

This form must be used to claim Professional Development Hours (PDH) for attendance at a technical presentation meeting, technical panel session, or a technical discussion group as part of the Insulated Conductors Committee meeting.

Please fill out the following information and have the session organizer or chair sign this on behalf of the Substations Committee.

Date: _____ Duration of Attendance: _____

Session Title: _____

Member Name: _____

Member's Employer: _____

IEEE Membership Number: _____

Session Chair Name: _____

Session Chair Signature: _____

I certify that the above information is true.

Member Signature: _____

PDH credits claimed for participation in these activities are normally accepted by State Boards of Professional Registration in the United States, but please remember it is the responsibility of each licensee to assure that all PDH credits claimed meet the requirements of the jurisdiction in which they are licensed. Contact your state board of professional registration for their rules if you are not sure. Also note that the IEEE PES Substations Committee will not keep records of who attended what. If audited, it is the applicant's responsibility to provide authenticating documents (e.g., hotel receipts, meeting registration fee receipt, badges, etc.)