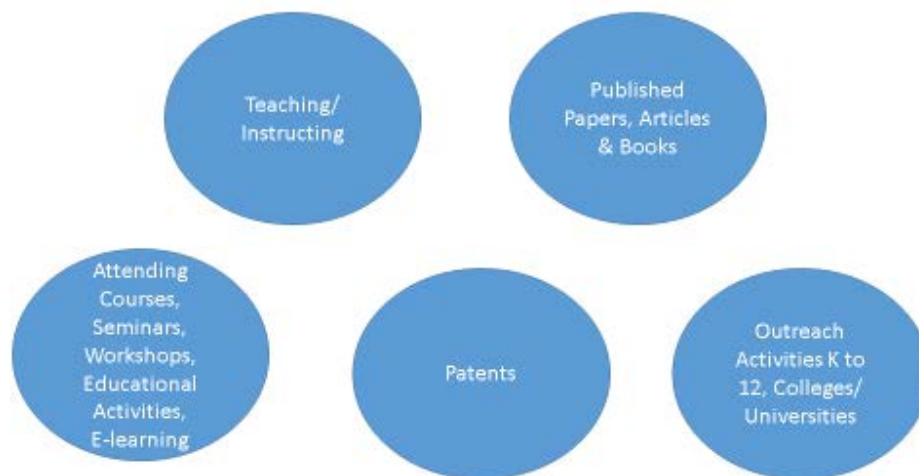




PSM Launches New Categories to Earn Professional Development Hour Credits for HI Engineering Members

As an added benefit to our members, Pump Systems Matter - as an educational foundation – will now offer HI engineers more categories to earn Professional Development Hour (PDH) credits to further enhance career development and address professional licensing requirements. As many HI engineers are PEs (Professional Engineers), earning PDH credits to renew professional licenses can be challenging. PSM provides a solution with its wider range of PDH credits. This is exclusive benefit to HI members and does not apply to non-members.

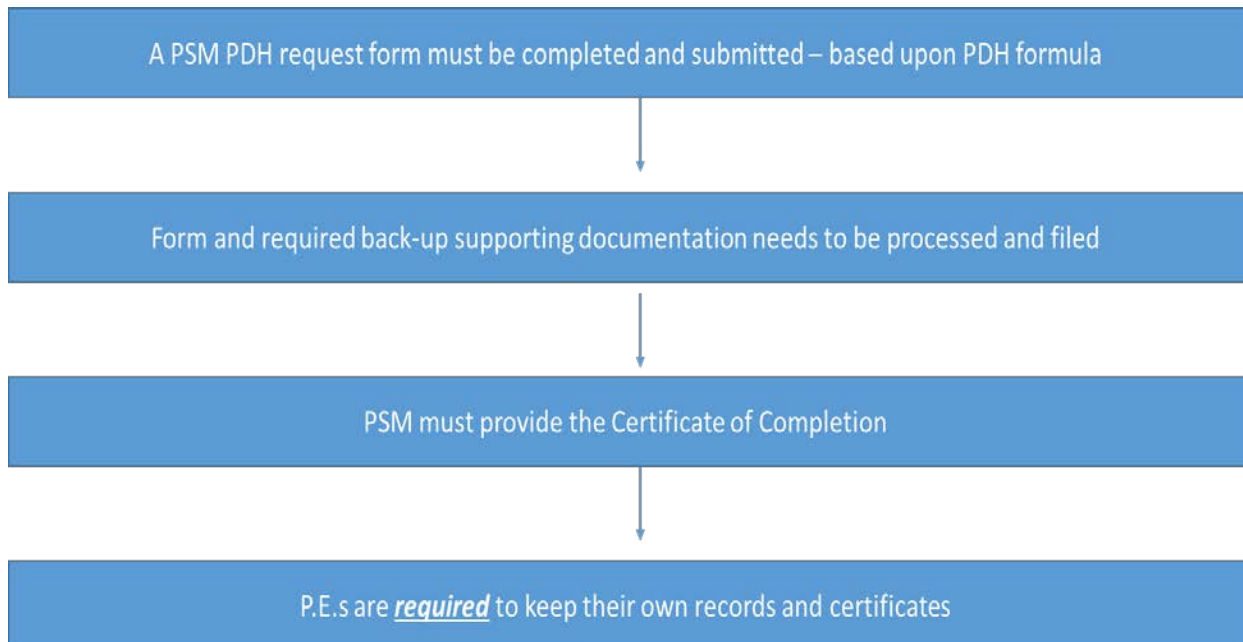
Now, HI Members can earn PDH credits in 5 key areas in addition to attending HI webinars, e-learning programs, in-person courses, and meetings. All activity must relate to engineering topics within any type of pumping systems.



PSM conducted research to determine the correct PDH credits earned by engineers by attending or conducting different activities. The formula below details the PDH credits associated with the completion of these different events.

Attending courses, seminars, educational activities & workshops (Model Rule 240.30D)	1 PDH credit for each hour of attendance
Teaching courses, seminars, tutorials, webinars, workshops and technical sessions	Instructor earns twice that of students* *Teaching credit is valid only at first offering of presentation. If the curriculum is revised, credits are awarded.
Published standards and guidebooks (Author & co-author or by committee)	10 PDH credits for peer-reviewed guidebook/standard if you are a leading author or chair person 5 PDH credits for being a committee member/secondary author
Technical Papers/Articles	2 PDH credits
Patents	10 PDH credits can be claimed after patent is issued
Outreach activities: technical help to universities, colleges, K through 12	3 PDH credits per year

To ensure PSM is compliant with accreditation requirements by the State Department of Education, HI members must follow this process:



Policies and Procedures for all five different programs:

1. Attending courses, seminars, educational workshops
 - Must be in engineering and relate to pumping systems
 - Must provide HI the name of the educational program you attended, date(s), time(s), location(s) and hour(s) of activity
 - Provide the name of the instructor (course, workshops and seminars only)
2. Teaching a course, seminar, webinar, workshop or technical session
 - Must be in engineering and relate to pumping systems
 - Provide the name of the educational program you instructed, date(s), time(s), location(s) and organization you instructed for.
 - How many hours did you teach (determines # of PDH credits awarded)
 - HI Members can only receive PDH Credits for teaching a topic for the first time/teaching a new topic/subject
3. PDH Hours for Publications Policy (Standards and Guidebooks Only)
 - PDH Hours for Publication Policy (standards and guidebooks only)
 - i. All standards, guidelines and guidebooks published through HI Technical Affairs are technical peer-reviewed books
 - ii. All white papers published through HI Technical Affairs are peer reviewed technical papers
 - iii. HI considers the **leading author/chairperson** of the standards, guideline and guidebook committees (chair, co-chair, vice-chair, chapter/section leaders) as primary authors and will be awarded 10 PDH credits, if properly applied for and documented
 - iv. HI considers other committee members as **secondary authors** and will award 5 PDH credits if properly applied for and documented
 - v. Members of whitepaper committees will receive 5 PDH credits if properly applied for and documented

IMPORTANT: Must submit a sample cover and your name within the document to receive PDH credits.

- Committee Membership Policy
- Active participation is a requirement of continued membership and will be monitored by the Committee Vice-Chair and will be reviewed at each annual meeting
 - i. Note: “Actively Participate” is defined at a minimum to be:
 1. Regularly attend at least 66% of all in-person and teleconference meetings or have a committee chair approved absence;

2. Take on committee assignments at such meetings;
3. Complete such assignments, as agreed, in a timely manner and
4. Be a regular HI attendee and/or participant for a minimum of one-year prior or be a member company's voting representative.

4. Patents

- Must submit documentation from the Federal Government Patent office with the number
- Your name must appear on the patent paperwork
- Must be within engineering and pump systems
- Patent must be issued

5. Outreach activities: technical help to universities, colleges, and K through 12

- By helping an educational institution with training, working with students on projects (capstone and others), materials, presentations, and technical support
- Must provide HI the name of the educational program you helped with, date(s), time(s), and location(s), school name(s) and hour(s) of assistance provided
- Must be within the topics of engineering/pumping system

Pump Systems Matter Professional Development Hours Request Form

Name _____

Date _____

Title _____

Professional Engineer: Yes No

Company _____

Email _____

How many years of engineering in your total career: _____

Phone _____

Please check which activity was completed:

- | | |
|--|--|
| <input type="checkbox"/> Teaching/Instructing | <input type="checkbox"/> Patents |
| <input type="checkbox"/> Published papers, articles or book | <input type="checkbox"/> Outreach activity with K to 12, college, university |
| <input type="checkbox"/> Attending a course*, seminar, workshop, educational activity or e-learning *teaching credit is only valid for the first time teaching the content | |

**Must be an educational activity directly within the engineering profession and relating to pumping systems.*

Please describe the activity and provide dates that collaborate in several activities:

Back-up/supporting documentation is required; please attach documentation that provides proof of activity or program completion and submit with this completed form to Kaitlyn Reynolds at kreynolds@pumps.org. Certificate of Completions take three weeks to process and are sent electronically. Please keep this document on file for any state audit. Questions about this program can be directed to Mark Sullivan at msullivan@pumps.org or 973-349-5329.

Date: _____

Signature of PDH Requestor