



# PDH ≠ CEU

WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION – BUREAU OF LAND & WATER RESOURCES

Professional development hours (PDHs) and continuing education units (CEUs) can be confusing. Both satisfy requirements for certification in conservation-related agricultural work, but they are different. This is important for county, state, and federal employees in Wisconsin whose jobs require job approval/certification for practicing conservation engineering. If this is you, you need professional development hours, or PDHs, to retain job approval/certification.

Don't reach the end of your 3-year review period only to discover you have not completed the professional development requirements. Here are the answers to some common questions about the differences between PDHs and CEUs, and how to meet the PDH requirement.

<p><b>Who needs conservation engineering professional development hours (PDHs)?</b></p>	<ul style="list-style-type: none"> <li>• State, federal and county employees who plan, design or oversee construction of conservation engineering projects need PDHs to receive and maintain their job approval/certification.</li> <li>• These are DATCP-certified conservation engineering practitioners and those with NRCS engineering job approval authority.</li> <li>• Note: Certified crop advisors need CEUs to receive and maintain their certification. These are not PDHs.</li> </ul>
<p><b>How many PDHs do you need?</b></p>	<ul style="list-style-type: none"> <li>• DATCP and NRCS require 30 PDHs per 3-year review period. The current review period runs January 1, 2016-December 31, 2018.</li> <li>• A PDH equals at least 50 minutes of organized instruction that is directly related to planning, design or construction of conservation engineering practices listed on the engineering job approval authority form. <ul style="list-style-type: none"> <li>• The form is available at <a href="https://datcp.wi.gov/Documents/ConservationEngPractitionerForm.xls">https://datcp.wi.gov/Documents/ConservationEngPractitionerForm.xls</a>.</li> </ul> </li> <li>• Note: DATCP and NRCS do not set the requirement for CEUs.</li> </ul>
<p><b>What training satisfies the PDH requirement?</b></p>	<ul style="list-style-type: none"> <li>• Training satisfies the requirement if it is advertised as providing PDHs or if it provides instruction on planning, design or construction of conservation practices listed on the job approval form.</li> <li>• Note: This may be confusing, because one of the categories of CEU training offered to crop advisors is professional development. Be sure the phrase <b>professional development hours</b> or <b>PDH</b> is used, rather than simply "professional development".</li> <li>• Note: Other training <i>may</i> satisfy the requirement, including that marketed as offering CEUs. You need to use your best professional judgment to decide whether other training will meet the PDH requirement, and you may be asked to justify how such training meets the requirement.</li> </ul>

<p><b>What are some examples of training that meets the requirement, even if it is not advertised as PDH training?</b></p>	<p>Many training opportunities are available to you during the course of your job:</p> <ul style="list-style-type: none"> <li>• Technical update meetings</li> <li>• Training sessions on planning, design and construction of conservation practices</li> <li>• One-on-one training with DATCP and NRCS Area field staff to maintain or increase your skills in these areas</li> </ul>
<p><b>What about training in computer applications?</b></p>	<ul style="list-style-type: none"> <li>• Basic skill training in AutoCAD, Excel, GIS, and other similar applications that are basic tools used in your job does not generally count as PDH training.</li> <li>• It may count if it directly relates to planning, designing and constructing specific conservation engineering practices listed on the job approval form.</li> </ul>
<p><b>When I complete training, does the record get sent to DATCP and NRCS?</b></p>	<ul style="list-style-type: none"> <li>• No, it does not. You are responsible for keeping good records of your training. However, the PDH records may be requested by Area Field staff at appropriate times. Examples of this would be when a practitioner is requesting an increase in job class rating or during an annual spot check.</li> <li>• You can use the form at <a href="https://datcp.wi.gov/Documents/PDHRecord.xls">https://datcp.wi.gov/Documents/PDHRecord.xls</a>.</li> <li>• Other goods records to keep are copies of a registration form, meeting agenda, certificates of completion, and/or attendance list.</li> </ul>
<p><b>What's the bottom line?</b></p>	<p><b><i>Any training you count toward your 30-hour PDH requirement must be directly related to planning, designing or constructing specific conservation practices listed on the job approval authority form found at <a href="https://datcp.wi.gov/Documents/ConservationEngPractitionerForm.xls">https://datcp.wi.gov/Documents/ConservationEngPractitionerForm.xls</a>.</i></b></p>
<p><b>Where can I get more information?</b></p>	<p>Contact DATCP: Email <a href="mailto:Matthew.Woodrow@wi.gov">Matthew.Woodrow@wi.gov</a>  Contact NRCS: Email <a href="mailto:john.ramsden@wi.usda.gov">john.ramsden@wi.usda.gov</a></p>