

CLASS A HIGHWAY/STREET SUPERINTENDENT 2017-2019 LICENSE RENEWAL INSTRUCTIONS

Contents of this packet (in addition to these Instructions):

- a. Class A License Renewal Application
- b. Total PDH Form – *submit with your Class A License Renewal Application*
- c. DR Form 289 – *submit with your Class A License Renewal Application*
- d. PDH Personal Log (4 copies provided, you may reproduce additional copies as needed) – *retain with your PDH records*
- e. Text of Class A License Renewal Regulations – *for your information*
- f. Sample of a completed Total PDH Form – *for your information*
- g. Samples of a completed PDH Personal Log (4 sample logs) – *for your information*

Instructions:

1. **Your application for renewal of your Class A License(s) is due October – December 31, 2016.** You are encouraged to contact the Board office prior to the renewal period if you have questions about PDH or the renewal process.
2. **Assemble your records of professional development activities that you attended from January 1, 2014 through the present time.**
3. Review your records for clear documentation of each event and clear documentation of each presentation, activity or agenda item (“portion of an event”) that was a part of an event, including the length of time for each portion of an event. If your records are incomplete, contact the sponsor of the event to obtain the missing details.
4. Review your records for clear documentation (or your best recollection) of your own attendance at each presentation, activity or agenda item. For an event you attended, record the length of time of each session and the length of time you actually attended each session. **The period of your attendance at a specific portion of an event, rounded to the nearest half (½) hour, constitutes PDH. You may also group certain agenda items together as a single PDH entry** – see 6. below. (Rounding: 0-14 minutes’ attendance = 0 PDH; 15-44 mins. = .5 or ½ PDH; 45-74 mins. = 1.0 or 1 PDH; etc.)
5. Review the “List of 13 categories of PDH” on the Total PDH Form (item b. above, also detailed in the Licensing Regulations, item e. above) in order to determine the proper category for each instance of PDH. *For the vast majority of licensees, categories 1 through 5 will apply.*

Comments / Examples:

Category 1, directly related & pre-certified: presentations on superintending topics at meetings or workshops for which the sponsor obtained written pre-certification from the Board. Note: pre-certification assists licensees in identifying and documenting valid PDH opportunities but does not confer any actual PDH value over non-certified events. If in doubt as to pre-certification, use *Cat. 2, directly related, not certified.*

Category 2, directly related, not certified: presentations on superintending topics at any other meeting or workshop.

Category 3, association business sessions: the business portion of a superintendent’s association’s meeting or conference.

Category 4, general management subjects: presentations on budgeting, personnel management, computer training, etc.; maximum of 5 PDH.

Category 5, indirectly related topics: presentations on zoning, emergency management, electric & gas utilities, water, wastewater, weed control, EMT, etc.; maximum of 5 PDH.

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Board of Examiners for County Highway & City Street Superintendents

6. You may group specific presentation agenda items together as a common PDH entry, so long as (1) the component items come under the same PDH Category, (2) the component items were from the same event and date, and (3) you do NOT count break periods in the PDH tally.
7. Fill out a **PDH Personal Log sheet** (item c. above) for each category of PDH that applies to you. Be sure to record the category (“1”, “2”, “3”, etc.) in the spaces provided on each log sheet. Keep your log sheets with your records!
8. Transfer the category totals from the bottom of each PDH Personal Log sheet (or from each group of sheets if you have more than one sheet for a category) to the “PDH Tally” column on the **Total PDH Form** (item b. above).
9. Determine whether or not your PDH categories are subject to a limitation, as specified in the “Maximum PDH Allowed” column on the Total PDH Form. *If you have more PDH than the amount allowed for a category, you may not claim the amount above the maximum.* Enter the allowed amount of PDH in the “Allowed PDH Claimed” column on the Total PDH Form.
10. Total your “Allowable PDH Claimed” entries and enter that total in the “Total PDH Claimed” space near the bottom of the Total PDH Form. *If you have PDH in excess of 20.0 hours, you may carry forward the excess amount, up to 10.0 PDH; enter that amount in the bottom space. If your Total PDH Claimed is less than 20.0, please read 008.02C, Exception for Good Cause in the Licensing Regulations (item d. above), and submit a letter explaining your situation and detailing good cause. Your other option if you have less than 20 PDH is to request reissuance of your license(s) as Class B.*
11. Complete and submit the **Class A License Renewal Application** (item a. above), attach your completed Total PDH Form and DR Form 289 to it, enclose the renewal fee, and mail to the Board office. *Retain copies for your file. Do NOT mail copies of your PDH Personal Log, and do not mail copies of other documentation, unless you are claiming PDH under Category 13. (Category 13, “Other Professional Development Activities,” may only be used if NONE of the other categories apply.)*
12. All renewing licensees’ personal records are subject to random audit under section 008.02B2(e) of the Licensing Regulations. If an applicant for Class A renewal submits fewer than 20.0 PDH without showing good cause, or if an audit determines that some of the PDH hours are invalid and the remaining PDH total less than 20.0 hours, the license(s) shall be automatically reissued as Class B, without refund of the \$40 difference between the Class A renewal fee (\$50) and the Class B reissuance/renewal fee (\$10).