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| DESCRIPTION | DATE | DOCUIMENTS TO BE PROVIDED WITH RENEWAL APPLICATION (PLACE DOCUMENT IN FILE) | CATEGORYTECHNICAL (T)LEADERSHIP (L)BUSINESS MGT. (B) | TYPEFORMALNON-FORMALINORMAL | HOURS | PDU’S EARNED |
| EDUCATION & TRAINING (MIN 40 PDUs, MAX 50 PDUs TOTAL – MIN 10 PDUs, MAX 20 PDUs in each Technical, Leadership & Business Mgt. categories) |
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| GIVING BACK (MIN 10 PDUs; MAX 20 PDUs) |
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**FORMAL** = Delivery through Accredited Educational Institution where completion counts as credit towards certificate, diploma, undergraduate or graduate degree; or professional development, industry-specific or private training organizations where completion may lead to a Non-Credit Certificate of Achievement or Certification of Completion. **One (1) Instructional Hour = 2 PDUs**

**NON-FORMAL =** Participatory learning activities to reinforce intended learning (community college non-credit short course, employer offered online training modules, association field workshops, professional meetings with a structured education or training workshop component, self-paced digital media short courses). **One (1) Interactive Hour = 1.5 PDU**

**INFORMAL** = Any learning opportunity encountered that does not meet criteria of formal or non-formal (online webinars, listening to conference speakers, reading books and articles, discussion with formal mentors, lunch ‘n learn activities, employer offered videos or reading modules, research, listening to lectures or attending a short class, individual learning goals. **One (1) Participatory Hour = 1 PDU (Informal PDUs are restricted to a maximum of 30 PDUs within a 3-Year Certification Cycle)**