



Kansas State Board of Technical Professions Acceptable Documentation and Helpful Suggestions for Continuing Education

- Conferences and Online Classes: Providers should prepare a certificate that indicates your name, program title, date, number of hours/pdh's attended/earned, and signature by sponsor. At conventions, the only documentation you may have is a program of events. If there are multiple CE presentations, mark the ones you attended. If no times are listed, note the amount of time for each presentation. Be sure there is a date on the schedule. At other CE offerings, you may need to keep the brochure, outline, or objectives as documentation.
- Companies are now offering in-house programs. Some maintain a computerized record for the employee that will be accepted as documentation of attendance by the Board. It needs to be signed by someone from the company.

You may only have a memo or bulletin that announces the offering. A copy of the attendance roster can also serve as documentation. Title of offering, date, and hours /pdh's are needed as well as your own name on any documents.

- A bulletin or agenda that contains your name as the instructor can be used to document teaching activities. If that is not available, provide a letter from the employing agency.
- If you authored an article or paper, a copy of the title page with your name and date published should be accepted.
- Actively participating in a professional organization as an **officer** or **committee member** may be documented by a copy of the minutes from a meeting that shows your attendance. A copy of a newsletter or bulletin announcing officers or committee members may also be used. If applying for more than one year, minutes from both periods of time will be required. Remember two PDHs for each year of participation. Examples of professional organizations include KSPE (Kansas Society of Professional Engineers) or KSLs (Kansas Society of Land Surveyors).
- College courses can be documented by a college transcript or grade report.
- The Board accepts the AIA transcript as documentation of attendance. If you send the AIA transcript, please stamp an impression of your seal, name, and date on it. The audit report form should still be completed.
- Based on regulation K.A.R. 66-14-10, you may fulfill the Kansas requirement for continuing education if the state in which you reside also has a continuing education requirement. You still need to provide documentation of the hours/pdh's and the audit report form. Please send a copy of your professional license from your state of residency.

- For mentoring activities, please use the KSBTP MENTORING REPORT FORM, available on the KSBTP web site at: www.kansas.gov/ksbtp under the “Continuing Education” link.

Continuing Education Audits

- All audits are considered on an individual basis. Carry over hours are considered first. You must include all hours and indicate how many are carry over.
- You may be asked to provide more information on self-reported hours listed on an AIA transcript.
- Credit is given for a college course in the renewal period that the greatest amount of time is spent.

No Credit

- Just for belonging to a professional organization - must be on a committee or an officer.
- Attendance at a professional business meeting. (No planned continuing education.)
- Attendance at vendor exhibits.
- Time spent taking Oklahoma Law Exam or exams in general (credit may be given for preparation courses).
- First aid and CPR classes.

Acceptable PDHs

- A foreign language course may be acceptable as a management tool. Documentation of how the foreign language is to be used in the practice will be requested.
- May have taught a class before but first time requesting credit for it. (May get credit for it only once.)
- Auditing a class may be acceptable if the hours of attendance can be verified. PDHs for only the hours of actual attendance, not college credit.
- May accept PDHs for less than 50 minutes.

Forms must be completed, signed, dated and seal affixed.

Kansas State Board of Technical Professions

900 SW Jackson, Suite 507

Topeka, KS 66612

785-296-8612

www.kansas.gov/ksbtp

01/09