



AMERICAN INSTITUTE OF HYDROLOGY RECERTIFICATION AFFIDAVIT FORM

AIH FORM006A Rev. 06/25/08

DATE: _____

APPLICANT NAME: _____

CERTIFICATE NUMBER: _____

ARE YOU ACTIVELY ENGAGED IN HYDROLOGY? YES NO

PROFESSIONAL DEVELOPMENT CREDITS: _____

FOR OFFICE USE ONLY

Date Received: _____

Payment Amount: _____

Check Number: _____

Disposition: _____

INSTRUCTIONS:

You are required to show that you have earned 60 Professional Development Credits (PDC's) over the five-year renewal period (about 12 PDC's per year). (See instructions for exception during the Phase-In Period.) To do this, all active members must complete this Affidavit Form and return it to us before December 31st of your renewal year along with your recertification fee. You are not required to submit any documentation with this Affidavit Form. However, you are required to maintain evidence of all credits claimed, in your files for five years. Your information may be audited to validate the program and monitor compliance. Please read the instructions on the reverse side of this form or visit our website www.aihydro.org/forms

PLEASE REMEMBER TO SIGN THE BOTTOM OF THIS AFFIDAVIT FORM. ITEMS MARKED WITH * ARE REQUIRED.

PERSONAL INFORMATION: Complete only those items that have recently changed.

* Preferred Title: Mr. Ms. Mrs. Dr. Prof. Other (specify): _____

* Full Name: _____ Present Title: _____

Name of Employer: _____ * Office Telephone: _____

Office Address: _____ Office Fax: _____

* Email: _____

Specialty of Profession: _____

Home Address: _____ Home Telephone: _____

Home Fax: _____

FEE:

\$50 without Certificate

\$65 with New Certificate

\$15 Emeritus

EXEMPTIONS:

Active Members who reach age 60 or older by December 31 of your renewal year, are no longer required to document PDC activities, but must complete this form and pay the appropriate fee to maintain active status. Other members that are exempt from earning PDC's are those who qualify as **Retired/Emeritus** (no longer employed or working in the hydrology profession.) or **Inactive** (see instructions for members that meet this membership condition) status.

Active, 60+ (Fee = \$50)

Retired/Emeritus (Fee=\$15)

Inactive (No Fee)

PAYMENT METHOD (please check one):

Payment of \$ _____ (US Dollars) enclosed Check No.: _____

Charge to Visa MasterCard Diner's Club American Express

Card Number: _____ Expiration Date: _____ V-Code: _____

ATTEST STATEMENT:

I hereby affirm that the information presented in this document is true and accurate, to the best of my knowledge. I also affirm that I have and will retain appropriate documentation to support the PDC's claimed above. I further agree to provide this documentation for review by AIH, in the event that I am selected for audit at any time during the five year renewal period. If I claim an exemption, I affirm that I meet the conditions required for the exemption and will provide documentation to support the exemption status, if audited.

Signature _____

Date _____

PDC's Claimed: _____, for the period _____ to _____.



AMERICAN INSTITUTE OF HYDROLOGY INSTRUCTIONS FOR RECERTIFICATION AFFIDAVIT FORM

The American Institute of Hydrology, along with nearly all national technical and professional organizations that offer certification/registration for its membership, require periodic recertification of its membership to demonstrate that members are maintaining a high level of competency by staying current with changing technologies. AIH has required membership recertification since the early years of the Institute. In 2004, AIH updated the program, and required members to document their activities in a wide range of activities. This program attempted to cover all aspects of a member's daily activity. Because of the wide-ranging topics that could be used to earn credits, it was found to be too cumbersome and credits were not uniformly applied. Hence, the Board of Registration decided to revise the Program.

In 2005, the Board of Registration revised the Recertification Program to respond to membership comments and to be more aligned with national practices. The revised Recertification Program consists of the following requirements. Members subject to recertification must complete this form and submit it, along with the appropriate fee, by December 31 of the year you are required to be recertified.

Recertification by AIH is based on two elements:

1. **You remain a practitioner in Hydrology, and**
2. **You participate in continuing education activities that improve your skills or knowledge in Hydrology,**

during the 5-year period. You are required to accumulate 60 hours of Professional Development Credits (PDC) over the 5-year renewal period. Continuing education must be in hydrology or related topics. Credits can be earned by attending college courses, short courses, workshops, seminars, annual technical/professional conferences related to hydrology, in-house training or specialty training. Self-study may be allowed if you obtain prior approval from AIH. Credits are earned at the rate of 6 credits per day, or prorated for partial days. College courses or extended training are credited as the product of the course contact hours (the number of hours the class is scheduled to meet per week) multiplied by the number of weeks the course is held, that is, 10 weeks for a quarter session class and 13 weeks for a semester session class.

During the renewal period, credits may be earned and accumulated. At the end of the renewal period, you are required to complete the Recertification Affidavit Form and sign the Attest Statement. You are not required to submit any documentation with this form. You must retain in your files for the next renewal period, documentation that clearly verifies your successful completion of the credits claimed on the Form. Adequate documentation must include, as appropriate, event title, instructors, date, contact hours, grade and the course certificate of completion.

Several exemptions are available:

Active Members, who will reach 60 years of age by December 31 of their renewal year, are no longer required to document PDC activities and will not be subject to audit. However, these members are required to complete the Recertification Affidavit Form and pay the \$50 recertification fee to maintain active status.

Retired/ Emeritus Members are members that have retired from the profession and are no longer actively engaged in hydrology. Retired members will be dropped from the records of AIH. Emeritus Members may continue to receive member benefits in retirement. Emeritus Members are not required to participate in the recertification program, but must complete the information sheet and pay the \$15 recertification fee.

Inactive members are those that have been granted a temporary leave from membership with the expectation of lasting more than one year and returning to active status within five years. This leave cannot be for suspension or disciplinary action against the member. Inactive status must be requested by the member, and will generally be granted for reasons including maternity leave, foreign employment, military service, temporary change of employment in another profession, etc.

By signing the Attest Statement, you affirm that you have attended the events for which credit has been claimed, that you have adequate documentation to verify your credits, and you will produce that documentation, if audited by AIH. If you claim an exemption, you must attest that the conditions for the exemption are met.

AIH will audit about five percent of the membership recertifying in any given year. The purpose of the audit is to validate the program and monitor compliance. The Board of Registration will randomly select the files to be reviewed. The member will be asked to provide the documentation. If documentation is not adequate the member will be asked to provide additional information. If documentation cannot be provided, the member will be suspended until a written plan is developed to remedy the lack of PDC's. If the file is found to contain adequate documentation, the member will be notified. No materials will be returned to the member. AIH will publish the results of the annual audit in the Bulletin. Only statistics will be presented and no member will be identified as participating in the audit.

It is the member's responsibility to maintain his/her certification. You are responsible for submitting your Recertification Affidavit by the date due. You can determine your recertification year by referring to the first two digits of your AIH Certification Number. These digits represent the year of your initial membership in AIH. Your recertification year is any year that is a 5-year multiple of the initial membership year. For example; if the certification number is 84-H-477, the initial year of membership is 1984. Recertification would be required in 1989, 1994, 1999, 2004 and next in 2009.

Phase-In Period: The new recertification program began in 2004. These instructions and Affidavit Form only apply to years beginning in 2004. There will be a Phase-In period from 2004 to 2008, where members are required to report PDC's using the new criteria, only for the years since 2004. Therefore, members recertifying in 2005 must report PDC's of 24 for the years 2004 and 2005. Documentation of activity for years 2003 and prior years can be reported using the guidelines that existed for that period, that is, an updated resume and list of conferences attended.

For additional information, contact AIH Headquarters:

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