



## Cummins Power Seminar PDH/CEU Information

### Definitions

PDH = Professional Development Hour

CEU = Continuing Education Unit

### Policy

It is the Power Seminar policy that each participant must successfully complete the knowledge assessment and attendance requirements in order to be awarded PDH/CEUs for a learning event.

### Number of PDH/CEUs participants can earn

A Power Seminar could be valued up to ten (10) PDH or one (1) Cummins CEU depending on agenda.

### How a participant can earn PDH/CEUs

If a participant wishes to earn PDH/CEUs for attending a Power Seminar, they should select "Yes" to taking the assessment while completing the online participant registration form. PDH/CEUs will be awarded for the entire Power Seminar program only; PDH/CEUs will not be awarded for individual courses presented during the seminar. Attendance will be taken during each course and you must be present for at least 90% of the entire learning event in order to receive the full number of PDH/CEUs available. If the 90% attendance requirement is not met, partial PDH/CEUs may be awarded if circumstances are discussed with the Power Seminar Coordinator.

### Online Assessment

A personalized online assessment link will be sent via email by the Power Seminar Coordinator to the participant after attending the seminar. The assessment will be based on content presented during the seminar and consist of multiple choice and True/False questions. Participants are encouraged to refer to course material provided during the seminar. All reference material required for the assessment will be made available in both paper and in electronic form (flash drive). The assessment should be completed within 3 weeks of attending the Power Seminar. Completing this assessment in a timely manner is the participant's responsibility. Certificates awarding appropriate PDH/CEUs can be printed after achieving an acceptable score of 70%. If you do not meet the requirements, PDH/CEUs will not be awarded.

In addition to the program learning outcomes provided, objectives for each course help to identify what participants are expected to learn and should know after each course. Because the assessment questions are directly related to the course objectives, there should be no surprises.

### Participant Record Management Policy

It is the policy of the Power Seminar to maintain current and complete participant records that include attendance and satisfactory completion information of all CEU approved programs which can be provided to the participant upon request. In addition, it is an essential element of the CEU program to maintain participant privacy.

All participant attendance records, assessment scores, and PDH/CEUs awarded will be kept on file in a secure database for a minimum of seven years from the date of the event with the North America Sales Application Engineering department of Cummins Inc.

### Release of PDH/CEU information and/or records

Participants may obtain a copy of their records by submitting a written request via email to the Power Seminar Coordinator (information provided below) or to the North American Sales Application Engineers (email [saesales.appengg@cummins.com](mailto:saesales.appengg@cummins.com)). Please provide the following information to verify your identity: First and Last name, month and year of attendance, and distributor contact. The information will be sent within 2 weeks of receipt of the request. Cummins will not release any information regarding a participant without the express written permission of the participant to whom the record belongs. Please read the Participant Records Privacy policy for complete details.

Please contact the Cummins Power Seminar coordinator by emailing [saesales.appengg@cummins.com](mailto:saesales.appengg@cummins.com) if you have any further questions.