



## Guidelines for Issuing PDH for Technical Sessions at ITE District, Section or Chapter Meetings

The following document outlines ITE guidelines for assisting Chapters to provide professional development hours (PDH) for participation in local technical meetings and conferences.

**This service is provided for ITE programs only.**

- **Member must designate one contact person to work with ITE staff.**
- **Two weeks prior to the start of the conference the following materials must be electronically submitted to Eunice Chege at [echege@ite.org](mailto:echege@ite.org):**
  1. Spreadsheet of meeting program/agenda
  2. Short bios (1 paragraph) for each session presenter
- **Upon receipt of program and presenter bios ITE will:**
  1. Review technical program and determine qualifications for PDH
  2. Design a Professional Development Tracking Form and provide it in PDF format for the chapter contact to duplicate
- **At the meeting the member will:**
  1. Include Professional Development Tracking Form in registration packet
  2. Provide a receptacle for collecting the completed forms (attendees and presenters may submit forms for credit) at meeting and serve as contact for receipt of forms. *Note: The tracking forms require P.E. numbers and/or ITE member numbers. Sometimes participants do not have this information on hand and request to submit forms at a later date. A chapter contact should be designated to receive these forms up to two weeks after the meeting.*
  3. All tracking forms received at the conference/meeting and submitted by the deadline should be compiled and mailed in one package to the attention of: Eunice Chege, ITE, 1099 14<sup>th</sup> Street, NW, Suite 300 West, Washington, DC 20005. ITE will not accept forms submitted by individual attendees.
- **Upon receipt of the tracking forms, ITE will:**
  1. Issue invoice to chapter at \$5.00 per form. *The fee covers the administrative and reporting costs of providing the service and maintaining the professional development files.*
  2. Record professional development credits earned by attendees and presenters
  3. Mail certificates of completion to all who return forms
  4. Submit training report to Florida Board of Professional Engineers, if applicable.

If you have questions please contact Eunice Chege, Meetings Technical Program Associate,  
[echege@ite.org](mailto:echege@ite.org); 202-289-0222 ext. 145.