

Professional Development Hours (PDH) at SGA

SGA offers a variety of ways to complete the professional development requirements needed by engineers, Certified Public Accountants, human resource and other professionals to maintain professional certification. Our content is delivered using a variety of methods including video broadcasts, web conferences, training workshops, online training courses, and self study material. The following table shows the recordkeeping and documentation provided by SGA which should meet the requirements for most states.

What are CPE/CEU/CLE/CSP/PDH Credits?

Continuing Professional Education Credit also known as Continuous Education Units and Continuous Legal Education Credits are all education requirements for various professions to keep certified, such as, CPAs . For example, a State Agency might require that a CPA have 80 CPE credits every two years so most try to get 40 a year but if they do not then they can catch up the following year. Attorneys might be required to have 12 CLE credits, which also include 2 hours a year on ethics, and so it goes for each profession.

Most of the SGA broadcasts, web conferences and workshops count for either CPE or CEU since they can be used as credits to keep up with the industry and job knowledge of the industry. A professional development hour (PDH) is a (nominal) hour of instruction or presentation. A continuing education unit (CEU) is the unit normally used for continuing education courses. For approved continuing education courses, one CEU equals 10 hours of class. It also equals 10 PDH units.

- CPE credits are required by the engineering and accounting professions
- CEU credits are typically provided by colleges and universities
- CLE credits are required by the legal profession
- CSP credits are required by the safety profession
- PDH credits are SGA credits

Accounting	Certified Public Accountants (CPAs) must adhere to the continuing education requirements set forth by the State Board of Accountancy of the state/s where a CPA license is held. The requirements for continuing professional education vary from state to state. The American Institute of CPAs (AICPA) requires certain CPE for maintaining membership.
Engineering	The State CE requirements for Engineers document will provide you with an overview of the requirements for Engineers in each of the states but it is best to go to your state's Licensing Board website for complete details of.
Legal	49 U.S. jurisdictions require lawyers to take mandatory or minimum continuing legal education (MCLE) courses in order to practice law within that particular jurisdiction. You can see a summary of the Minimum CLE Requirements for each state or go to your State Agency for more comprehensive information.

If your state requires special recordkeeping or documentation not currently preformed by SGA, contact Doug Hinkle (dhinkle@southerngas.org) to discuss how we might assist you.

Delivery Method	Recordkeeping and Documentation Provided
Online Courses	Each of the modules in our online course library is between 20 and 50 minutes in length and will have a review quiz at the end of the lesson. Some courses have a comprehensive exam covering multiple modules. For those courses hosted by SGA, there is a record of completion and a score for each module. Students will be able view and print a report that shows their completion status. Students can also print a brochure from the course page on the SGA website.
Self Study Courses	Each self study course comes with a workbook, video and tests. A record is created once the test is sent to SGA and graded.
SGA Workshops	A sign-in sheet is used for each of the courses to track attendance. A PDH form can be found on the SGA site for each event and will provide documentation for the attendees file. To meet relevancy requirements, SGA typically provides course agendas and student handouts during each session or they can be found on the event web page.
Satellite and Streaming Video Broadcasts	<p>A sign-in sheet and evaluation are provided for each broadcast. The student receives a certificate after completing the evaluation. SGA does not keep an individual record for each person, as that would be the responsibility of the one seeking credit.</p> <p>Sign-In Sheet - must have name with a check mark indicating a wish to receive credit OR can be registered ONLINE for a Video/Web Conference.</p> <p>Evaluation Form must be completed - the Site Coordinator will know that if a check indicating a need for CEU/CPE credits, an evaluation form must be completed by that person. ONLINE video viewers have an evaluation form available next to each video box – and should be completed when credit is being requested.</p>

Delivery Method	Recordkeeping and Documentation Provided
<p>Web Conferences</p>	<p>A sign-in sheet and evaluation are provided for each web conference. The student receives a certificate after completing the evaluation. SGA does not keep an individual record for each person, as that would be the responsibility of the one seeking credit.</p> <p>Each participant’s name will appear on the WebEx attendance log; hence, the reason everyone who is requesting credit must register online or send a sign-in sheet with names of those in attendance to SGA. Several folks in a room will receive credit only if they sign-in and complete an evaluation for each person requesting credit.</p>

- Sign-in sheets are not always sent to participants of web conferences and webcasts. The live broadcasts receive these because there is a site coordinator verifying participation over the satellite. Reports provided by WebEx and SGA Network ONLINE administration verify participation in web conferences and/or ONLINE videos/webcasts - OR if a site coordinator is participating in the same room at the same time, a sign-in sheet will be acceptable.
- The State of Texas requires SGA to keep files for each program sign-in sheets and evaluations.
- SGA does not keep track of a participant’s record by name; other than with all other course sign-in/evaluation records by program. Personal record keeping would be the responsibility of each individual. However, should a participant be audited, SGA would produce a sign-in sheet and evaluation for that person and if the name and evaluation could not be produced, credit would be denied.