

CLASS A COUNTY HIGHWAY/CITY STREET SUPERINTENDENT 2015-2017 LICENSE RENEWAL

**The Renewal Application, Total PDH form, DR Form 289 and fee(s)
are due by December 31, 2014.**

- To renew your Class A license(s) for 2015-2017, please use the “personalized” Class A License Renewal Application, Total Professional Development Hours Form and DR Form 289 that were mailed to you. A set of 2012-2014 Professional Development Hours Personal Log sheets was also included in the mailing for your records; please do NOT return that form (Personal Log).

Please note:

1. Class A renewal requires completion of 20 Professional Development Hours (PDH). See Renewal Instructions below.
2. Renewal will be completed by February 2015 and will be retroactive to January 1. Following receipt of your renewal application in the Board office, you will receive a written acknowledgement that the Total/PDH form, DR Form 289 and correct payment was (or was not) received and that your application is (or is not) complete as to form. However, the Board’s review of each applicant’s PDH status, including random audits, will not be completed until February, 2015.
3. You also have the option of either having your Class A license(s) reissued as Class B or allowing your Class A license(s) to expire. Items 6. and 7. on the Class A Renewal Application pertain to those options.
4. A Class A license, which was not renewed, which had unresolved renewal issues, or which was not reissued as a Class B license, will automatically expire at 5:00 p.m. on January 14, 2015. It is your responsibility to contact the Board office as December 31, 2014 approaches, if you have not received your Class A renewal acknowledgement or (if you chose to have your Class A license reissued as Class B) if you have not received your reissued Class B license.
5. If you hold a second license as Class B you also received a separate mailing inviting you to renew that license as Class B.
6. Unsuccessful Class A renewal applicants will have their license renewed as Class B. However, they will NOT receive a refund of the \$40 difference between the \$50 Class A renewal fee and the \$10 Class B renewal fee. (See item 3. above regarding the option of requesting reissuance of your Class A license as Class B for a fee of \$10.)

RENEWAL INSTRUCTIONS

1. **Renewal of a Class A License(s) is due October – December 31, 2014.** You are encouraged to contact the Board office prior to the renewal period if you have questions about PDH or the renewal process.
2. **Assemble your records of professional development activities that you attended from January 1, 2012 through the present time.**
3. Review your records for clear documentation of each event and clear documentation of each presentation, activity or agenda item (“portion of an event”) that was a part of an event, including the length of time for each portion of an event. If your records are incomplete, contact the sponsor of the event to obtain the missing details.
4. Review your records for clear documentation (or your best recollection) of your own attendance at each presentation, activity or agenda item. For an event you attended, record the length of time of each session and the length of time you actually attended each session. **The period of your attendance at a specific portion of an event, rounded to the nearest half (½) hour, constitutes PDH. You may also group certain agenda items together as a single PDH entry** – see 6. below. (Rounding: 0-14 minutes’ attendance = 0 PDH; 15-44 mins. = .5 or ½ PDH; 45-74 mins. = 1.0 or 1 PDH; etc.)
5. Review the “List of 13 categories of PDH” on the Total PDH Form, also detailed in the **Licensing Regulations**, in order to determine the proper category for each instance of PDH. *For the vast majority of licensees, categories 1 through 5 will apply.*
Comments / Examples:
Category 1, directly related & pre-certified: presentations on superintending topics at meetings or workshops for which the sponsor obtained written pre-certification from the Board. **Note:** pre-certification assists licensees in identifying and documenting valid PDH opportunities but does not confer any actual PDH value over non-certified events. If in doubt as to pre-certification, use *Cat. 2, directly related, not certified.*
Category 2, directly related, not certified: presentations on superintending topics at any other meeting or workshop.
Category 3, association business sessions: the business portion of a superintendent’s association’s meeting or conference.
Category 4, general management subjects: presentations on budgeting, personnel management, computer training, etc.; maximum of 5 PDH.
Category 5, indirectly related topics: presentations on zoning, emergency management, electric & gas utilities, water, wastewater, weed control, EMT, etc.; maximum of 5 PDH.
6. You may group specific presentation agenda items together as a common PDH entry, so long as (1) the component items come under the same PDH Category, (2) the component items were from the same event and date, and (3) you do NOT count break periods in the PDH tally.
7. Fill out a PDH Personal Log sheet for each category of PDH that applies to you. Be sure to record the category (“1”, “2”, “3”, etc.) in the spaces provided on each log sheet. Keep your log sheets with your records!

8. Transfer the category totals from the bottom of each PDH Personal Log sheet (or from each group of sheets if you have more than one sheet for a category) to the “PDH Tally” column on the **Total PDH Form**.
9. Determine whether or not your PDH categories are subject to a limitation, as specified in the “Maximum PDH Allowed” column on the Total PDH Form. *If you have more PDH than the amount allowed for a category, you may not claim the amount above the maximum. Enter the allowed amount of PDH in the “Allowed PDH Claimed” column on the Total PDH Form.*
10. Total your “Allowable PDH Claimed” entries and enter that total in the “Total PDH Claimed” space near the bottom of the Total PDH Form. *If you have PDH in excess of 20.0 hours, you may carry forward the excess amount, up to 10.0 PDH; enter that amount in the bottom space. If your Total PDH Claimed is less than 20.0, please read 008.02C, Exception for Good Cause in the **Licensing Regulations**, and submit a letter explaining your situation and detailing good cause. Your other option if you have less than 20 PDH is to request reissuance of your license(s) as Class B.*
11. Complete and submit the **Class A License Renewal Application**, attach your completed DR Form 289 and Total PDH Form to it, enclose the renewal fee, and mail to the Board office. Retain copies for your file. Do NOT mail copies of your PDH Personal Log, and do not mail copies of other documentation, unless you are claiming PDH under Category 13. (Category 13, “Other Professional Development Activities,” may only be used if NONE of the other categories apply.)
12. All renewing licensees’ personal records are subject to random audit under section 008.02B2(e) of the Licensing Regulations. If an applicant for Class A renewal submits fewer than 20.0 PDH without showing good cause, or if an audit determines that some of the PDH hours are invalid and the remaining PDH total less than 20.0 hours, the license(s) shall be automatically reissued as Class B, without refund of the \$40 difference between the Class A renewal fee (\$50) and the Class B reissuance/renewal fee (\$10).

CLASS A PDH REGULATIONS

Full text of allowable activities, method of computation, and maximum PDH allowed, from the Board of Examiners’ Regulations, Title 425, Chapter 2 (425 NAC 2), including “List of 13 categories”:

008.02 Class A License Renewal

008.02A Duration. An initial Class A license is valid for a period of three (3) years. An additional Class A license shall be placed on the same renewal cycle as the licensee’s initial Class A license.

008.02B Fee and Professional Development Requirement. A Class A license is renewable for additional three (3) year periods upon timely application and compliance with both of the following requirements:

008.02B1 The applicant shall pay the renewal fee of fifty dollars (\$50.00) provided in Section 39-2308.01, Nebraska Revised Statutes; and

008.02B2 The applicant shall certify that he or she has successfully completed at least **twenty (20) hours of professional development during the three (3) year license period** as required by Section 39-2308.02, Nebraska Revised Statutes. Such professional development shall include approved workshops, seminars, association meetings, and other activities, as determined by the Board to be reasonably related to the duties of street or highway superintending.

008.02B2(a) Any Class A license holder who completes in excess of twenty (20) hours of professional development within the preceding three (3) year period may have the excess, not to exceed ten (10) hours, applied to the requirement for the next triennial license period.

008.02B2(b) **["List of 13 categories"]** Professional development hours (PDH) shall be credited by the Board on the following basis:

008.02B2(b)(i) Attendance at workshops or seminars which are directly related to the duties of a county highway or city street superintendent, as defined in Subsection 003.04, and which the Board or its designee has pre-certified for professional development shall count as one (1) PDH per actual hour of attendance at pre-certified instructional portions of such workshop or seminar. Such PDH shall be rounded to the nearest one-half (1/2) hour.

008.02B2(b)(ii) Attendance at workshops and seminars which are directly related to the duties of a county highway or city street superintendent, as defined in Subsection 003.04, but which were not pre-certified for professional development by the Board or its designee, shall be counted as one (1) PDH per actual hour of attendance at instructional portions of such workshop or seminar, based on satisfactory documentation that the workshop or seminar was in fact related to the duties of a county highway or city street superintendent. Such PDH shall be rounded to the nearest one-half (1/2) hour.

008.02B2(b)(iii) National, state, regional or district meetings of associations of county highway or city street superintendents shall qualify as workshops and seminars under Subsections 008.02B2(b)(i) and 008.02B2(b)(ii).

008.02B2(b)(iv) Workshops and seminars on general management subjects, including, but not limited to, personnel management, budgeting and finance, and risk management, shall qualify as workshops and seminars under Subsections 008.02B2(b)(i) and 008.02B2(b)(ii) and may count for up to five (5) hours of the PDH requirement.

008.02B2(b)(v) Attendance at workshops and seminars which are indirectly related to the duties of a county highway or city street superintendent, including, but not limited to, surveying, zoning, weed control, utilities maintenance and operations, and emergency medical services, shall qualify under Subsections 008.02B2(b)(i) and 008.02B2(b)(ii) and may count for up to five (5) hours of the PDH requirement.

008.02B2(b)(vi) Serving on a Board or commission which has as its primary duty the examination and registration of county highway or city street superintendents, including the Board of Examiners for County Highway and City Street Superintendents in Nebraska, shall count as five (5) PDH per year.

008.02B2(b)(vii) Serving as a designee of the Board for the purpose of preparing and grading of written examinations shall count as five (5) PDH per year.

008.02B2(b)(viii) Serving as an officer of a local, state, regional or national professional organization which is directly related to the duties and functions of county highway superintendent or city street superintendent, as defined in Subsection 003.04, and which the Board has certified for professional development, shall count as one (1) PDH per year with a maximum credit in this category of six (6) PDH over the triennial license period.

008.02B2(b)(ix) Teaching a workshop or seminar which is directly related to the duties of county highway or city street superintendent, as defined in Subsection 003.04, shall count as two (2) PDH per actual hour of teaching time, not counting preparation time, based on pre-certification by the Board or its designee, or on adequate documentation that the course was in fact related to the duties of a county highway or city street superintendent.

008.02B2(b)(x) Completing or teaching a college level course directly related to the duties of county highway or city street superintendent, as defined in Subsection 003.04, shall

count as thirty (30) PDH for a three (3) semester hour credit hour course or a five (5) quarter credit hour credit course, based on pre-certification by the Board or its designee, or on adequate documentation that the course was in fact related to the duties of a county highway or city street superintendent.

008.02B2(b)(xi) Completing or teaching a non-college credit extension or continuing education course directly related to the duties of county highway or city street superintendent, as defined in Subsection 003.04, shall count as one (1) PDH for each contact hour of class time, based on pre-certification by the Board or its designee, or on adequate documentation that the course was in fact related to the duties of a county highway or city street superintendent.

008.02B2(b)(xii) Presentation of a paper or research publication at a state, regional or professional society directly related to the duties of a county highway or city street superintendent, as defined in Subsection 003.04, shall count as five (5) PDH for each paper or publication presented, with a maximum of fifteen (15) PDH counted in this category per triennial license period, based on pre-certification by the Board or its designee, or on adequate documentation that the course was in fact related to the duties of a county highway or city street superintendent.

008.02B2(b)(xiii) Participation in other professional development activities which may be presented to the Board for its consideration, including the number of PDH to be awarded.

008.02B2(c) Each Class A license holder shall maintain a detailed log of professional development hours, along with any additional documentation required by this subsection.

008.02B2(c)(i) For seminars and workshops the applicant shall retain documentation of the hours of his or her attendance. For seminars and workshops that have not been pre-certified by the Board the applicant also shall retain documentation of the validity of the activity under Subsections 008.02B2(b)(i) through 008.02B2(b)(v).

008.02B2(c)(ii) For a college level course or a non-college credit extension or continuing education course, the applicant shall retain the course description or syllabus documenting the validity of the activity under Subsection 008.02B2(b)(x) or Subsection 008.02B2(b)(xi). For non-credit continuing education courses, the applicant also shall retain certificates of completion. For college level courses, the applicant also shall retain a grade report or transcript showing successful completion of the course.

008.02B2(c)(iii) For other PDH, the applicant shall retain descriptive and justificative evidence of the activity and shall retain documentation of the duration of his or her participation.

008.02B2(d) All requests for certification or pre-certification shall be submitted no later than June 30 preceding the December 31 due date of the license renewal application. The Board office shall compile, keep current and make available a list of certified and pre-certified activities.

008.02B2(e) The Board or its designee shall conduct random audits of Class A renewal applications in order to verify completion of sufficient valid PDH. The Board's auditor shall be authorized to request and inspect the renewal applicant's documentation.

008.02B2(e)(i) Failure to submit such documentation, or submission of documentation which is incomplete, illegible, or which otherwise does not support the required PDH, shall constitute failure to complete renewal requirements.

008.02B2(e)(ii) Licensees who are not audited, or whose audits are completed after the license was renewed, are subject to provisions of Subsection 012.02 concerning fraudulent or deceitful renewal.

008.02C Exception for Good Cause. The Board shall not renew the Class A license of a license holder who fails to complete the professional development requirements of Subsection 008.02B of this rule, unless such license holder can show exceptional circumstances beyond the reasonable control of the license holder causing him or her to be unable to comply with such requirement.

008.02C1 If the Board determines that good cause has been shown, the Board shall extend the previous license for an additional one hundred and eighty (180) days to allow the renewal applicant to make up all outstanding PDH. Upon successful completion, the license shall be retroactively renewed. Licensees receiving such extension shall be subject to a non-random audit.

008.02C2 If the Board determines that good cause was not shown, the license shall be retroactively renewed as a Class B license.