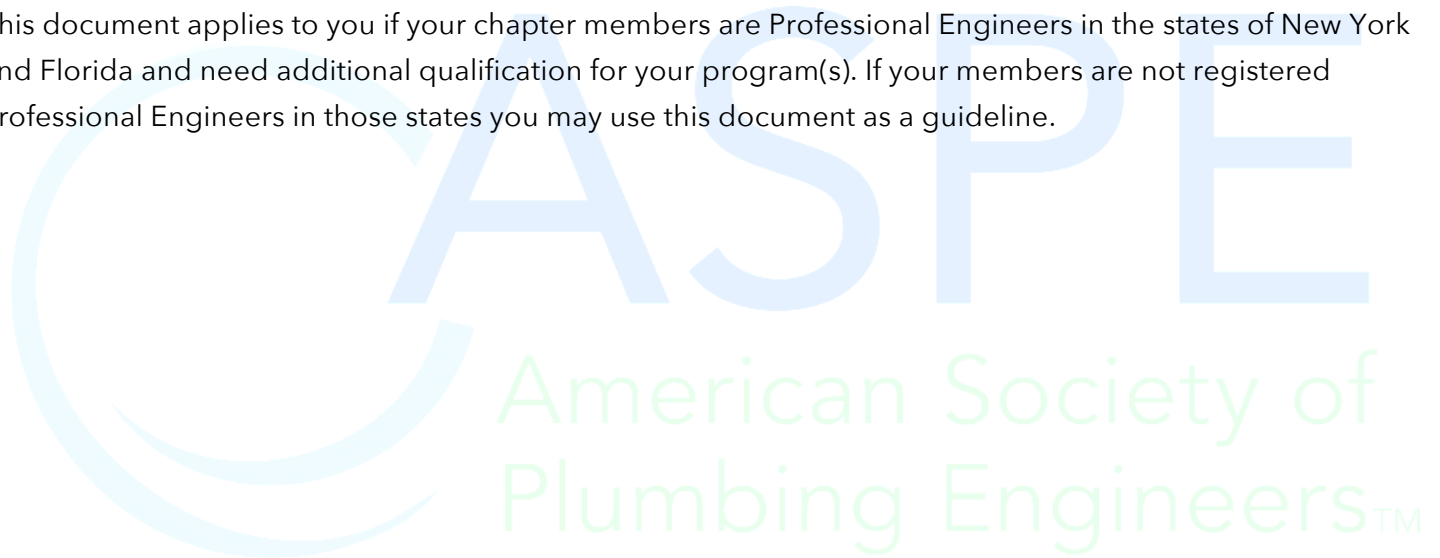


About This Document

ASPE permits chapters that require additional CEU/PDH qualification for their technical meetings to apply to use the Society's recognized provider status. This document generally only applies to a handful of chapters in a limited amount of states that have strict requirements for Professional Engineers to renew their licenses. As an ASPE Chapter there is an understanding that each chapter goes through the proper procedures to validate a speaker, their technical knowledge, the technical content of the presentation, and that the presentation is non-proprietary to be able to issue a chapter certificate with accompanying learning hours. Each ASPE Chapter is permitted to issue continuing education units without completing this document.

This document applies to you if your chapter members are Professional Engineers in the states of New York and Florida and need additional qualification for your program(s). If your members are not registered Professional Engineers in those states you may use this document as a guideline.



Issuing ASPE CEUs for Chapter Technical Presentations

ASPE allows a chapter to formally apply to have the Society issue nationally recognized CEUs (continuing education units) and/or PDHs (professional development hours) to the member attendees of an ASPE-approved chapter technical program.

How Does It Work?

A chapter must complete and submit the appropriate documentation and forms for consideration at least 45 days prior to the proposed chapter technical program for the program to be eligible for receiving ASPE CEUs/PDHs.

ASPE staff will evaluate the program content, speaker, and physical location to ensure that the technical program meets the necessary standards to qualify for nationally recognized CEUs/PDHs.

ASPE staff will notify the chapter within two weeks of submittal if the program will be allowed to receive ASPE CEUs/PDHs.

How Will a Program Be Evaluated for Approval?

For ASPE to approve your chapter's technical program, the Society must have enough time to submit the program to the necessary state agencies for approval for licensing or professional registration.

Information required by the applicable state authorities that must be included on the application includes:

1. **Information about the technical program**, specifically how the program incorporates appropriate material for plumbing engineering and design professionals.
2. **The title of the program/event/seminar/course**. It is important for the title to reflect the professional content of the program.
3. **A complete description of the program content**.
4. **The location of the program**. The location should enhance the learning process and not provide distractions.
5. **Length of the program**. Each technical program is required to have a minimum of 50 minutes of instructor/attendee contact to qualify for a contact hour.
6. **Information about the speaker/instructor**. The speaker must have the proper qualification for instruction of the program content for the program to be approved as meeting the necessary professional requirements. Speaker information that must be provided includes:
 - a. Speaker's name, employer, and title
 - b. A resume or other listing of instructor's qualifications

- i. List of educational experience
 - ii. List of teaching experience
 - iii. Professional or educational positions
- c. Statement of speaker's qualification to conduct the program
- d. Amount speaker is to be paid (if applicable; include travel, etc.)
- e. Procedures and criteria used to select the instructor
- f. Procedures and criteria used to evaluate the instructor's prior performance
7. **All material distributed regarding the learning objectives of the program for the attendee.** Any course or activity must have a clear purpose and objective that will maintain, improve, and expand the skills and knowledge relevant to the plumbing engineering and design profession. Include all advertising and marketing material (show any required fees).
8. **Sample course description and learning objectives template included at the end of this document.** Chapters are to follow the sample template for use with their chapter event.
9. **Sample program evaluation available in Officers Education section.** This document is to be used as a program evaluation and submitted at the end of the program prior to issuing certificates.

What Requirements Are Needed to Approve CEUs/PDHs?

All programs/courses/seminars that are issued CEUs/PDHs must be evaluated and meet the instructional or program attendance requirements, including an assessment of attendees.

1. Each attendee must complete a form assessing and evaluating:
 - a. The program's technical content
 - b. The speaker's quality of presentation and performance
 - c. The speaker's quality of material presented
2. Each attendee must complete a learning assessment that attests to the improvement of their skills and knowledge relevant to the plumbing engineering and design profession.

What Requirements Are Needed to Issue CEUs/PDHs?

ASPE will provide the necessary forms that must be filled out and filed with the Society within three days of completion of the program/course/seminar for CEUs/PDHs to be awarded and issued.

If the time requirement is not met:

1. Late submittals cannot be processed.
2. Attendees will not receive certificates of completion.

There are no exceptions due to state regulations.

The required forms include:

1. Excel spreadsheet (roster): You must show each attendee's full name; registrations/certifications/licensing; full address; phone number; e-mail address; ASPE member number; and PE state and registration number (if applicable). You must use the form that is sent from Society (no recreations are allowed).
2. Certification of attendance: Each attendee must be observed for proper attendance at each program, including:
 - a. Sign-in and sign-out rosters showing attendance during the entire program
 - b. Secondary sign-in/sign-out roster for those taking mini-breaks during program hours
 - c. Completing the learning assessment that was created by the speaker assessing the participant's knowledge during the seminar, workshop, or course.
3. Monitor's certification and acknowledgement form

Certificate of Completion

The Society will issue a Certificate of Completion to ASPE members only in attendance with all the necessary information, including the name of the individual, title of the course, date and location of the program, and number of contact hours earned. This certificate will meet state requirements for use in accumulating official credits for registration and licensing.

Recordkeeping and Monitoring

As an official nationally recognized CEU/PDH provider, ASPE is required to maintain all records for a minimum of six years and be able to duplicate an original certificate or certify course attendance.

A chapter is required to allow an ASPE official observer to attend any course, at no cost, to ensure that it complies with all the official requirements.

In addition, the chapter may be required to permit a specific state official as an observer, at no cost, to attend any course to ensure that it complies with all the official requirements.



Sample Course Description

Course Description: Introduction to Natural Gas

This program provides an introduction into the design of natural gas piping systems. The program will review the basics of natural gas and how appliances are rated for designing the piping system. The sizing requirements for natural gas system will be covered in detail with sample problems for the participants to complete.

Content Outline:

- Fuel Gas Codes and Standards - 15 minutes
- Gas Appliances, piping materials, shut-off valves and connectors - 30 minutes
- Calculating heating values - 15 minutes
- Methods and considerations for selecting piping sizes - 30 minutes
- Hands-On practice example - 30 minutes

Learning Objectives:

Upon successful completion of the course learners will be able to:

- Identify appropriate fuel gas codes and standards that apply to each installation they perform
- Describe the components of an effective ground-fault current path to be used when bonding to gas pipelines
- Describe how to protect CSST from damage by lightning
- Explain when the use of 18 AWG yellow insulated copper wire tracer is required to be used
- Calculate heating values as cubic feet/hour and select appropriate gas piping size to deliver the heat calculated
- Accurately use a gas pipe sizing table to select the appropriate diameter and length of gas pipe for a given job
- Use both the "longest length" and "branch length" methods to select appropriately sized gas piping
- Describe safety procedures associated with purging a gas piping system

Instructor: Name

Name has been working in gas line piping project for XX years with ABC company. He is currently a (enter job title). He has taught this course (or any other he has taught) over the past XX # of years and brings a wealth of knowledge and practice to this session. He received his bachelor's degree in (enter program) from XYZ University in May 1988.

Teaching methods:

Teaching methods will include live lecture in a classroom setting where participants can actively interact with instructor.

Learner Assessment method(s):

In-course, hands-on problem solving examples / hands-on computer software training

Credits: 1 PDH or 0.1 CEUs will be awarded for this 1-hour session

Costs/Refunds/Cancellations: Please see our website for this information at: [provide URL for refunds]

Location/Date/Time: Course will be held at XYZ on XYZ from 1:00 - 2:00 p.m. CST.

Sample Learning Assessment

3 Sample Quiz Items (minimum 5 questions required):

(This item tests the XXX learning objective listed)

An acceptable method for preventing lightning damage to CSST is:

- a. Encasement of CSST in cement
- b. Bonding it to a ground-fault current pathway (*correct answer*)
- c. Sufficiently bury it under 8 feet of soil
- d. Wrap it in rubberized insulating tape

(This items tests the XXX objective(s) listed)

Using the Gas pipe sizing table provided, which of the following pipe diameter sizes is the correct choice when using the "longest length" method for a system with an 80 foot length and a 150 CFH demand?

- a. 1.5 inch pipe
- b. 1.25 inch pipe
- c. 1 inch pipe (*correct answer*)
- d. $\frac{3}{4}$ inch pipe

(This item tests the XXX objective listed)

When performing gas system purging activities, the only people/person allowed in the area is:

- a. The person conducting the purge (*correct answer*)
- b. The person conducting the purge, the supervisor and the gas line inspector
- c. The gas line inspector
- d. No one is allowed within 200 feet of the purged line