

**Where should I go to complete the one hour mandatory Indiana Rules & Statutes and Ethics continuing education?**

ACEC Indiana will provide one hour courses for both Indiana Rules & Statutes and Ethics. These courses will be in an online on-demand format to best fit into your busy schedule! Courses are available on demand online at [www.acecindiana.org/continuingeducation](http://www.acecindiana.org/continuingeducation).

**Are the classes affordable? How will I pay for them?**

The Core Classes (Indiana Rules & Statutes and Ethics) that ACEC Indiana is offering online will be \$25/ course. Members pay for the courses online using a credit card.

**How are the courses structured?**

The courses include a reading section and then multiple choice questions following the reading. Members will have the opportunity to retake the questions answered incorrectly to ensure a passing score and completion certificate.

**How are PDH certificates issued?**

A certificate will be issued at the completion of the online course. The member can print it off at that time or enter the site at a later date and print the certificate for record keeping purposes.

**Who is responsible for record keeping and tracking PDHs?**

The individual P.E. is responsible for keeping all records of his/ her courses. ACEC Indiana is not responsible for keeping track of courses members have taken or to field questions as to how many hours a member has yet to take for the biennium.

**What courses outside of ACEC Indiana are approved for continuing education?**

Based on IC 25-1-4-0.5 and as used in this rule, "continuing education" means an orderly process of instruction that is:

- (1) approved by an approved organization (as defined in IC 25-1-4-0.2) or the P.E. Board; and
- (2) designed to directly enhance a professional engineer's knowledge and skill in providing services relevant to the practice of engineering.

**What organizations are approved to provide continuing education?**

- (1) United States Department of Education.
- (2) Council on Post-Secondary Education.
- (3) Joint Commission on Accreditation of Hospitals.
- (4) Joint Commission on Healthcare Organizations.
- (5) Federal, state, and local government agencies.
- (6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
- (7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title.

(8) A national, state, district, or local organization that operates as an affiliated entity under the approval of an organization listed in subdivisions (1) through (7). (*ACEC Indiana is thus an approved provider*)

(9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).

(10) Any other organization or individual approved by the board.

### **How can my firm get courses we provide in-house approved?**

As an approved provider, ACEC Indiana has the ability to approve courses offer in-house for ACEC Indiana members. ACEC Indiana will have an online submission form for its members to fill out to get a course approved. This submission form will include a \$25 fee for processing. Contact Colleen Merkel at [staff@acecindiana.org](mailto:staff@acecindiana.org) with the information listed below.

*\*Notice ACEC Indiana will not approve any courses for Rules & Statutes or Ethics, as they directly compete with the Core Classes offered by ACEC Indiana.*

The form will ask for the following items:

Firm Name:

Firm Address:

Name of Submitter:

Telephone:

E-mail:

Course Title:

Objectives:

Instructor:

Instructor qualifications, which may include: biography, speaker introduction, resume or Word document with qualifications.

Location of course offering:

Date of course offering:

Number of PDHs:

### **How far back do courses qualify for the 2010-2012 biennium?**

Courses eligible for the 2010-2012 biennium include those taken after August 1, 2010.

Continuing education obtained during a biennium beyond what is required may be carried over to the next biennium (up to 15 hours.)

### **Have a question not covered in the FAQ above?**

E-mail your questions to Colleen Merkel at [staff@acecindiana.org](mailto:staff@acecindiana.org) and ACEC Indiana will work to get an answer back to you. We might even include it in an updated FAQ!