



## Calculating Professional Development Hours Policy

### Policy:

It is the policy of the Society of Fire Protection Engineers (SFPE) that it will follow standards when issuing professional development hours (PDHs) for attendance of courses offered by SFPE. The calculation of professional development hours is limited to hours approved by SFPE. Issuing PDHs and/or CEUs is the standard unit of measuring continuing education and training and it allows for quantifying of continuing education and training across multiple activities and purposed in adult education.

### Purpose:

To ensure a process for determining how to issue PDHs and/or CEUs. Professional development hours is the term that is used to measure how much credit a course carries. All courses must be at least one PDH in length. One (1) professional development hour is equal to 60 minutes of instruction.

If courses are longer than one (1) hour in duration, time spent on breaks and meals will not count toward the number of hours. Travel time for courses with a travel component is also not counted unless directed learning is taking place on the trip.

Continuing Education Unit (CEUs) equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of the learning outcome.

### Course vs. Tours

Courses must have leaning outcomes/objectives, be described in detail, and instructors must be qualified. Tours do not need to have learning outcomes/objectives and may be mostly self-guided or directed towards a general audience rather than professionals.

### Distance Education

Distance education is offered whenever the instructor and student are not located in the same place; therefore distance education includes correspondence, web-based course, video, and satellite programs. Since the instructor is not present, distance education programs must include a testing component in order to verify that the participant has successfully completed the program. Courses can be either *real-time* (where the instructor and learners are engaging in the learning activity at the same time) or *asynchronous* (where the instructor and learners are separated by time and are not engaging in the learning activity simultaneously)

