



**Department of Energy**  
Washington, DC 20585

**MAY 18 2007**

MEMORANDUM FOR ALL PROGRAMS

FROM: BRUCE SCOTT  
~~ASSOCIATE ADMINISTRATOR, INFRASTRUCTURE  
AND ENVIRONMENT~~  
CO-CHAIR, CERTIFICATION REVIEW BOARD

PAUL BOSCO  
DIRECTOR, OFFICE OF ENGINEERING AND  
CONSTRUCTION MANAGEMENT  
CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT: Expansion of Continuing Education Hour Activity

The Project Management Career Development Program (PMCDP) Certification Review Board (CRB) recently approved an update for continuing education (CE) hour activities to maintain certification.

Eight (8) CE hours per each review day will be credited to those who serve on the O413.3A, *Program and Project Management for the Acquisition of Capital Assets* guide working groups (updates to M413.3). This action is effective immediately. See attachment for complete table of CE hour activities.

This change most directly benefits our certified Federal Project Directors (FPDs). Their involvement in the development of our 413.3 guides is most welcome and encouraged. We request that the programs encourage such participation of your FPDs, and others, as appropriate. In the end, we all benefit.

If additional information is needed, please contact Rose Jordan at (202) 586-3020 or Wanda Chambers Steinberg at (202) 586-8114.

Attachment

cc: Rose Jordan  
Wanda Chambers Steinberg



## Continuing Education Credit Assignments

Training/Continuing Education (CE) Opportunity Description*	Unit	=	DOE CE Credit Hours
Educational portions of technical meetings, conferences, workshops, and seminars; DOE training; and focused training and short courses provided by commercial vendors	1 hour	=	1
Academic courses at an accredited college or university	1 semester credit	=	15
	1 quarter credit	=	9
Audited academic courses at an accredited college or university	1 semester credit	=	5
	1 quarter credit	=	4
Presentations at workshops, conferences, and seminars	1 formal presentation	=	5
Instructing at an accredited college or university	1 semester credit	=	10
	1 quarter credit	=	9
Certified Level 3 or 4 FPD serving as mentor to certification candidate. A formal written mentoring agreement is required for the mentoring development activity and is also required to be documented in both mentor and certification candidate Individual Development Plans (IDP). Additionally, Level 3 and 4 certified FPDs serving as mentors are encouraged to take Departmental mentoring courses.	6 months mentoring a certification candidate	=	30
Participation as <u>member</u> of a project review team (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews etc.)	1 work day (team convened)	=	8
Participation as project review team <u>member</u> in preparation for a review (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews)	Maximum per review	=	8
Serving as an incumbent FPD (Maximum 10 CE hour credit for 2-year certification period)	1 year	=	5
Carryover allowed per certification period. If FPD is certified to a higher level, this will still apply.	Maximum carryover	=	20
Serves as a Sponsor/Subject Matter Expert (SME) for one or more PMCDP courses (Applies to Level 3 or Level 4 certified FPDs)	Serves as SME for at least one year	=	15

\* Incumbent Federal Project Directors are those formally appointed to direct Capital Assets in accordance with DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*.