



As a TxDOT employee, you may maintain different licensures that require recertification. Below are the common recertification measurements that you may apply to your licensure.



[Professional Development Hours \(PDHs\):](#)

PDH is defined as one contact hour of instruction, presentation or study. The term PDH is commonly used in the engineering community. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8). Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation/study per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. PDH cannot exceed the actual contact clock hours. A good practice is to round off PDH to the nearest half hour. Activity under a half hour is not accepted for credit.

[Professional Development Units \(PDUs\):](#)

PDU is defined as one-hour blocks of time that you spend learning, teaching others, or volunteering.

[Continuing Development Units \(CDUs\):](#)

CDU is defined as the measuring unit used to quantify approved learning and professional service activities. With some exceptions, one CDU is usually earned for every hour spent in a planned, structured learning experience or professional activity as defined below. Fractions of CDUs may be reported in quarter ($\frac{1}{4}$) hour increments after one full hour. If the activity is less than one hour, the activity does not qualify for any CDU credit.

[Continuing Education Units \(CEUs\):](#)

(CEU) is a nationally recognized and uniform unit of measure for continuing education and training. One CEU is awarded for each 10 contact hours of instruction or study. When a sponsor of PDH activities fully follows the requirements of the International Association for Continuing Education and Training (IACET) in awarding CEU's, 10 PDHs will be credited for 1 CEU.

[Continuing Education Program Hours \(CEPHs\):](#)

CEPH is defined as the study of subjects related to your profession and be pertinent to the health, safety, and welfare of the public. One CEPH equals a minimum of fifty (50) minutes of actual course time.

[Learning Unit \(LUs\):](#)

American Institute of Architects (AIA) measures continuing education in learning units (LUs). One hour of continuing education earns one LU.



Frequently Asked Questions (FAQ's)

1. What kinds of activities are qualified activities?

Most boards/organization have elected to distribute information on the requirement of what is and is not acceptable and leave it up to the licensee (member) to ensure that the activity qualifies.



Common Qualifying Activities

- Completing or attending courses, seminars, instruction, in-house programs, or training related to licensee's (member's) professional practice
- Attending technical or professional society meetings related to licensee's (member's) professional practice
- Teaching a course for the first time or teaching a course previously taught if substantial time was spent in updating material
- Attending satellite down-link video courses where attendance is verified and program material meets the requirements
- Completing computer software instructional courses that relate to the improvement of one's business or profession
- Completing language courses that relate to the improvement of one's business or profession
- Completing management or ethics courses that relate to the improvement of one's business or profession
- Completing online courses or correspondence courses on topics related to licensee's (member's) professional practice (a test is required at the end of the course).

2. Does TxDOT pre-certify any classes related to my certification?

Most boards/organizations no longer pre-certify classes and expect the licensee (member) to certify their learning. Therefore, TxDOT does not pre-certify any classes.

3. Are TxDOT training classes IACET certified?

TxDOT is not currently an IACET accredited provider.

4. What if I am facilitating/hosting a new conference or new training that is not captured in TxDOT's training catalog (ELM)? What information do I need to provide?

Please provide the following information on TxDOT letterhead:

- Course Date and Course Location
- Conference/Course Name
- Instructor/Hosting Organization Name
- Abstract
- Hours



5. How do I convert CEU to PDH or LU?

- CEU (Continuing Education Unit) = 10 PDH's or 10 LU's
- PDH (Professional Development Hour) = 1.0 Clock Hour (minimum 50 minutes)
- LU (Learning Unit) for architects = 1.0 PDH for engineers



CONTACT US

If you have any additional questions or concerns, please contact the Training Helpline at training@txdot.gov or 512-416-2000.