

# PDHGuard PE License Renewal Checklist

## Sample Free Compliance Resource

Purpose: Use this checklist before submitting any PE license renewal.

### ***License Verification***

- Confirm license number
- Verify license status is active
- Confirm renewal deadline
- Verify contact information is current

### ***PDH Review***

- Verify total PDH hours earned
- Verify ethics requirements completed
- Confirm state-specific requirements
- Review supporting certificates

### ***Documentation***

- Save PDH certificates
- Save renewal confirmation
- Update internal tracking log
- Store backup copies

### ***Firm Compliance Review***

- Check related COAs
- Review upcoming engineer renewals
- Identify high-risk licenses
- Update compliance records