



ITE Western District Annual Meeting

PDH & CM Guidelines

Guidelines for Issuing PDHs for Technical Sessions

The following document outlines ITE's guidelines for issuing professional development hours (PDH) for District annual meetings.

1. At least four (4) weeks prior to the event date, the LAC should coordinate with the District LAC Committee Chair to submit the meeting's program/agenda must be electronically submitted to Eunice Thoya at ethoya@ite.org along with a spreadsheet which includes:
 - Session titles
 - Session times
 - Speaker names
 - A learning objective for each speaker in every session. A single sentence pulled directly from the speaker's abstract works well for this purpose
 - If there are tours and workshops their titles and a brief description

Please note that presentations by students are eligible for PDH credits.

2. Upon receipt of the event program/agenda, ITE will:
 - Review technical program and determine qualifications for PDH
 - Notify the District of many PDHs are approved and provide a PDH link for attendees.
3. The PDH link provided by ITE will be posted to the Annual Meeting website.

Guidelines for Issuing CMs for Technical Sessions

CM credits are administered through the American Planning Association (APA) and are the responsibility of the LAC Technical Chair. The District LAC Committee will facilitate access to the District's account to submit finalized session information. To set up CM credits:

1. Log in to the APA website at www.planning.org or create an account
2. Work with District LAC Chair or past Technical Chair(s) to be granted access as an administrator to the ITE Western District APA Account (Institute of Transportation Engineers District 6)
3. Create a multipart event for the annual meeting conference.
4. Add each technical session as an individual session of the event. For reference, last year's multipart event can be found here: www.planning.org/events/eventmulti/9324945/



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5. For each session entry, includes:
 - Session title and abstract – abstract can be shortened and summarized to a few sentences with relevant planning concept covered, for example:
 - Designing Freeway On/Off Ramps to Work for Bicycles
 - This session teaches participants how to retrofit or design interchanges that safely integrate bicycles and pedestrians. Participants will learn design principles for low-stress, multimodal access in traditionally auto-centric corridors.
 - Core Competencies: Transportation Planning, Multimodal Planning, Safety & Risk Management, Infrastructure Planning.
 - Speaker names and emails (speaker bios can be left blank; enter the speaker's email in the bio field)
6. CM credits are calculated at 1 credit per hour (e.g., a 90-minute session = 1.5 CM credits). There is no individual review process for entries.
7. There is no hard deadline, but the multipart event should be completed and live as soon as the program is finalized.