



Website User Operating Instructions

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Introduction

This document provides instruction to customers of <https://www.pdhnnow.com/> who have purchased or are looking to purchase PDH professional development hours and CEU continuing education credits to meet state requirements for maintaining a PE professional engineer license.

The www.PDHNow.com user is encouraged to review these instructions for step-by-step direction on reviewing state requirements, reviewing PDH CEU courses, creating a user account, purchasing a course, taking a course exam, and accessing course completion certificates.

Users will typically start by entering www.pdhnnow.com into the web browser, which will direct to the home page:

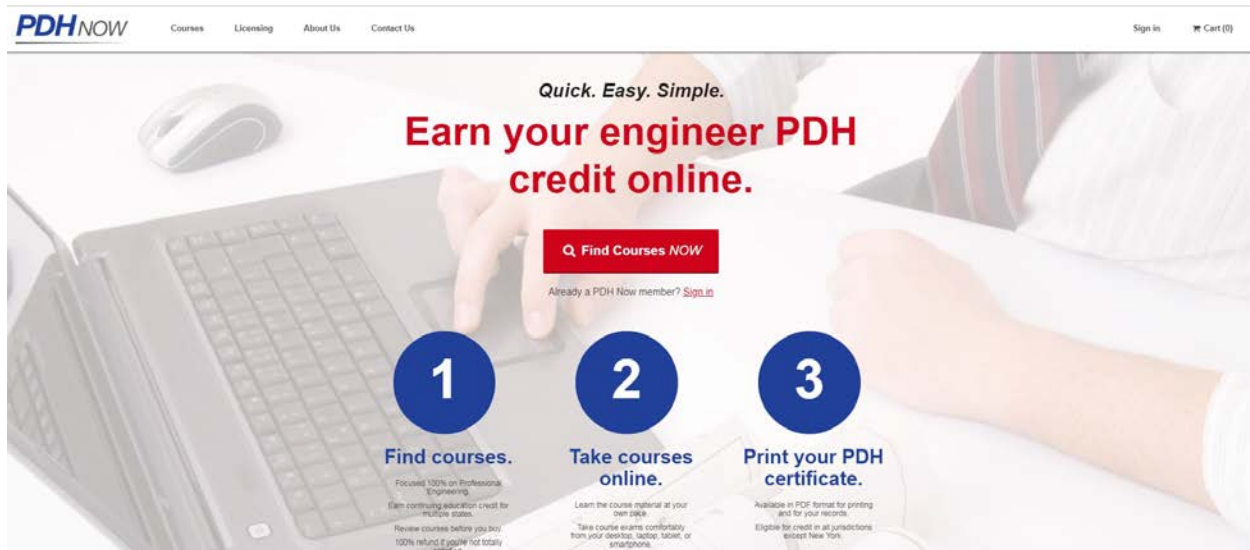


Figure 1: PDHNow Home Page, <https://www.pdhnnow.com/>

State Requirements

To review state specific requirements click on the Licensing tab in the header of the home page, which will direct the user to a list of states

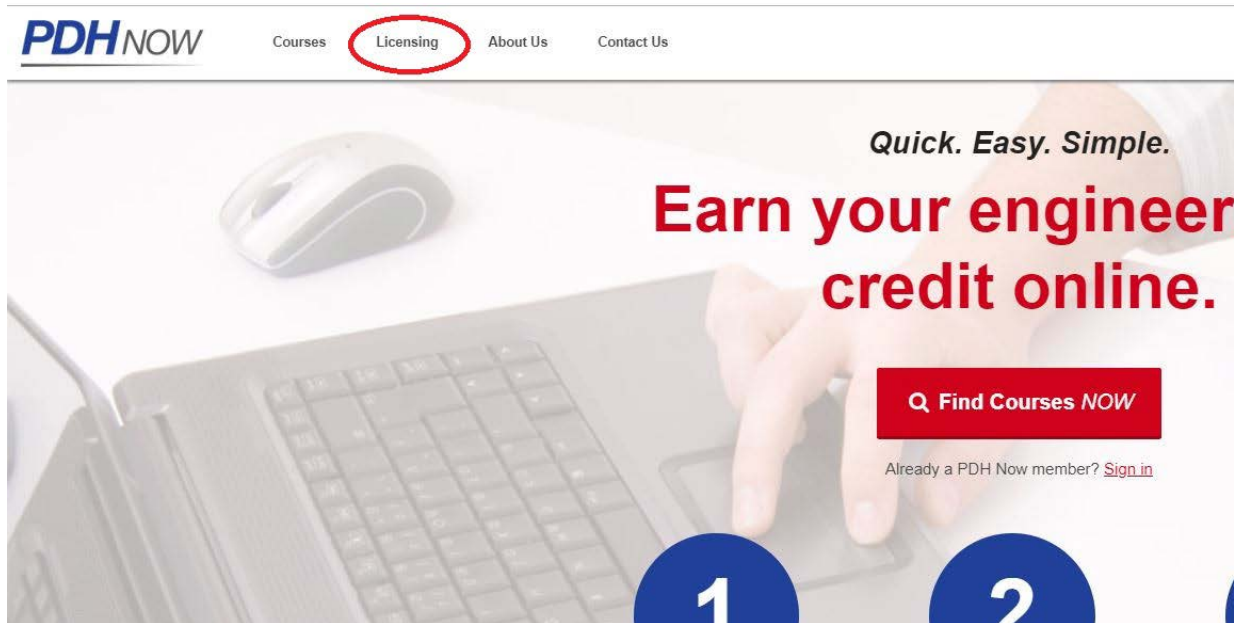


Figure 2: PDHNow State Licensing Tab, <https://www.pdhnnow.com/licensing>

Once redirected to the [State Licensing](#) page the user may click on any state, which will open a page which details the state specific continuing education requirements and renewal due dates. The page will also include a link to the state regulation website.

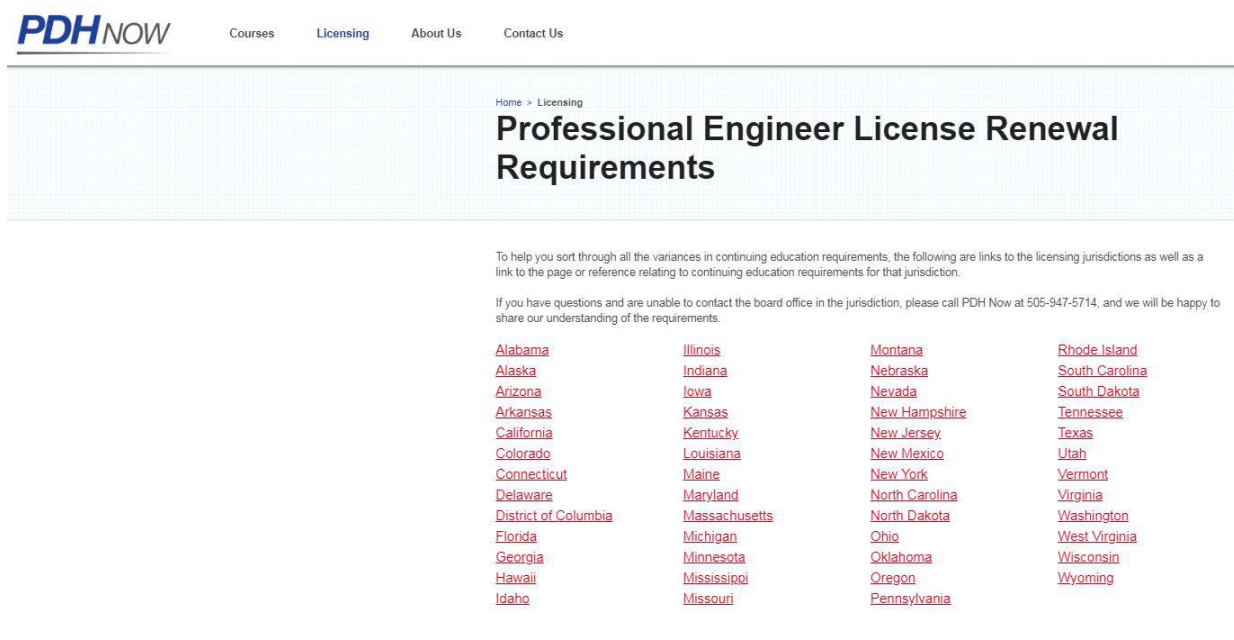


Figure 3: PDHNow State Licensing Page, <https://www.pdhnnow.com/licensing>

As an example please reference the Florida page below:

[Contact Us](#)

Home > Licensing > Florida

Florida Professional Engineer License Renewal Requirements

PDH Now is an approved engineering continuing education provider in Florida

Register for our courses with confidence that we can meet your CE needs in Florida.

Beginning with the March 1, 2015, to February 28, 2017, biennium, Florida will transition from the former requirement of 8 hours of continuing education to the new 18 hours of continuing education requirement. Within the 18 hours, there is a requirement for one hour on the Law and Rules of the Florida Board of Professional Engineers and one hour on ethics. Also within the 18 hours, Florida requires four hours of continuing education on the licensee's area of practice, which is defined as an engineering discipline for which a Principles and Practice of Engineering exam is given by NCEES. The remaining 12 hours may relate to any topic pertinent to the practice of engineering.

Florida requires that providers of continuing education be approved by the Board. The courses on the Florida Law and Ethics must meet the criteria for the courses established by the Board as well as approval by the Board.

Jurisdiction Website
[Florida Board of Professional Engineers](#)

Continuing Education
[Continuing education requirements](#)

Next Renewal Deadline
February 28, 2019

Send renewal reminders for Florida to this email address: *

Remind Me

We respect your [privacy](#).

Figure 4: PDHNow-Licensing-Florida, <https://www.pdhnnow.com/licensing/florida>

The state specific page will also show a list of all courses accepted and suitable for use in the specific state as shown in the partial example below:

Browse PDH Now Courses for Florida

Design-Build Project Delivery

Familiarize yourself with Design-Build project delivery concepts, a rapidly-growing trend in North American engineering projects.

4 hours \$74.95

 **Add to Cart**

Infrastructure Planning

The main concepts of infrastructure planning in the public sector, including the environmental, social, and institutional assessments.

4 hours \$74.95

 **Add to Cart**

Project Risk Management

Risks must be considered in all engineering projects. This course examines both the positive and negative sides of risk management.

4 hours \$74.95

 **Add to Cart**

Figure 5: PDHNow-Florida-Courses, <https://www.pdhnnow.com/licensing/florida>

Courses

Courses may also be reviewed by clicking on the [Courses](#) tab in the header of <https://www.pdhnnow.com/>, which will show all available courses. To further filter to courses accepted by a specific state, or numerous states, click on the check box next to the desired states. PDHNow will filter all the courses to only show the courses accepted by the states selected by the user.

Home > Courses

Online Engineering Continuing Education Courses

Earn your engineering PDH credit online at your own pace on any device. Our courses are eligible for continuing education credit in multiple states.

Category

- ☒ Ethics
- ☒ Law

State Renewal

- ☐ Alabama
- ☐ Alaska
- ☐ Arizona
- ☐ Arkansas
- ☐ California
- ☐ Colorado
- ☐ Connecticut
- ☐ Delaware
- ☐ District of Columbia
- ☒ Florida
- ☐ Georgia
- ☐ Hawaii
- ☐ Idaho
- ☐ Illinois
- ☐ Indiana

⚠ Be sure to review your [state board's CE licensing requirements](#) before registering for courses.

Need help? Review our [frequently asked questions](#).

Administering the Construction Project 4 hours \$74.95 [Add to Cart](#)

Learn how to guide construction projects from the pre-construction phase to project close out successfully.

Common Sense Ethics 1 hour \$29.95 [Add to Cart](#)

Principles needed to live an ethical life and build a desired professional reputation as a Professional Engineer.

Construction Project Scheduling 4 hours \$74.95 [Add to Cart](#)

Learn effective methods of scheduling construction projects and assure construction managers that projects will be completed in a timely and cost-effective manner.

Figure 6: PDHNow.com Filter Courses, <https://www.pdhnnow.com/courses>

At any point the user may click on any course to review the course description and details. In addition, a link to the course and exam is available for the user to read and review prior to purchasing. By clicking on the course pdf link the user will be able to open, download, and print the course content and exam for review.

At any time the user may select the [Add to Cart](#) button to add a selected course to the user cart for purchase.


PDHNOW

CoursesLicensingAbout UsContact Us

Home > Courses > Common Sense Ethics

Common Sense Ethics (Online)


1 hour - ~~\$29.95~~

 **Add to Cart**

DetailsPDH Credits

Description

Principles needed to live an ethical life and build a desired professional reputation as a Professional Engineer.

 [Read the text and test before you buy \(PDF\)](#)


This course discusses ethical issues and theories. It covers the human nature of ethics, ethical issues, ethical theories, and a common sense approach to ethics. The course concludes with an evaluation exam covering all four chapters of the text.

The course is designed to fulfill the requirements of 864 IAC 1.1-15-3(b) of the Indiana Board of Professional Engineers and Chapter 6, Paragraph 03 A (1) of the Maryland Board of Professional Engineers by providing one hour of continuing education on ethics applicable to the practice of professional engineering as well as non-specific statutory requirements for courses in ethics in a number of other jurisdictions. In addition, this course may be used to fulfill one of the two hour ethics course requirements for Wisconsin under section A-E13.03(1)(b).


Course Objectives

- Human nature of ethics
- Ethical issues
- Ethical theories
- Common-sense approach to ethics

Get instant access for ~~\$29.95~~

 **Add to Cart**

Completely Online



Take your courses online, on any device, at your own pace.

Your satisfaction is GUARANTEED

100%

GUARANTEED

We will provide a 100% refund if you are not fully satisfied for any

Figure 7: PDHNow-Ethics, <https://www.pdhnw.com/courses/common-sense-ethics>

Cart

By clicking on [Add to Cart](#) from any page on <https://www.pdhnnow.com/>, the user will add the selected course to their cart. Once in the cart the user can review the courses they have selected for purchase or return to the course list to add additional courses. Occasionally discount codes are advertised online or through email. If applicable a discount code may be entered at this point, but make sure to click apply after entering the discount code.

Once the user is satisfied with the selected courses the next step is to click on the “Check-Out” button as shown in Figure 8.

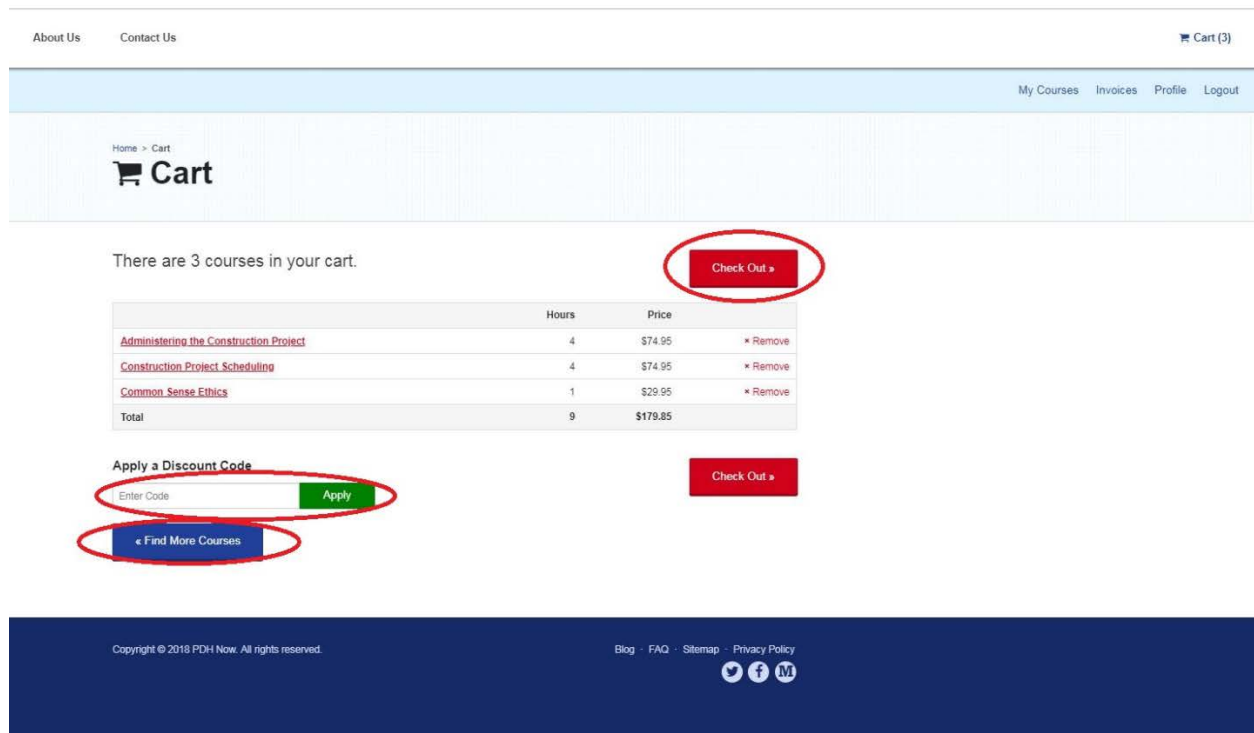


Figure 8: PDHNow-Cart, <https://www.pdhnnow.com/cart>

Once the user is at the checkout page it is time to log-in as a returning user or create a new account.

[Create Account or Sign-in](#)

If you are a returning member with an existing username and password simply select the “I already have a membership button” and continue by entering your username (email) and password (see Figure 9).

An existing member who has forgotten a password may proceed through the “forgot your password” process. A member who does not remember their username or is experiencing difficulty with the password recovery tool may contact us directly for support by phone or email at 1-833-734-6699 or info@pdhnow.com

[Contact Us](#) [Contact Us](#) [FAQ](#)

Register or Sign in

Email *

☐ I am a new member. (You'll create a password later.)

☐ I already have a PDH Now membership, and my password is:

Sign in

[Forgot your password?](#)

[Didn't receive unlock instructions?](#)

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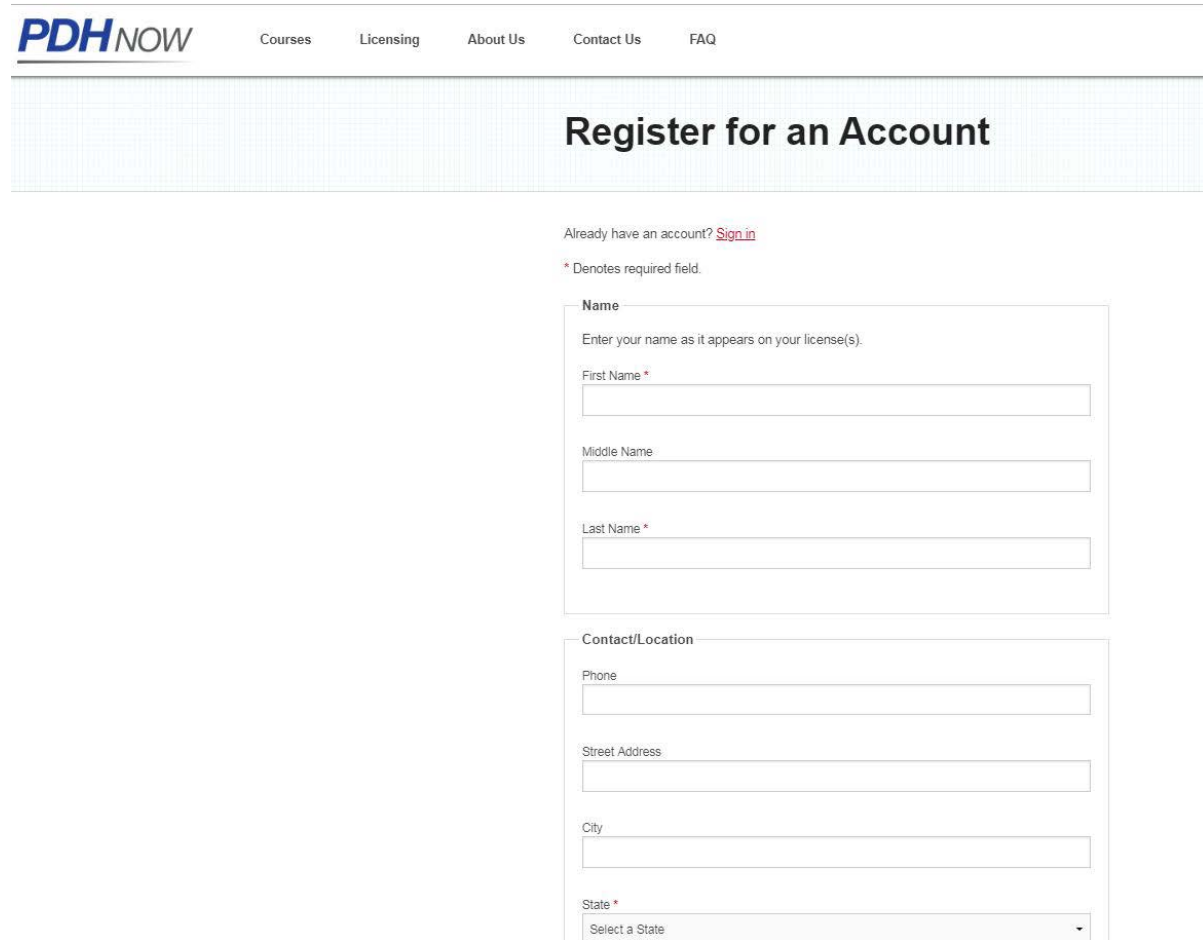


Figure 9: PDHNow Users Sign In, https://www.pdhnow.com/users/sign_in

A new member will need to setup an account by entering the email address (which becomes your user name) and selecting the “I am a new member button”, which will direct to the new user registration page as shown in Figure 10. Enter all requested information and record your user name (email address) and password for future reference.



The image shows a web browser window displaying the PDHNow website. The header includes the PDHNow logo and navigation links: Courses, Licensing, About Us, Contact Us, and FAQ. The main heading is "Register for an Account". Below this, there is a link for users who already have an account: "Already have an account? [Sign in](#)". A note states: "* Denotes required field." The registration form is divided into two sections: "Name" and "Contact/Location". The "Name" section includes fields for "First Name *" (required), "Middle Name", and "Last Name *" (required). The "Contact/Location" section includes fields for "Phone", "Street Address", "City", and "State *" (required, with a dropdown menu labeled "Select a State").

Figure 10: PDHNow-checkout-registration, <https://www.pdhnw.com/checkout/registrations/new>

Once the new membership is created or the returning user is logged-in return to your cart and select check out.

Check Out

After selecting check out the user will be directed to the “Review and Pay” page. Review your order and enter all requested payment information through the secure system.

IMPORTANT NOTE ↓

The address information requested in the billing information must match the credit card billing address. If the credit card billing address does not match the payment will not process and the order will fail.

PDHNOW

CoursesLicensingAbout UsContact Us

Review & Pay

You are signed in as Ryan K Malone.

	Hours	Price	
Administering the Construction Project	4	\$74.95	✖ Remove
Construction Project Scheduling	4	\$74.95	✖ Remove
Common Sense Ethics	1	\$29.95	✖ Remove
Total	9	\$179.85	

Veterans Discount

PDH Now appreciates the sacrifice of those who have served in the defense of our country, and we honor your service. We will give you a 5% veterans discount if you have served on active duty in the armed forces of the United States.

☐ YES - I have served in the armed forces of the United States and qualify for the 5% Veteran's discount.

Billing Information

First Name

Last Name

Street Address

City

If your member information is different from your credit card billing information, please input your billing information here. This will *not* change your profile information and will only be used to process this transaction.

Note: When Billing Address is different from Billing Address your credit card company has on file, the purchase will be declined.

Figure 11: PDHNow-Checkout-Orders-New, <https://www.pdhnw.com/checkout/orders/new>

Accessing My Courses

After purchase is complete the user should select the [My Courses](#) button. Please note, the [My Courses](#) button will not display until after the user is signed-in. The user will be directed to the [My Courses](#) portal which displays all purchased courses including past completed courses, in-process courses, and purchased courses pending start. Printable course completion certificates will also be available for download or printing on this page. The user may select the “Download Course” button on any of the courses to open the course and exam content in pdf format and print, save, or review on screen.

The screenshot shows the PDHNow.com website interface. At the top, the PDHNow logo is on the left, and navigation links for Courses, Licensing, About Us, and Contact Us are in the center. A Cart icon with (0) is on the right. Below the navigation bar, a light blue banner says "Welcome back, Ryan." and a yellow banner says "Signed in successfully." The "My Courses" button in the navigation bar is circled in red. Below the banners, the "My Courses" section is titled, and a table lists the user's courses.

Course	Status	Hours	Actions
Florida Building Code (2017 - 6th Ed), Chapter 9, Fire Protection Systems (Course 901)	Passed — Review Answers	4	Download Course Printable Certificate
Florida Building Code (2017 - 6th Ed), Chapter 16, Building Structural Design (Course 881)	Passed — Review Answers	4	Download Course Printable Certificate
Florida Law and Rules 2017 - 2019	Passed — Review Answers	1	Download Course Printable Certificate
Law and Rules for Professional Engineers of Indiana for 2016-2018	Passed — Review Answers	1	Download Course Printable Certificate
Pumps and Pumping Systems	In Progress	4	Download Course Review Exam

Figure 12: PDHNow.com-members, <https://members.pdhnw.com/>

Exams

After reviewing the course material the user will select “Start Exam” from the “My Courses” portal. The user will be directed through the exam one question at a time as shown in Figure 13 and 14. Click on the bubble next to the selected answer and then click on “Submit Answer”. After completing all questions the user will have the opportunity to review the exam and all selected answers. Once the user has completed the review simply click “Grade My Exam” at the bottom of the page.

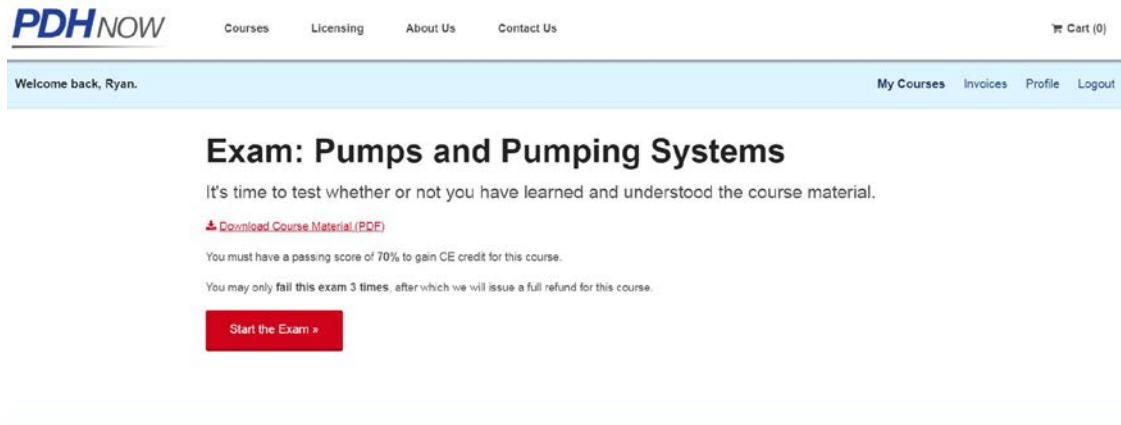


Figure 13: PDHNow-start-exam

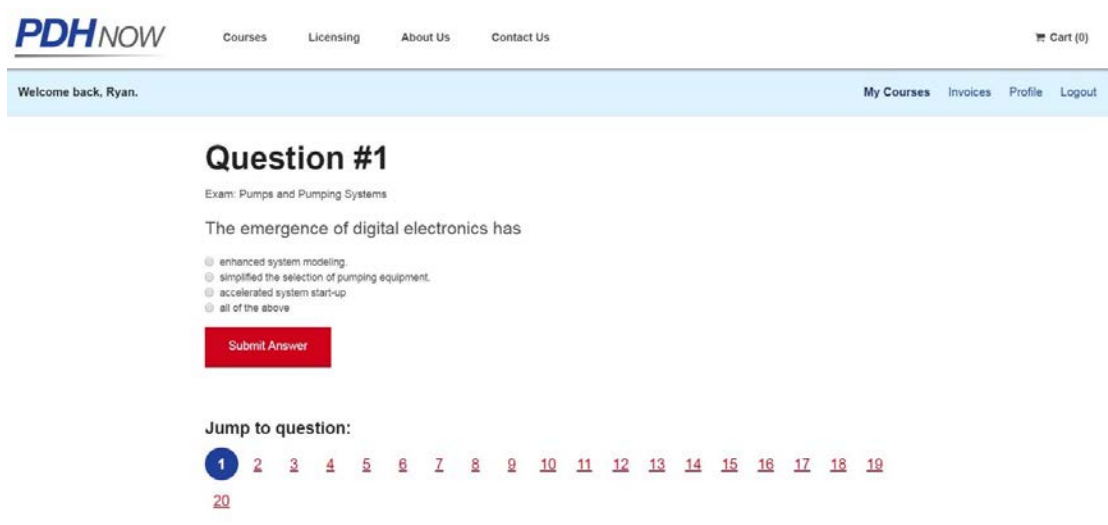



Figure 14: PDHNow-exam

18. Pumps which depend on a linear action to move liquid through them are called 

[Edit Answer](#)

- a. [Your Answer] rotary pumps.
- b. progressive cavity pumps.
- c. reciprocating pumps.
- d. sludge pumps.

19. Pumps used at sewage lift stations are  [Edit Answer](#)

- a. [Your Answer] submersible pumps.
- b. dry-pit pumps.
- c. surface mounted pumps.
- d. all of the above.


20. The primary factor in determining a pump's useful life is  [Edit Answer](#)

- a. [Your Answer] its installation.
- b. quality of manufacture.
- c. maintenance it receives.
- d. hours of operations.


By clicking **Grade My Exam** below, you certify completion of this session of instruction and examination. You have completed the required materials and related questions.

 **Grade My Exam**

Figure 15: PDHNow-exam-review



[Courses](#)[Licensing](#)[About Us](#)[Contact Us](#)

 Cart (0)


Welcome back, Ryan.

[My Courses](#)[Invoices](#)[Profile](#)[Logout](#)

Review Exam: Pumps and Pumping Systems

Review your answers below. If you're confident with your answers, click the "Grade My Exam" button.

By clicking **Grade My Exam** below, you certify completion of this session of instruction and examination. You have completed the required materials and related questions.

 **Grade My Exam**

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Figure 16: PDHNow-exam-grade

The www.pdhnnow.com website will grade the exam, display the user's grade and indicate pass or fail. A grade of 70% is required to pass the exam. If the exam is failed the user will have 2 more opportunities to retake the exam as shown in Figure 17 below.

PDHNOW Courses Licensing About Us Contact Us Cart (0)

Welcome back, Ryan. My Courses Invoices Profile Logout

Exam: Pumps and Pumping Systems

Unfortunately, you have not achieved the required score to receive credit for this course.

Required Passing Score
70%

Your Score
0%

To receive credit for this course, you must re-take the exam and answer at least 70% of the questions correctly.

Our courses are intended to further the knowledge of the practicing engineer and demonstrate the ability of the engineer to continue in the practice of engineering. We encourage you to read the course materials and answer the questions carefully.

[Retake Exam](#)

If you fail to score 70% three times, it will be assumed the course is not within your understanding of the subject matter, and we will refund your course fee by PDH Now check within 30 days.

Figure 17: PDHNow-exam-retake

After the exam is passed the user may return to the [My Courses](#) portal to access and print completion certificates.

Completion Certificate

Return to the [My Courses](#) portal and select “Printable Certificate”. The completion certificate will open allowing the user to print and download. In addition, the completion certificate will always remain available for access at any time in the future. Reference Figure 18 and 19 below.

The screenshot shows the PDHNow website interface. At the top, there's a navigation bar with links for Courses, Licensing, About Us, and Contact Us. A user is logged in as 'Ryan', and the 'My Courses' link is highlighted. Below the navigation bar, a message says 'Welcome back, Ryan.' and 'Signed in successfully.' The main section is titled 'My Courses' and displays a table of completed courses. The table has columns for Course, Status, and Hours. The first course, 'Florida Building Code (2017 - 6th Ed), Chapter 9, Fire Protection Systems (Course 901)', is marked as 'Passed' and has a 'Printable Certificate' button circled in red. Other courses listed include 'Florida Building Code (2017 - 6th Ed), Chapter 16, Building Structural Design (Course 881)', 'Florida Law and Rules 2017 - 2019', 'Law and Rules for Professional Engineers of Indiana for 2016-2018', and 'Pumps and Pumping Systems' (which is 'In Progress').

Course	Status	Hours
Florida Building Code (2017 - 6th Ed), Chapter 9, Fire Protection Systems (Course 901)	Passed — Review Answers	4
Florida Building Code (2017 - 6th Ed), Chapter 16, Building Structural Design (Course 881)	Passed — Review Answers	4
Florida Law and Rules 2017 - 2019	Passed — Review Answers	1
Law and Rules for Professional Engineers of Indiana for 2016-2018	Passed — Review Answers	1
Pumps and Pumping Systems	In Progress	4

Figure 18: PDHNow-my-courses

The screenshot shows a 'Certificate of Completion' from PDHNow. It certifies that Ryan Malone has completed 1PDH of continuing professional development on the subject of 'Engineering Ethics: Kansas City Hyatt Walkway Collapse' on Tuesday, December 26, 2017 at 9:06 pm MST. The certificate is signed by Ryan K. Malone, P.E. and lists his various state licenses. The PDHNow logo and website address are also present.

Certificate of Completion

This certifies that

Ryan Malone

Colorado License #41237 · New Mexico License #19445 · Texas License #126068

Completed **1PDH** of continuing professional development on the subject of

Engineering Ethics: Kansas City Hyatt Walkway Collapse

on Tuesday, December 26, 2017 9:06 pm MST

Ryan K. Malone, P.E.
Florida Board of Professional Engineers (#0006408)
Florida Course Code
North Carolina Examiners for Engineers and Surveyors
Louisiana Professional Engineering and Surveying Board
Maryland Board for Professional Engineers
New Jersey Board of Professional Engineers and Land Surveyors

PDHNOW
www.pdhnnow.com

Figure 19: PDHNow-completion-certificate

Contact Us

At any point the user may select the [Contact Us](#) button in website header. This page provides a link to email addresses and phone numbers for contacting www.PDHNow.com. Please do not hesitate to contact us at any time with questions.

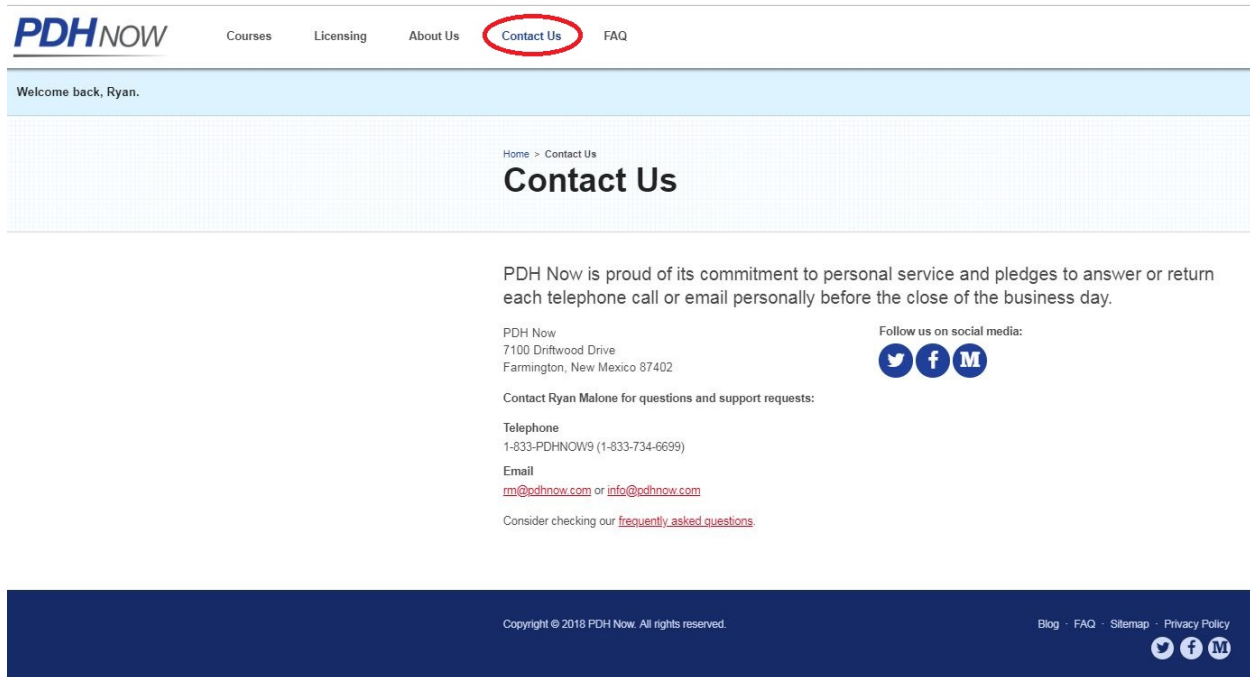


Figure 20: PDHNow-contact-us, <https://www.pdhnow.com/contact>