

2008 APWA INTERNATIONAL PUBLIC WORKS CONGRESS AND EXPOSITION

INSTRUCTIONS FOR OBTAINING CONTINUING EDUCATION UNITS (CEUs) or PROFESSIONAL DEVELOPMENT HOURS (PDHs)

APWA is an International Association of Continuing Education & Training (IACET) Authorized Provider of CEUs



What is a CEU? What is a PDH?

CEUs: The Continuing Education Unit (CEU) is a nationally accepted measure of participation in continuing education activities. For many of you, it is a valuable tool for showing employers and professional licensing authorities that you are adding new skills and staying current with today's ever-changing workplace.

PDHs: The National Council of Examiners for Engineering and Surveying (NCEES) in its manual "Continuing Professional Competency Guidelines" uses the term Professional Development Hour (PDH). In this manual, NCEES defines the relationship between CEUs and PDHs.

How are CEUs measured?

Instruction Hours to Continuing Education Units (CEUs):

Ten (10) hours of instruction equals one (1) CEU.
One (1) hour of instruction equals one-tenth (0.1) CEU.

What is the relationship between CEUs and PDHs?

Converting Continuing Education Units (CEUs) to Professional Development Hours (PDHs):

0.1 CEU (1 hour of instruction) is equivalent to 1 PDH unit.
1.0 CEU (10 hours of instruction) is equivalent to 10 PDH units.

APWA Congress, PW Stormwater Summit Sessions and Workshops

Self Assessment = 0.65 CEUs	110-120 minutes = 0.2 CEUs
50-60 minutes = 0.1 CEUs	150 minutes = 0.25
75 minutes = 0.1 CEUs	180 minutes = 0.3 CEUs
90 minutes = 0.15 CEUs	

How do I get CEUs at Congress?

APWA uses an electronic system to track your attendance at Congress education sessions. Your Congress badge has a bar code on it that contains identifying information specific to you. If you are interested in obtaining credit for the education sessions you attend, follow these instructions:

- Room monitors will be in the back of each Education Session room to electronically scan the bar code on your name badge at the conclusion of the session.
- You must attend the entire session to receive CEUs.
- You **MUST** have your badge scanned at the end of each session for which you want to receive CEU credits. The room monitors will **not** be able to reset the scanner to read for any session other than the one you just attended.
- While at Congress, turn in your completed CEU Request Form (see reverse side) and the \$20 (USD) processing fee to the Congress Resource Center, located in Lobby E of the Convention Center. Six to eight weeks after Congress, APWA will notify you by email when your CEU is processed and available for secure download via APWA's website.
- If you do not visit the Congress Registration desk prior to leaving Congress, you can mail/fax your completed CEU Request Form and \$20 (USD) processing fee to:

American Public Works Association
PO Box 802296
Kansas City, MO 64180-2296
Fax to: (816) 472-1905

- Use the CEU Request Form on the back or obtain one by calling the Education Department at 1-800-848-APWA or download the form from <http://www.apwa.net/Education/CEU/>.