Renewal Activity Tracking Forms

The following worksheets are designed to help you record the professional development activites 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 *This is one of the seven professional development categories listed above. Complete only those forms you need to explain your professional development activity.*	**Maximum PDUs** *The maximum number of PDUs that can apply toward EMPC renewal*			
		Date Started **Date Completed** *Identify when you started and completed the activity. Dates must be within past 5 years.*	**Proof of completion** *Evidence of registration, statement of grades, project report, employer or client letter etc.* **Do Not Submit.** **Retain for your records.**	**# of PDUs earned for the activity**
		/	☐ Yes ☐ Not Applicable	
		/	☐ Yes ☐ Not Applicable	
			TOTAL PDU'S	

Example

Category 6 **Educational Programs by Outside Providers** *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.*	**Maximum PDUs** *30*		
Description of Professional Development Activity	**Date Started / Date Completed**.	**Proof of completion** **Do Not Submit.** **Retain for your records.**	**# of PDUs**
1. *Ethics for Engineers; A four hour workshop sponsored by MSPE*	*June 3 / June 3, 2011*	X Yes ☐ Not Applicable	*4*
2. *On-line training course on sexual harassment Internal company course.*	*July18 / July 18, 2011*	X Yes ☐ Not Applicable	*2*
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	*6*

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

Category 2 **ASEM Annual Conference:** *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..*	Maximum PDUs *10*		
Description of Professional Development Activity	**Date Started / Date Completed.**	**Proof of completion** **Do Not Submit. Retain for your records.**	**# of PDUs**
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

Category 3 **ASEM Student and Community Offerings** *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.*	**Maximum PDUs** *10*		
Description of Professional Development Activity	**Date Started / Date Completed.**	**Proof of completion** **Do Not Submit.** **Retain for your records.**	**# of PDUs**
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

Category 4	Maximum PDUs	
Professional Activities *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 beused once in a renewal cycle.*	*30*	

Description of Professional Development Activity	Date Started / Date Completed.	Proof of completion **Do Not Submit. Retain for your records.**	# of PDUs
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

Category 5 Self-Directed Learning *Obtain PDUs by sharing engineering management knowledge with your colleagues. ASEM will recognize activitities 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 foreach hour of self-directed learning.*	Maximum PDUs 5		
Description of Professional Development Activity	**Date Started / Date Completed.**	**Proof of completion** **Do Not Submit. Retain for your records.**	**# of PDUs**
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

Category 6 Educational Programs by Outside Providers *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.*	Maximum PDUs 30		
Description of Professional Development Activity	**Date Started / Date Completed.**	**Proof of completion** **Do Not Submit. Retain for your records.**	**# of PDUs**
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

Category 7	Maximum PDUs
Volunteer Professional Service *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.*	*10*

Description of Professional Development Activity	Date Started / Date Completed.	Proof of completion Do Not Submit. Retain for your records.	# of PDUs
1.	/	☐ Yes ☐ Not Applicable	
2.	/	☐ Yes ☐ Not Applicable	
3.	/	☐ Yes ☐ Not Applicable	
4.	/	☐ Yes ☐ Not Applicable	
5.	/	☐ Yes ☐ Not Applicable	
6.	/	☐ Yes ☐ Not Applicable	
7.	/	☐ Yes ☐ Not Applicable	
8.	/	☐ Yes ☐ Not Applicable	
9.	/	☐ Yes ☐ Not Applicable	
10.	/	☐ Yes ☐ Not Applicable	
		TOTAL PDU'S	

PEM 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	
	TOTAL PDUS **(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 3rd 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)*