

## Procedure for Obtaining and Evaluating Professional Development Hours (PDH) submitted by Licensees in Compliance with Licensing Requirements

Each licensee is required to obtain 14 geoscience and 1 geoscience ethics PDH continuing education (CE) credits annually, maintain orderly records proving completion of each activity, complete a log provided by the Louisiana Board of Professional Geoscientists, and provide to the Board upon an audit request all records for the audit year.

Each year, 2% of all licensees are selected at random and notified at least two months prior to expiration of their license of their selection to be audited for the previous year. They are required to present their PDH logs and supporting documentation for compliance review by the standing Compliance Committee.

The following procedure outlines the steps the committee shall use to verify the licensee has or has not complied with the CE requirement of the statute.

1. The Executive Secretary shall generate a random selection of license numbers representing 2% of the active roster of licensees. The Board shall approve this list at the September meeting. Once the list is approved, the renewal of each auditee's license will be held in abeyance until the audit is complete.
2. Each licensee shall be notified by email or postal mail of their selection to be audited for the year prior to their renewal year. This notification should include the requirements for compliance or a reference to the website for information. A deadline for submittal as well as notification that failure to respond will result in suspension or revocation of their license shall be included.

3. Once the licensee submits documentation by email or postal mail of all records supporting compliance, the Executive Secretary shall send this information to the committee member assigned to providing the review. If no response is received within 60 days, a certified letter with a request for information will be sent to the licensee with a request for response within 30 days. If still no response is received, the Executive Secretary may make additional efforts to contact the licensee. If those efforts are ineffective, the Executive Secretary may deny the renewal or may recommend the board convene a hearing to determine if the license should be suspended. If a hearing is set, the Board shall follow the procedures outlined in the Enforcement Standard Operating Procedures.

4. One committee member is assigned to review log sheets and documentation. This committee member reviews the documents for completeness of response:

- I. Correctly completed log sheet
- II. Corresponding documentation for each PDH:
  - a. Certificate of attendance/completion
  - b. Conference schedule with highlighted PDH
  - c. Journal table of contents with highlighted article
  - d. Article abstract or front page
  - e. Paper abstract or front page
  - f. Official transcript
  - g. Webinar sign-in or screen shot
  - h. Seminar sign-in sheet
  - i. Receipt for fees
  - j. Affidavit of attendance
  - k. Other
  - l. Geoscience ethics
- III. Total of applicable PDH
- IV. Correct number of excess PDH to carry-over

- V. If licensee is using PDH from previous years carry-over, all documentation from that/those year(s) must be provided to support the excess PDH claimed (that means all years need to be reviewed for applicable PDH).

5. Once the review is completed, a letter is prepared listing acceptable PDH claims (see appendix for letter format).

6. If licensee has insufficient, unacceptable, or problematic PDH claims or documentation, a letter listing each discrepancy is prepared (see appendix for letter format).

7. In this letter, the licensee is notified to correct discrepancies within 60 days. If the Executive Secretary's efforts to work with the licensee are ineffective, the Executive Secretary may deny the renewal or may recommend the board convene a hearing to determine if the license should be suspended. If a hearing is set, the Board shall follow the procedures outlined in the Enforcement Standard Operating Procedures.

- a. The Compliance Committee reviewer should use discretion in reviewing problematic PDH claims. Communication with the licensee shall be documented, and decisions of the committee reviewer shall be final. The licensee may petition the full board for review of committee decisions.

8. Once all matters are satisfactorily resolved (including payment of late fees if so assessed), the license renewal is processed and validated for the coming year.

9. The Executive Secretary shall receive, manage, and track all correspondence pertaining to the compliance audit and renewal of the license.