



CPD Recertification Log

*An International Program for
the Certification of Plumbing
Design Professionals*



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PERSONAL RECERTIFICATION LOG

THIS DOCUMENT IS ONLY FOR YOUR PERSONAL USE AND IS ONLY REQUIRED WHEN SUBMITTING AUDIT DOCUMENTATION. IT IS NOT REQUIRED WHEN SUBMITTING YOUR RECERTIFICATION APPLICATION.

Starting Month/Year _____

Name: _____

Address: _____

City, State, Zip: _____

CPD Identification Number (ex: 99999): _____

INSTRUCTIONS

1. This personal recertification log should be used to keep a record of all valid recertification activities as they occur. The data in this log is used to assist the CPD throughout their recertification cycle. Use of this Log is by personal choice and is not required to be submitted as part of the recertification program.
2. In filling out the log, the hours associated with a particular recertification activity that does not provide a certificate of completion with the contact hours shown and/or does not provide CEUs or PDHs, should be counted conservatively (i.e., only instructor contact time should be counted; breaks and other interruptions should be subtracted from the program/session time). Being conservative will provide a more accurate determination of necessary recertification activities and avoid potential rejection of claimed hours in the event of a recertification audit.
3. A percentage of all completed recertification applications will be selected for audit. If your application is selected, you will be asked to defend the continuing education units (CEUs) which you claimed on your Recertification Application Form.
4. Active CPD Status Recertification requires a total of 2.4 CEUs (24 hours) over a two (2) year period.
 - A. Requirements are located in Section 3 of the Recertification packet found on aspe.org/cpd.

Some useful conversions are:

- 0.1 CEU = 1.0 PDH = 1 contact hour
- 1.0 CEU = 10 PDHs = 10 contact hours
- 1.0 PDH = 0.1 CEU = 1 contact hour

PERSONAL RECERTIFICATION LOG

Approved Education and Professional Development Programs in Plumbing Engineering or Design from Section 3.1 and 3.2 of the recertification packet

Approved education and professional development programs are defined as efforts undertaken to advance, broaden and enhance the individual's technical knowledge and job skills in fire protection, plumbing engineering and design from an approved provider such as ASPE. These activities are required to offer CEUs or PDHs and consist of engineering related education and professional development programs offered at local, state, regional or national society or association meetings or special events.

List all relevant workshops, seminars, technical presentations at meetings, and training sessions for which CEUs or PDHs were provided, that you attended within the required two (2) year recertification period. Certificates of accomplishments, certificates of completion and the like should be retained as evidence of participation.

A minimum of 1.2 CEUs (50%) must be from approved providers such as ASPE, an ASPE Chapter, or ASPE approved CEU provider and a minimum of 1.2 CEUs must be plumbing engineering, plumbing design or fire protection.

Workshops, Seminars, Technical Presentations, Training Sessions With Preassigned CEUs or PDHs (Include ASPE approved courses, workshops or seminars.)

| | Sponsor or Organization | Title | Date(s) Attended | Total CEUs |
|------------|-------------------------|-------|------------------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| Total CEUs | | | | |

Continue on next page if needed.

Workshops, Seminars, Technical Presentations, Training Sessions With Preassigned CEUs or PDHs (continued)

| | Sponsor or Organization | Title | Date(s) Attended | Total CEUs |
|----|-------------------------|-------|------------------|------------|
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| | | | Total CEUs | |

PERSONAL RECERTIFICATION LOG

Higher Education and Professional Development Courses from section 3.3 in the recertification packet

[Maximum of 1.2 CEUs permitted.]

Additional higher education and professional development courses are defined as successful completion with a grade of "C" or higher and the awarding of credits for course work at colleges, universities, or technical schools that advance, broaden, and enhance the individual's technical knowledge and job skills in engineering.

Activities such as college, university, and technical school course work earn 1.0 CEU per semester-based hour or 0.7 CEUs per quarter-based hour.

College, University and Technical School Credit Course

| Name of School and Instructor | Course Title and/or Description | Date(s) Attended From/To | Number of Hours Earned Semester/Quarter | Number CEUs |
|-------------------------------|---------------------------------|--------------------------|---|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| Total CEUs | | | | |

PERSONAL RECERTIFICATION LOG

Advanced Professional Activities [Maximum of 0.6 CEUs permitted.]

Advanced professional activities include volunteer or for-hire education or professional development activities such as participating in professional membership organizations which advance the engineering profession or providing professional engineering expertise to assist committees, task forces and the like to reach their objectives; making educational or professional development presentations to increase technical, engineering and design knowledge or serving as an instructor for a training, educational or professional development presentation pertinent to the engineering profession; or writing technical or engineering related research papers pertinent to the engineering profession for publication or distribution.

Industry Leadership Activities [Maximum of 1.2 CEUs permitted.]

- ASPE Society leadership, committee, taskforce, and/or working group activities = 0.1 CEU/year
- ASPE Chapter leadership, committee, taskforce, and/or working group activities = 0.1 CEU/year
- Instructor of continuing education that awards CEUs or PDHs = 0.1 CEU/hour of instruction
- Author of a published plumbing design article in a reviewed publication. = 0.1 CEU per article
- Author of an engineering or plumbing design-related book = 1.0 CEU per book

List all relevant activities, by type, that you participated in within the required two (2) year recertification period. Invitations to participate, letters of acceptance, letters of appreciation, certificates, abstracts of presentations and the like should be retained as evidence of participation.

Participation In Professional Membership Organization or Society, Committee or Task Force

| Organization and Contact Person | Type of Participation or Name of Committee/Task Force and Committee Chairperson | Type of Committee or Task Force (e.g. Nat'l, Reg'l, State, Local) | Title of Position | Dates of Service or Attendance From/To | Number CEUs |
|---------------------------------|---|---|-------------------|--|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| Total CEUs | | | | | |

Written Technical or Engineered Related Research Papers, Books, Manuals, Workbooks

| Name of Publication or Publisher of Article or Book | Title and Description Name(s) of Author(s) | Published | Number CEUs |
|---|--|-----------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| Total CEUs | | | |