity.
- Completing self-study college or non-college sponsored courses presented by correspondence, internet, television, video, or audio, ending with examination or other verification process.
- Participation in seminars, tutorials, televised or video taped courses, or short courses.
- Attending self-sponsored and prepared in-house educational program.
- Completing a study tour with a structured program resulting in a written or visual presentation by the licensee or certification holder.

- Presenting or instructing qualifying courses or seminars. (Professional development hours may be earned for preparation time for the initial presentation.)
- Authoring published papers, articles or books. (Continuing education hours earned may equal preparation time spent, but may be claimed only following publication and will be given for authorship or presentation, but not for both)
- Participating in professional examination grading or writing. (A maximum of five professional development hours per year may be applied from this source.)
- Providing professional service to the public which draws upon the certificate holder's professional expertise on boards, commissions and committees such as planning commissions, building code advisory boards, urban renewal boards or non-work related volunteer service. A maximum of 5 hours per year may be applied from this source.
- Patents, after they are granted, for a credit of 5 professional development hours.

**Please note that continuing education opportunities are not limited to the State of Minnesota.

Reports and Records

Certification holders must keep records of their continuing education activities. These records must be kept for at least one year after submission to the program. The information provided may be audited by the program any time during the year after submission. During an audit a certified individual may be asked to produce the continuing education information.

As a part of the certification renewal process, the program will supply a form for the certification holder to submit a summary of their continuing education activities. This form must be completed with sufficient detail to permit audit verification by the program.

Noncompliance

A certification holder who does not satisfy the continuing education requirements for a renewal period will be placed on probationary status. The probationary professional then has 60 days after notification by the program to substantiate the originally claimed continuing education hours or to meet the minimum requirement. Continuing education hours earned in the probationary period can not be applied to the next renewal period. If the continuing education deficiencies are not made up in the specified time period, the individual's certification will be revoked.

Exemptions

A certificate holder may file for exemption if he/she has experienced a serious illness, injury, or other extenuating circumstances, such as serving honorably on active duty in the military. Supporting documentation must be provided to the program prior to the end to the renewal period to qualify for this exemption.