



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:

| <b>Professional Development Activity Category</b><br><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> | <b>Maximum PDUs</b><br><i>The maximum number of PDUs that can apply toward EMPC renewal</i> | <b>Date Started</b><br><br><b>Date Completed</b><br><i>Identify when you started and completed the activity. Dates must be within past 5 years.</i> | <b>Proof of completion</b><br><i>Evidence of registration, statement of grades, project report, employer or client letter etc. Do Not Submit. Retain for your records.</i> | <b># of PDUs earned for the activity</b> |
|--|---|---|--|--|
|  |   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable  |  |
|  |   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable  |  |
| <b>TOTAL PDU'S</b>   |   |   |  |  |

# Example

| <b>Category 6</b><br><b>Educational Programs by Outside Providers</b><br><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 PDU.</i> | <b>Maximum PDUs</b><br><br><b>30</b>  |  |                  |
|--|---------------------------------------|--|------------------|
| <b>Description of Professional Development Activity</b>  | <b>Date Started / Date Completed.</b> | <b>Proof of completion</b><br><br>Do Not Submit.<br>Retain for your records.       | <b># of PDUs</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<br><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<br><input type="checkbox"/> Not Applicable | <b>2</b>         |
| <b>3.</b>  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable            |                  |
| <b>4.</b>  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable            |                  |
| <b>5.</b>  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable            |                  |
| <b>TOTAL PDU'S</b>   |                                       |  | <b>6</b>         |

| <b>Category 1</b><br><b>Certified Education Provider (CKP) Courses</b><br><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>.<br/>                     You earn one PDU for each hour of formal training.</i> |  | <b>Maximum PDUs</b><br><br><b>40</b>  |  |                  |
|--|--|---------------------------------------|--|------------------|
| <b>Description of Professional Development Activity</b>  |  | <b>Date Started / Date Completed.</b> | <b>Proof of completion</b><br><br>Do Not Submit.<br>Retain for your records. | <b># of PDUs</b> |
| 1.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 2.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 3.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 4.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 5.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 6.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 7.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 8.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 9.   |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
| 10.  |  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable      |                  |
|  |  |                                       | <b>TOTAL PDU'S</b>   |                  |

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

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

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

| <p><b>Category 5</b><br/> <b>Self-Directed Learning</b><br/> <i>Obtain PDUs 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 PDU for each hour of self-directed learning.</i></p> | <p><b>Maximum PDUs</b></p> <p style="text-align: center; font-size: 24pt;"><b>5</b></p> |   |           |
|--|---|---|-----------|
| Description of Professional Development Activity   | Date Started / Date Completed.  | Proof of completion<br><small>Do Not Submit. Retain for your records.</small> | # of PDUs |
| 1.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 2.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 3.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 4.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 5.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 6.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 7.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 8.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 9.   | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| 10.  | /   | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable       |           |
| <b>TOTAL PDU'S</b>   |   |   |           |

| <p><b>Category 6</b><br/> <b>Educational Programs by Outside Providers</b><br/> <i>AEM 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 PDU.</i></p> | <p><b>Maximum PDUs</b><br/><br/> <b>30</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><br/><br/>                     Do Not Submit. Retain for your records.</p> | <p><b># of PDUs</b></p> |
| <p>1.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>2.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>3.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>4.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>5.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>6.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>7.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>8.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>9.</p>  | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p>10.</p>   | <p>/</p>                                       | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> Not Applicable</p>                        |                         |
| <p><b>TOTAL PDU'S</b></p>  |  |   |                         |



| <b>Category 7</b><br><b>Volunteer Professional Service</b><br><i>Earn PDUs 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 PDUs per year for charitable work.</i> | <b>Maximum PDUs</b><br><br><b>10</b>  |   |                  |
|---|---------------------------------------|---|------------------|
| <b>Description of Professional Development Activity</b>   | <b>Date Started / Date Completed.</b> | <b>Proof of completion</b><br><br>Do Not Submit. Retain for your records. | <b># of PDUs</b> |
| 1.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 2.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 3.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 4.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 5.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 6.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 7.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 8.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 9.  | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| 10.   | /                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> Not Applicable   |                  |
| <b>TOTAL PDU'S</b>  |                                       |   |                  |

## AEM PDU Summary Sheet

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

| Professional Development Category             | Maximum PDUs Allowed               | PDUs 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 PDUS</b><br>(45 REQUIRED) |                             |

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.

|              |        |
|--------------|--------|
| Signature    | Date   |
| Printed Name | E-Mail |
| Address      | Phone  |
| City         | State  |
|              | Zip    |

*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 PDU Summary Sheet
- Completed PDU activity Tracking Forms
- Renewal Fee, made payable to ASEM (*check website for current fee amount*)

|   |  |
|---|--|
| <b>Credit Card information:</b> <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Discover |  |
| Card # _____  | Exp. Date: _____ CV: _____ Amount: _____   |
| Name on Card: _____   | Signature: _____   |
| Email of cardholder: _____  | Please return to ASEM Headquarters, UAH SMAP Center, 200Sparkman Dr., Suite 2,<br>Huntsville, AL 35805 or by Email at <a href="mailto:asem-hq@asem.org">asem-hq@asem.org</a> |