

## Professional Development Hour (PDH) Matrix

NOTE: ALL ACTIVITIES MUST BE GEOSCIENCE RELATED AND HAVE ORGANIZATIONAL DOCUMENTATION (LAC:46.LXII.1301.D)

### Time increments for Professional Development Hours

Geoscience Activity	Length of time	Attendee/Participant	Instructor/Professor***
	50-60 minutes	1	3
	15 minutes†	0.25	0.75
	20 minutes†	0.33	1
	30 minutes†	0.5	1.5

†Use these time increments for activities over an hour

### Acceptable Educational Activities and Codes

Code	Type of Geoscience Activity	Length of time	Attendee/Participant	Explanation
G	General Geology from Conference/Seminar/Course/Public Webinar	per hour	14 maximum claimed per year	Activity hosted by professional organization ( <b>in-house training does not count</b> )
M	Geological Society meetings	per hour	12 maximum claimed per year	Monthly luncheon geoscience presentations
N	Engineering/Environmental meeting/geology content*	per hour	5 maximum claimed per year	Must be relevant to the field of geoscience
F	Field Trips**	per hour	5 maximum claimed per year	Must be offered by an organization/school/society/etc. (travel time excluded)
S	Self directed educational study/short courses***	per hour	5 maximum claimed per year	Papers, journals, research, videos, tours, etc. (carefully document)
V	Geological Organization volunteerism	per hour	5 maximum claimed per year	Board, committee, activity member (regular membership does not count)
E	Geoscience Ethics	per year	1 required per year	Anything over an hour may not be carried over
A	Authorship of Geological Content (upon publication)	Paper	10	Must be a peer-reviewed paper or book chapter (contributing author/coauthor)
A	Authorship of Geological Content (upon publication)	Book	45	Must be primary or co-author, not contributing author
U	College Course - Quarter Hour****	10/credit hour	10 on passing	30 per credit hour (instructors claim same course once per 5 years)
U	College Course - Semester****	15/credit hour	15 on passing	45 per credit hour (instructors claim same course once per 5 years)

Allowable PDH credits per geoscience activity per year - **only 10 PDH combined from codes (N,F,S,V) allowed**

<b>Minimum annual PDH for license renewal:</b>	<b>14 Geoscience</b>	<b>1 Geoscience Ethics</b>	<b>Extra PDH (except ethics) may carry over up to 3 years</b>
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NOTE: Accredited Continuing Educational Unit (ACEU): 1 CEU = 10 PDH; 1 PDH = 1 clock hour

\*Meetings or conference topics that fall under the N code should be logged as N, rather than G or M

\*\*Field trips: claim only time in field, no travel time - maximum of 5 PDH.

\*\*\*Successful completion of correspondence, televised, electronically recorded and other short course/tutorials

\*\*\*\*Instructors receive 3 times the PDH for presentations (once per presentation, including field trips). Instructors may count the same university course once every 5 years

Certain exemptions (military, expatriot employment, long term disability) may be allowed upon a licensee's request (see LAC 46, LXII.1301.G)

Audits will be conducted randomly and/or as needed to confirm continuing activities each year. Each licensee is responsible for collecting and maintaining proof of attendance and completion of CE activities. Auditees who fail an audit will be reviewed the following year.