

## Continuing Education Requirements for Registered Members of SME

This document outlines Continuing Education (CE) Requirements for the Registered Member Class of membership in the SME. This CE requirement is being implemented in 2015 and will be enforced beginning April 1, 2015 on a bi-annual basis.

When you are accepted as a Registered Member, you are now required to stay current with your professional development. As a Registered Member you are now required to have 30 Professional Development Hours (PDH) within any two year period. Reporting PDH accumulation is required, and it is your responsibility to keep track of your PDH hours in your log book.

The PDH hours can include:

- Completion of ethics related courses (compulsory 1 hour each reporting period)
- Completion of college courses relevant to the area of expertise;
- Completion of a continuing education unit (CEU);
- Attendance at workshops, on-line or in-person courses, field trips, and other events with a technical focus;
- Preparation and presentation of technical papers, including articles published in mining media;
- Attendance at technical meetings and conferences;
- Teaching or instructing qualifying courses for the first time relevant to expertise;
- Active participation in professional associations as an officer or committee member;
- Membership in other technical organizations
- Participation in educational outreach K-12+;
- Any employer- or work-required training such as safety classes, regulatory requirements classes, etc.

When a PDH is completed, the PDH should be added to your log (Registered Member Activity Log), which consists of a document or spreadsheet containing the following information, as well as supporting documentation:

- Registered Member's Name and contact information, Competent Person category(ies) (e.g. mine planning, resource modeling, etc.) of qualification, and the 2 year period being reported;
- The dates of the PDH hours;
- The number of PDH hours;
- The title of the PDH event or activity; and
- A brief description of the technical aspects of the PDH event or activity.

Those Registered Members who are members of other professional organizations that have a Continuing Education reporting system may wish to keep their PDH log in the form used by that organization as long as the information requested by SME is also included. SME will accept these alternative PDH logs.

If there is a request for information about a Registered Member, SME will provide the PDH as part of the response. If you do not have a current statement on file, you will be asked to provide one.

**Continuing Education for Registered Members** The qualifying continuing professional education standards for Registered Members are established as follows:

(1) During each two year period ending on March 31 of each odd numbered year, a Registered Member shall complete not fewer than 30 hours of qualified continuing professional education directly related to the ethics, business and technical content aimed at maintaining, improving, or expanding the skills and knowledge relevant to the Registered Member's professional practice.

(2) The required number of hours of professional education for an individual who first becomes a Registered Member during the two year period shall be decreased in a pro-rata amount equal to any part of that two year period preceding the date on which that individual first became licensed. Registered Members who receive membership between January and March of an odd numbered year will have the Continuing Education requirement waived for the two year period ending that March.

(3) Qualified continuing professional education shall:

(a) Have an identifiable clear statement of purpose and defined objective for the educational program directly related to the practice of the Registered Member;

(b) be relevant to the Registered Member's professional practice;

(c) be presented in a competent, well organized and sequential manner consistent with the stated purpose and objective of the program;

(d) be prepared and presented by individuals who are qualified by education, training and experience; and

(e) have associated with it a record of individuals who actually completed the professional education program and that these records of that registration and completion are available for review.

(4) Credit for qualified continuing professional education shall be recognized in accordance with the following:

(a) unlimited hours shall be recognized for professional education completed in blocks of time of not less than one hour in formally established classroom courses, seminars, or conferences;

(b) unlimited hours shall be recognized for teaching in a college or university or for teaching qualified continuing professional education courses in the field of Registered Members expertise, provided it is the first time the material has been taught during the preceding 12 months;

(c) unlimited hours shall be recognized for preparation of papers, articles, or books directly related to the Registered Member's area of expertise and submitted for publication; and

(d) a maximum of ten hours per two year period may be recognized at the rate of two hours for each example served on committees or in leadership roles in any state, national or international organization for the development and improvement of the profession;

(e) unlimited hours may be recognized for continuing education that is provided via Internet or through home study courses provided the course verifies registration and participation in the course by means of a test which demonstrates that the participant has learned the material presented.

(5) The Registered Member shall be responsible for maintaining records of completed qualified continuing professional education (The Registered Member Activity Log and supporting documents) for a period of four years after close of the two year period to which the records pertain. It is the responsibility of the Registered Member to maintain information with respect to qualified continuing professional education to demonstrate it meets the requirements under this section.

(6) If a Registered Member exceeds the 30 hours of qualified continuing professional education during the two year period, the Registered Member may carry forward a maximum of 15 hours of qualified continuing professional education into the next two year period.

(7) Any Registered Member who fails to timely complete the continuing education required by this rule shall be required to complete double the number of hours missed to be eligible for renewal or reinstatement of licensure.

(8) Any applicant for reinstatement who was not in compliance with the continuing education requirement at the time of the expiration of Registered Member status shall be required to complete 30 hours of continuing education complying with this rule within two years prior to the date of application for reinstatement of Registered Member status.

(9) The Membership Committee may waive continuing education in special cases.

### **Inactive Status.**

(1) The requirements for inactive Registered Member status shall include certification that the Registered Member which the Registered Member status was issued while the Member is on inactive status except to identify the Member as an inactive licensee.

(2) A Registered Member, prior to being placed on inactive status, shall be active and in good standing.

(3) Inactive status Registered Members are not required to fulfill the continuing education requirement.

(4) To reactivate an inactive Registered Member status to active status, a Member shall provide documentation that the Member, within two years of the membership being reactivated, completed 30 hours of continuing education.

(5) Prior to a Member being reactivated, a Member shall meet the requirements for Registered Member status renewal.

All PDH activities and courses must be relevant to the field of practice  
30 PDH hours (biannual, 15 hrs/yr average) are required for SME Registered Member renewal.  
At least 1 PDH is required per renewal period relative to "Ethics" related coursework.  
A maximum carryover of 15 PDH are allowed for two-year period.

Your SME Registered Name:

Your SME Registered Member Number:

CP Category of Qualification:

### Summary of PDH Earned

Category	Description	PDH Units	Maximum PDH per Biennial	PDH Earned
Ethics	Successful completion of "Ethics" related coursework. <b>(minimum 1 PDH required per renewal period)</b>	1 hr. = 1 PDH	none	
A	Successful completion of college course relevant to expertise.	1 semester hr. = 15 PDH 1 quarter hr. = 10 PDH	none	
B	Successful completion of Continuing Education Unit.	1 CEU = 10 PDH	none	
C	Successful completion of technical short course, technical sessions, tutorial, online, employer provided, etc. Must be relevant to expertise.	1 hr. = 1 PDH	none	
D	Giving a technical presentation including articles published in mining media.	1 Presentation = 1 PDH	none	
E	Authoring or publishing a paper relevant to expertise.	1 Published Paper = 10 PDH	none	
F	Attending a qualifying technical meeting or conference.	1 hr. = 1 PDH	5	
G	Teaching or instructing qualifying courses for the first time relevant to expertise.	1 hr. = 2 PDH	none	
H	Active participation in professional and technical societies as an officer or committee member.	2 PDH per year for each committee	10	
I	Membership in other professional organization.	1 yr. membership = 1 PDH	3	
J	Participation in educational outreach K-12+	1 hr. = 1 PDH	3	
K	Any employer- or work-required training such as safety classes, regulatory requirements classes, etc.	1 hr. = 1 PDH	3	

Total PDH Earned in Current Biennial Period (2015-2016)

Ethics Related Coursework (minimum 1 PDH)

Other PDH Earned (Categories A-E)

PDH Carried Forward from Last Biennial Period (max 15)

**Total PDH (30 minimum)**

PDH Carried Forward to Next Biennial Period (max 15)

The PDH credits listed are true and correct, and accurately state the professional development hours I have earned during the stated period.

Signature

Date Signed

For more information about the SME Registered Member PDH requirements, please visit [www.smenet.org/continuing education](http://www.smenet.org/continuing education)

## Detailed Activity Log - Keep for Your Records Including All Supporting Documentation

The SME Registered Member Committee will conduct random audits to ensure compliance with PDH requirements.

If you are selected for an audit, you will be required to provide the PDH Activity Log and all supporting documentation.

Date(s) of Activity	Sponsor/ Provider	Location: Address, City, State, Zip	Activity Title, Course, Description of Relevance	Speaker, Instructor	Duration (hrs., days)	Category A thru J	PDH Earned
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