



## Renewal Activity Tracking Forms

The following worksheets are designed to help you record the professional development activities you have engaged in for the purposes of renewing your EMPC credentials. Each sheet is divided into sections that must be fully completed for each professional development activity within the following seven categories.

1. Certified Education Provider (CKP) Courses
2. ASEM Annual Conference:
3. ASEM Student and Community Offerings
4. Professional Activities
5. Self-Directed Learning
6. Educational Programs by Outside Providers
7. Volunteer Professional Services

Each Section of the form is explained below:

Professional Development Activity Category	Maximum PDHs	Date Started	Proof of completion	# of PDHs earned for the activity
<i>This is one of the seven professional development categories listed above. Complete only those forms you need to explain your professional development activity.</i>	<i>The maximum number of PDHs that can apply toward EMPC renewal</i>	<b>Date Completed</b> <i>Identify when you started and completed the activity. Dates must be within past 5 years.</i>	<i>Evidence of registration, statement of grades, project report, employer or client letter etc.</i> <b>Do Not Submit. Retain for your records.</b>	
		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDH'S</b>				

# Example

<b>Category 6</b> <b>Educational Programs by Outside Providers</b> <i>ASEM recognizes relevant educational activities or programs offered by organizations not associated directly with ASEM. One hour of learning relevant to engineering management within a structured activity or course equals one PDH.</i>	<b>Maximum PDHs</b>  <b>30</b>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
<b>1.</b> <i>Ethics for Engineers; A four hour workshop sponsored by MSPE</i>	<i>June 3 / June 3, 2011</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	<b>4</b>
<b>2.</b> <i>On---line training course on sexual harassment Internal company course.</i>	<i>July18 / July 18, 2011</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	<b>2</b>
<b>3.</b>	<i>/</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>4.</b>	<i>/</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>5.</b>	<i>/</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDH'S</b>			<b>6</b>

<b>Category 1</b> <b>Certified Education Provider (CKP) Courses</b> <i>There are Certified Knowledge Providers offering review courses based on the current edition of the <b>Guide to the Engineering Management Body of Knowledge</b>.                      You earn one PDH for each hour of formal training.</i>		<b>Maximum PDHs</b>  <b>40</b>		
<b>Description of Professional Development Activity</b>		<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
1.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.		/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
			<b>TOTAL PDH'S</b>	

<b>Category 2</b> <b>ASEM Annual Conference:</b> <i>The annual ASEM conference offers opportunities to network with colleagues and attend presentations that go toward receiving PDHs. You earn one PDH for each hour of presentation attendance.</i>	<b>Maximum PDHs</b>  <b>10</b>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
		<b>TOTAL PDH'S</b>	

<b>Category 3</b> <b>ASEM Student and Community Offerings</b> <i>ASEM Student Chapters hold events, meeting and educational sessions that are approved for PDHs. You earn one PDH for each hour of chapter or community</i>	<b>Maximum PDHs</b>  <b>10</b>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
		<b>TOTAL PDH'S</b>	

<b>Category 4</b> <b>Professional Activities</b> <i>Authoring an article about engineering management or speaking at an engineering management event can quickly earn you PDHs. ASEM offers 10 PDHs for an applicable conference paper or presentation and 20 PDHs for published journal article. Teaching a college---level credit or professional development course on some subject covered in the EMBOK. ASEM offers 3 PDHs per five contact hours taught. A given course may only be used once in a renewal cycle.</i>	<b>Maximum PDHs</b>  <b>30</b>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
		<b>TOTAL PDH'S</b>	

<p><b>Category 5</b>  <b>Self-Directed Learning</b>  <i>Obtain PDHs by sharing engineering management knowledge with your colleagues. ASEM will recognize activities that involve personally conducted research or study. This includes discussions or coaching sessions with colleagues or clients that put to use informational materials such as CD-ROMs, articles, books, videos or instructional manuals. You earn one PDH for each hour of self-directed learning.</i></p>	<p><b>Maximum PDHs</b></p> <p style="text-align: center;"><b>5</b></p>			
<p><b>Description of Professional Development Activity</b></p>		<p><b>Date Started / Date Completed.</b></p>	<p><b>Proof of completion</b>                      Do Not Submit. Retain for your records.</p>	<p><b># of PDHs</b></p>
<p>1.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>2.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>3.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>4.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>5.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>6.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>7.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>8.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>9.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
<p>10.</p>	<p style="text-align: center;">/</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> Not Applicable</p>		
			<p style="text-align: center;"><b>TOTAL PDH'S</b></p>	

<p><b>Category 6</b>  <b>Educational Programs by Outside Providers</b>  <i>ASEM recognizes relevant educational activities or programs offered by organizations not associated directly with ASEM. One hour of learning relevant to engineering management within a structured activity or course equals one PDH.</i></p>	<p><b>Maximum PDHs</b>   <b>30</b></p>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b> <small>Do Not Submit. Retain for your records.</small>	<b># of PDHs</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
		<b>TOTAL PDH'S</b>	



<b>Category 7</b> <b>Volunteer Professional Service</b> <i>Earn PDHs for providing your services to a professional organization or society related to the field of engineering management. You could serve as an elected officer, conference official, or committee member. You can also provide volunteer engineering management related service to a community or charitable group. You can earn up to 5 PDHs per year for charitable work.</i>	<b>Maximum PDHs</b>  <b>10</b>		
<b>Description of Professional Development Activity</b>	<b>Date Started / Date Completed.</b>	<b>Proof of completion</b>  Do Not Submit. Retain for your records.	<b># of PDHs</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDH'S</b>			



## PDH Summary Sheet

Please record the total number of PDHs you have earned in each Professional Development category below.

Professional Development Category	Maximum PDHs Allowed	PDHs Earned in the Category
1. Certified Education Provider (CKP) Courses	40	
2. ASEM Annual Conference	10	
3. ASEM Student and Community Offerings	10	
4. Professional Activities	30	
5. Self--Directed Learning	5	
6. Educational Programs by Outside Providers	30	
7. Volunteer Professional Service	10	
	<b>TOTAL PDHs (45 REQUIRED)</b>	

I, (print name) \_\_\_\_\_, certify that the information provided on this form is accurate and correctly represents the work that I have completed towards renewal of Engineering Management Professional Certification.

_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Printed Name</b>	<b>E--Mail</b>
_____	_____
<b>Address</b>	<b>Phone</b>
_____	_____
<b>City</b>	<b>State</b>
_____	<b>Zip</b>

***Retain a copy of these tracking forms for your records and submit the signed original***

To apply for EMPC Renewal, submit the following to ASEM towards the end of the 3<sup>rd</sup> year of your cycle.

- A completed PDH activity Tracking Forms
- A completed PDH Summary Sheet (*this page*)
- After approval, you will be asked to submit the Renewal Fee of \$100 for ASEM members and \$150 for non-members. A link to the online secure payment system will be provided to you upon approval. Or, you may send a check to: ASEM World Headquarters, 200 Sparkman Drive, Suite 2, Huntsville, AL, 35805. Please make checks payable to ASEM.