



## EAST AFRICA INSTITUTE OF ARCHITECTS

### CONTINUED PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES. (January 2014)

#### General provisions:

1. CPD is applicable to registered architects only.
2. CPD shall be measured as CPD points. These points shall be accumulated on an annual basis and are a requirement for acquisition of the applicable authorization or certificate for practice for the subsequent year.
3. The minimum number of CPD points to be accumulated annually is 20 points. Accumulation of CPD points shall be related to the number of years that one has been in practice, with more senior architects having a lower minimum.
4. CPD is NOT a punitive measure and therefore the requirements should not be steep or difficult to achieve within the annual timeframe.

#### Modes of Accumulation of CPD points

5. CPD points can be accumulated under the following main categories with the corresponding points earned.

	ACTIVITY	POINTS
<b>a</b>	<b>Construction Industry Seminars and Workshops local and international</b>	
	2 hours - ½ day	2 ½
	Full day	5
<b>b</b>	<b>Personal development activity leading to a qualification or predetermined learning outcome.</b>	
	Less than 3 months	10
	3 months to 1 year (part time)	10
	3 months to 1 year (full time)	20
<b>c</b>	<b>Professional Leadership Activities</b>	5
<b>d.</b>	<b>Acting as a resource person, expert witness, public committee</b>	2 ½ per day

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<b>e</b>	<b>Training Activities</b>	
	Training students on industrial training	2 ½
	Training of interns for the 6 months minimum (director responsible)	5
	Lecturer	2 ½
<b>f</b>	<b>Practice Activities</b>	
	Running and office and keeping in good standing with the association and regulator for the full year preceding; arbitrator;	2 ½
<b>g</b>	<b>Research, Reading Journals and Publications, Publishing</b>	2 ½

### **Knowledge Areas**

The following are the key areas under which CPD can be accumulated:

1. Health & Safety
2. Design context (architectural design, sustainability issues, best practices in the construction industry etc.)
3. Materials and technology
4. Practice management
5. Project management
6. Personal skills development (ICT, Communication skills, Client Management)
7. Laws and Regulations

### **Monitoring**

Each member section shall develop their standard template for completion by the individual architects, and this shall form a means of notification and monitoring of accumulation of CPD points. This form should have the capacity for electronic updating and transmission.

**Consequence of Non-Compliance**

The consequence of non-compliance with the annual minimum CPD requirements is denial of the applicable license to practice for the subsequent year.

**Exceptions**

It is acknowledged that certain circumstances may hinder one from accumulating the required annual minimum CPD points. These are health reasons, and force majeure.

