Continuing Education for Professional Engineers

I. Registered Engineers Need Continuing Education

-- Engineers registered in New York State are required to earn 36 contact hours of continuing education during each three-year registration period. Details can be found at <http://www.op.nysed.gov/peceques.htm>.

-- Some lectures and seminars organized by IEEE Chapters and Societies carry credit for continuing education through the IEEE. See the list at the web site <http://www.ieee.org/web/education/ceus/findacourse.htm>.

-- IEEE credits are in the form of Continuing Education Units (CEU's). Each hour of technical lecture, including questions and answers, can carry 0.1 CEU, and is accepted by New York as 1.0 continuing education contact hours.

-- To obtain credit you must have access to e-mail (certificate of credit from the IEEE is only delivered as an e-mail attachment), and you must register with the session organizer prior to the lecture / seminar, as indicated in the announcement.

-- At the time of the session you must sign in with session organizer and give him/her a check made out to the **IEEE New York Section** for the specified amount. This amount covers the registration fees charged by the national IEEE. You will also be given a **CEU Program Evaluation** form to be filled out at the end of the lecture and turned in to the session organizer.

II. Session Organizers Arrange for Continuing Education Credit

-- Lectures and seminars on technical topics can be registered through the IEEE to carry Continuing Education Units (CEU's). Non-technical topics, such as management techniques, finance and marketing, cannot be used by registered engineers for credit.

-- Each hour of lecture, with questions and answers, can be registered for 0.1 CEU, which New York State accepts as one continuing education contact hour.

-- The IEEE charges the New York Section for registering the lecture / seminar, and for providing certificates and maintaining records. The fees are $35 each time a presentation is registered, or $15 for each lecture when multiple lectures are submitted at the same time.   The IEEE also charges $15 per participant per lecture to issue certificates. To cover the IEEE charges, it is necessary for the organizers to charge a lecture registration fee to those seeking credit.

-- It is easy for chapter officers organizing lectures / seminars to have them registered CEU's. Just follow the easy steps listed below. A detailed discussion of IEEE procedures can be found at <http://www.ieee.org/web/education/ceus/index.html>

1. Before the Lecture / Seminar
-- Several weeks before the presentation, or the first of a series of presentations, compile the following information and send it to Celest Torres <c.tores@ieee.org> for approval of the lecture.
       a. The title and abstract of the lecture,
       b. Name of the lecturer and one a paragraph resume
       c. Date and location of the lecture
       d. Any advertising copy created for the lecture
       e.   Filled out **Application**. This and other forms indicated below are at
          <http://www.ieee.org/web/education/ceus/guide.html>

2. After Approval by the IEEE
-- In advertising indicate that CEU's are available, and list the person through whom the applicant can register for CEU credit, and the required lecture registration fee.

3. At the Lecture
-- Before the lecture starts
       a. Have the applicants sign a registration sheet next to their names
       b. Collect checks for the lecture registration fee made out to
          New York Section of IEEE
       c.   Pass out copies of the **CEU Program Evaluation** form.
-- During the lecture fill out a **Post Workshop Assessment** form, which you are to keep in you records only.
-- At the end of the lecture collect the **CEU Program Evaluation** from each applicant.

4. After the Lecture
-- Send the following:
       a. **CEU Program Evaluation** forms filled out by the participants
       b. **CEU Program Summary** form that you fill out
       c. List of all who attend the lecture for CEU credit to
          Celest Torres
          Educational Activities Department
          445 Hoes Lane
          Piscataway, NJ 08854
-- You will receive an invoice from the IEEE that is to be sent to the Section Treasurer for payment, along with the checks collected from the participants.