



670 Hawthorne Avenue, SE  
Suite 220  
Salem, Oregon 97301

tel. 503.362.2666  
email: osbeels@osbeels.org  
Web: www.oregon.gov/osbeels

**Professional Engineers/Land Surveyors/Photogrammetrists (PE/PLS/RPP)  
Continuing Professional Development Organizational Form**

**Continuing Professional Development Information**

Every registrant is required by the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) to obtain 30 professional development hour (PDH) units during each biennial renewal period. Individuals who are registered for a part of a renewal period must obtain a prorated amount of the PDH units. Individuals who hold registration as a professional engineer, professional land surveyor, or professional photogrammetrist, or more than one discipline of engineering, must obtain at least one third (1/3) of the PDH units required in courses or activities related to each registration. The purpose of professional development requirements is to demonstrate a continuing level of competency of registered professional engineers, professional land surveyors, and professional photogrammetrists.

The OSBEELS conducts a random audit in November and May with regards to the PDH units acquired by registered professional engineers, professional land surveyors, and professional photogrammetrists. A computerized random number generator selects three percent of the total registered professional engineers, three percent of the total registered professional land surveyors, and three percent of the total registered professional photogrammetrists within the State of Oregon who are required to participate in the audit. The purpose of the audit is for the OSBEELS to determine if the PDH units attained satisfy the professional development requirements for renewal.

**Record Keeping**

In accordance with the Oregon Administrative Rule (OAR) 820-010-0635, each registrant is charged with the responsibility of maintaining records of the PDH units acquired for the biennial renewal schedule. If audited, a registrant must report and submit to the OSBEELS office the PDH units acquired. The PDH units must be recorded on the Continuing Professional Development Organizational form including the activity, sponsoring organization, date, location, and instructor's or speaker's name. Supporting documentation of the PDH units acquired, such as, certificate, paid receipts, or other documents that support evidence of attendance should be kept as well.

For additional information regarding the professional development requirements or how to calculate hours obtained, please review the OAR 820-010-0635. If the PDH units acquired are found deficient by the OSBEELS, or if a registrant fails to satisfy the CPD requirements by 15 or fewer PDH units, please refer to the OAR 820-015-0026.

**Example Form Data**

Date of Activity	Sponsoring Organization and Location	Description of Activity	Type of Activity	PDH Units Earned
12/05/2006	Professional Land Surveyors of Oregon, Salem, OR	History & Establishment of Oregon ROW	Active participation in professional society	3
04/16/2007	Portland Community College, Portland, OR	Engineering Ethics	Teaching a course (not a full-time position)	*270

*\*The OAR 820-010-0635 states 1 College Semester hour equals 45 PDH units. The OAR 820-010-0635 states to apply a multiple of 2. For example, if the course equals 3 credits than the registrant completed 270 PDH units (3 credits x 45 PDH units x 2).*

