

CPD credits with commencement date of 2020 for compulsory credit-based renewal.

Referring to Table 1, for members who registered in years listed in Column B, if the 5-year cycle of CPD had been applied when they registered, their next registration would have been in 2020, the year of commencement of this scheme. In this case starting 1st January 2019 such members should start recording their CPD points and forwarding the completed form to the Secretariat for its record on their database. In 2020 when renewal is due they must have scored at least 5 credits to be eligible for renewal. Submission of their completed final credit Form should therefore reach the Secretariat against October 2019, i.e. three months prior to the expiry of their membership.

For those in Column C their next five-year CPD cycle will be in 2021. Similarly all documentations must have been submitted against October 2020 and so on. For the second CPD renewal all of these categories must have scored the maximum of 25 credits when the scheme will have stabilized and the normal 5 credit minimum per year for the five-year period will then be required.

Also for a member who registered in 2018 his next date for the credit based renewal will be 1st January 2023. He should have therefore accumulated 20 credits to be submitted on the first renewal date of 1st January 2023. Subsequent renewal dates will require 25 credits.

Table 2. 5-year cycle CPD-based renewal starting in 2020

	A	B	C	D	E	F
1	Year of First Registration	1990	1991	1992	1993	1994
2		1995	1996	1997	1998	1999
3		2000	2001	2002	2003	2004
4		2005	2006	2007	2008	2009
5		2010	2011	2012	2013	2014
6		2015	2016	2017	2018	2019
7	First Renewal of Registration (1st January)	2020	2021	2022	2023	2024
8	Number of credits required for First Renewal of Registration	5	10	15	20	25
9	Second renewal of Registration	2025	2026	2027	2028	2029
10	Number of credits required for Second Renewal of Registration	25	25	25	25	25

The categories of activities that will be eligible for CPD points are :

1. developmental,
2. work-based and
3. individual activities.

Work-based activities

These refer to the following :

engineering work,
the mentoring of candidate engineers, and
in-house skills training of staff and career guidance.

Individual activities cover a wide range, including:

membership of a recognized voluntary association,
various types of committee work and
presenting a paper at a conference.

Developmental activities include:

1. lectures,
2. seminars and conferences
3. courses,
4. refresher courses,
5. large group workshops, and
6. involvement with tertiary education institutions.

Allocation of CPD points

1. People applying for the renewal of their professional registration will be required to collect an approved minimum of CPD points over a given period.
2. The points must come from at least two different categories of activities.

These are summarized in Table 2..

Table 2: Summary of CPD categories of activities

Category	Activity	Maximum Credits per year	Hours
Category 1	Developmental activities	4 credits	40 hours (10hrs/credit)
Category 2	Work-based activities: • Engineering Work • Mentoring of candidate practitioners	2 credits 1 credit	800 hours (400hrs/credit) 50 hours (50hrs/credit)
Category 3	Individual activities • Membership of a recognized voluntary association • Other activities	1 credit 3 credits	(not linked to hours) 30 hours (10hrs/credit)

NB.

1. The current framework has caps for each category. For example Category 1, Developmental Activities has a maximum accumulated Cr of 4 (40 hours) where attendance at a full day structured educational developmental meeting is credit with one credit i.e. the maximum for 10 hours and a half-day event with 0.5 credit.
2. Other systems use a bankable structure where one can accumulate more credits and carry them forward or ‘bank’ them for up to 2 years to be used for lean periods of CPD activities, for example maternity leave, ill health, etc., except for Category 2, i.e. Work related activities.
3. Under Paper Presentation at Conferences, etc., under Category 3 (Other Activities) in Table 2, the following modifications are suggested.
 - a. 3 credits for each **peer reviewed** paper presented, i.e. 2 credits for paper preparation and 1 credit for presentation and discussion.
 - b. Non peer-reviewed paper/poster presentation – 1 credit
4. Under Category 1 Development activities.
 - a. Refresher Courses. Here for each full day of attendance with certificate given, 1 Cr.
- 5.