



# NCUTCD Professional Development Hours Log

## Instructions

Many licensure and professional certification agencies and organizations require demonstration of continuing professional competency. Attendance at NCUTCD meetings entitles you to earn Professional Development (PDH) units.

This form is for the use of attendees to maintain a record of PDH units earned at one or more NCUTCD meetings. This form should be completed by the attendee and retained in the attendee's professional records, and can be submitted to certification agencies upon their request.

**Attendees are responsible for maintaining their own records. NCUTCD does not track or maintain PDH records for members or attendees. Do not send this form to NCUTCD.**

Note that there may be maximum earned hour limits for NCUTCD activities. Below is a list of minimum and maximum PDH credits for typical NCUTCD activities.

Activity	Min PDH	Max PDH
General Session (per day)	Meeting duration	4.0
Technical Committee meeting - Full Day (per day)	Meeting duration	8.0
Technical Committee meeting - Half Day (per day)	Meeting duration	4.0
Joint Task Force meeting (per meeting)	Meeting duration	2.0
Task Force meeting (per meeting)	Meeting duration	1.0