

New York State Erosion and Sediment Control Certificate Program

Professional Development Hours Reporting Form

Name _____ Certificate Number _____

Address _____ Renewal Date _____

City _____ State _____ Zip _____

Email _____

Phone () _____

Please refer to the New York State Erosion and Sediment Control Certificate Program Professional Development Policy for requirements on earning Professional Development Hours. Certificate holders are required to earn twelve (12) Professional Development Hours (PDHs) each calendar year. A minimum of three (3) PDHs must be earned in Category 1. Certificate holders may substitute work experience for up to six (6) PDHs in each renewal period. One (1) PDH may be credited for every 100 hours of work actively engaged in Erosion and Sediment Control design, implementation or inspection.

Category 1: Continuing Education

- Participation in organized education/training events (conference, seminar, workshop, field day or tour, etc.)
• Completion of an online course or webinar
• Completion of a college or university course

Record Category 1 activities in the table below. Do not submit documentation, but retain for audit purposes.

Table with 4 columns: Course/Training Event Title, Sponsor, PDHs, Date Completed. The table contains 10 empty rows for recording activities.

Category 2: Course Instructor or Author

- Course instructors provide Erosion and Sediment Control relevant knowledge and/or skills training and must be involved in researching and preparing course content and/or delivering the content at the education event
- Principal or sole contributors of written work in a peer reviewed book, article, thesis, dissertation or other document provide technical information or instruction on a subject related to the field of Erosion and Sediment Control

Record Category 2 activities in the table below. Do not submit documentation, but retain for audit purposes.

Course/Publication Title	Course PDHs	Research/Preparation PDHs*	Course/Publication Date

* Research/Preparation PDHs cannot exceed two (2) times the number of Course PDHs

Category 3. Work Experience

Record work experience in the table below, including the number of hours employed in each activity and a brief description of the work performed.

Work Experience Activity	Number of Hours	Description

Affidavit:

I declare and affirm that the statements made in this report are true to the best of my knowledge. I understand that any false or misleading information in this report may be cause for certificate termination. I agree to abide by the Professional Development Policy located on the Certificate Program website.

Signature _____ **Date** _____