CONTINUING PROFESSIONAL DEVELOPMENT

MANAGE MY CPD

CPD CONDITIONS

- Persons required to undertake CPD
- Exemption from CPD requirements
- General CPD Requirements
- Recording of CPD Activities
- Auditing of recorded CPD activities
- Renewal of Registration and Assessment against requirements
- Non-compliance with these conditions as Renewal Stage
- Refusal by the RP to comply with these conditions
- Right to Appeal
- Deregistration

RENEWAL OF REGISTRATION

HOW TO CAPTURE YOUR CPD CREDITS

PRINT YOUR REGISTRATION CERTIFICATE

- How to print your certificate

APPLICATION FOR EXTENSION OF PERIOD OF COMPLIANCE

- Consequences of Non-Compliance
- Application form

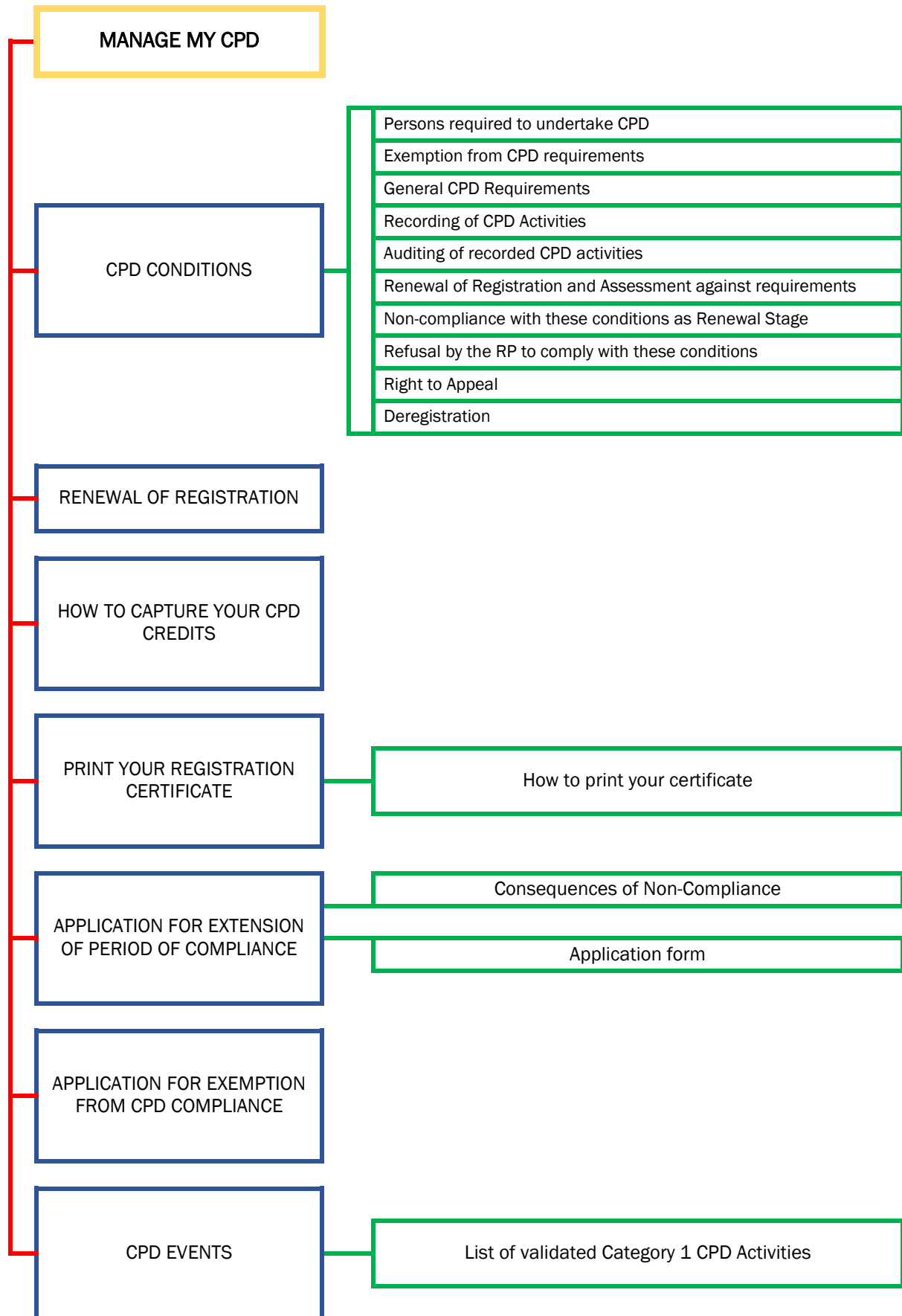## APPLICATION FOR EXEMPTION FROM CPD COMPLIANCE

CPD EVENTS

- List of validated Category 1 CPD Activities

1.   CPD Conditions

The following table reflects a summary of the calculation of the CPD credits, and the required credits per annum as well as over the 5 (five) year cycle.

CATEGORY 1 - DEVELOPMENTAL ACTIVITIES		
ACTIVITY	**CREDITS REQUIRED PER ANNUM**	**CREDITS TO BE CLAIMED PER 5 YEAR CYCLE**
Attendance of structured educational/developmental meetings (conferences, seminars, workshops, lectures, etc.) • Presented or validated by SACAP Recognised Voluntary Associations; **or** • Presented by accredited SACAP Architectural Learning Sites	Compulsory 1 Credit	Compulsory 5 Credits
Mentoring architectural students in studio at any of the accredited SACAP Architectural Learning Sites (ALS) on voluntary basis for at least 4 hours per week over a period of a year to **the maximum of 3 credits per year**		

CATEGORY 2 - WORK BASED ACTIVITIES			
ACTIVITY	**CALCULATION OF CREDITS**	**MAXIMUM TO BE CLAIMED**	
		Per Annum	**Per 5-year Cycle**

a. Architectural work:
     • Project work; or
     • Lecturing at an accredited SACAP Architectural Learning Site (ALS)
	400 hours = 1 credit	2 Credits	10 Credits

b. In-house training or mentoring of:
     • Candidates (registered as such with SACAP)
     • Architectural students, as required by validated architectural programmes
	50 hours = 1 credit	1 Credit	5 Credits

CATEGORY 3 - INDIVIDUAL ACTIVITIES			
ACTIVITY	**CALCULATION OF CREDITS**	**MAXIMUM TO BE CLAIMED**	
		Per Annum	**Per 5-year Cycle**
a Membership of one or more SACAP Recognised Voluntary Associations	1 Full financial year membership = 1 credit	1 Credit	5 Credits
b. Individual activities	As per table	3 Credits	15 Credits

Further information on the categories of activities, and the requirements are indicated below.

1.1   CATEGORY 1: DEVELOPMENTAL ACTIVITIES

WHAT CAN BE CLAIMED IN THIS CATEGORY?

Credits for this category can be claimed for the following:

Attendance of structured educational/ developmental activities such as:

- Workshops
- Conferences
- Congresses
- Lectures
- Seminars

- Refresher Courses
- E-learning –

Provided that such an activity is accredited by a SACAP:

Recognised Voluntary Associations; or

Accredited Architectural Learning Site

Attendance of any CPD programmes by the accredited Schools of Architecture at the accredited Architectural Learning Sites (ALSs).

Mentoring architectural students at any of the ALS' will be acknowledged for a maximum of 3 credits per annum.

The mentor will be required to spend at least 4 hours per week on assisting and mentoring the students at the university.

The university has to complete a report on the mentoring that was done. This report will serve as confirmation of the CPD credits claimed.
All mentors must be listed as such with SACAP.

2. CALCULATION OF CREDITS

Save for the mentoring of architectural students, as set out in above:

1 Credit will be allocated for attendance of a 10-hour activity, depending on whether participation is **interactive** or **non-interactive**.

A full day activity will be regarded as being for 10 hours and a half day activity will be regarded as 5 hours and hence half a credit.

The credits to be claimed for attendance of Category 1 CPD activities will normally be determined by the VA or ALS accrediting the activity and will be indicated as such.

3. NUMBER OF CREDITS TO BE CLAIMED

It is compulsory to claim at least 1 Credit from Category 1 annually.

This implies that a **minimum of 5 Credits** are required from this category at the end of the 5-year cycle in order to renew the registered person's registration.

It further implies that 5 credits may be accrued and claimed in category 1 within a calendar year and may therefore be claimed for the full 5-year CPD cycle.

Category 1	Activities	Calculation of Credits	Per Annum		Over 5 Year Cycle	
			Minimum	Maximum	Minimum	Maximum
Developmental Activities	Interactive: • Workshops • Conferences • Congresses	10 hours = 1 credit	1 Credit Compulsory	No Maximum	5 Credits Compulsory	No Maximum
	Non-interactive: • Workshops • Conferences • Congresses • Lectures • Seminars • Refresher Courses					
	Self-study through e-learning					
	Mentoring of students at ALS	At least 4 hours per week, over a period of 32 weeks		3 Credits		

CATEGORY 2: WORK-BASED ACTIVITIES

A. ARCHITECTURAL WORK

WHAT CAN BE CLAIMED IN THIS CATEGORY?

Since registered persons also improve their knowledge and competence by performing their day-to-day architectural responsibilities, credits can be claimed in this category for:

• Architectural related work (including management)
• Full time lecturing at an accredited ALS

CALCULATION OF CREDITS

1 Credit for 400 hours per year for architectural related work and lecturing.

NUMBER OF CREDITS TO BE CLAIMED?

A maximum of 2 credits (for 800 hours) may be claimed in respect of this activity per annum and thus 10 credits over the 5-year cycle.

B. MENTORING

WHAT CAN BE CLAIMED IN THIS CATEGORY?

Credits can be claimed for the mentoring of:

• Candidates, registered with SACAP; and/or
• Architectural students, as required as part of their validated programme.

- In-house training sessions organised by an employer/architectural company and career guidance for candidates may also be presented under this category.

CALCULATION OF CREDITS
1 Credit can be claimed for 50 hours of mentoring.

3. ### NUMBER OF CREDITS THAT CAN BE CLAIMED
A maximum of 1 CPD credit can be claimed in this category per annum. This implies that no more than 5 credits can be claimed for this activity over the 5-year cycle.

Category 2	Activities		Calculation of Credits	Per Annum		Over 5 Year Cycle	
				Minimum	Maximum	Minimum	Maximum
Work-based Activities	A.	Architectural work or Full time Lecturing	400 Hours = 1 Credit	Not compulsory	2 Credits	Not compulsory	10 Credits
	B.	Training or mentoring of Registered Candidates; and/or Full time students	50 Hours = 1 Credit		1 Credit		5 Credits

CATEGORY 3: INDIVIDUAL ACTIVITIES

A. ### MEMBERSHIP OF ONE OR MORE VOLUNTARY ASSOCIATION RECOGNISED BY SACAP

WHAT CAN BE CLAIMED IN THIS CATEGORY?
A credit can be claimed in this category for being a member of a SACAP recognised voluntary association.

CALCULATION OF CREDITS
1 Credit can be claimed for membership of a full financial year, of one of the SACAP recognised voluntary associations.

NUMBER OF CREDITS TO BE CLAIMED
A maximum of 1 credit can be claimed in this category per annum.

B. ### INDIVIDUAL ACTIVITIES
WHAT CAN BE CLAIMED IN THIS CATEGORY?

With the exception of post-graduate studies credits can be claimed under the individual categories listed in the table below.

CALCULATION OF CREDITS

1 Credit can be claimed for every 10 hours of participation on the listed activities.

NUMBER OF CREDITS TO BE CLAIMED

The maximum number of credits that can be claimed for these activities per annum, and during the 5-year cycle, is indicated in the table below.

| Category 3	Activities		Calculation of Credits	Per Annum		Per Annum	
				Minimum	Maximum	Minimum	Maximum
Individual Activities	A.	Membership of 1 or more SACAP recognised AV	1 Credit for membership of a full financial year	Not Compulsory	1 Credits	Not Compulsory	5 Credits
	B.	Credits can also be claimed for the following individual categories					
	-	Relevant postgraduate degree	3 credits per year	Not Compulsory	3 Credits	Not Compulsory	15 Credits
	-	Other relevant postgraduate qualifications	2 credits per year of study				
	-	Evaluation of Masters or Doctorate theses as an external examiner	2 credits per year				
	-	Supervision of students undertaking post-graduate studies	2 credits per year				
	-	Oral examinations of final year and postgraduate studies	1 credit for every 10 hours of active involvement				
	-	Validation of educational programs for accreditation purposes	1 credit for every 10 hours of active involvement				
	-	Publication of refereed articles: • Single author • Two authors	• 2 credits per article • 1 credit per article				
	-	Publication of professional or technical articles	1 credit per article				
	-	Papers presented at conferences or congresses	1 credit each				
	-	Presenter at workshops, seminars, refresher courses, etc.	2 credits for 10 hours				
	-	Part-tile lecturing to under-graduate and post-graduate students	1 credit for every 10 hours				
	-	Participation in statutory professional, institutional and technical or nontechnical committees	1 credit for every 10 hours of active involvement				
	-	Self-study which includes but is not restricted to studying of journals or electronic or computerised material. Activities under this item must be verified					
	-	Relevant community activities					
	-	Specialist activities such as arbitrator, mediator, forensic architecture, environmental impact assessment, etc.					
	-	Adjudication of awards and recognised architectural competitions					

2. Print your registrations certificate

NB: It is of the utmost importance that the RP must log onto the SACAP website via GOOGLE CHROME, otherwise they will not be able to print the certificate correctly.
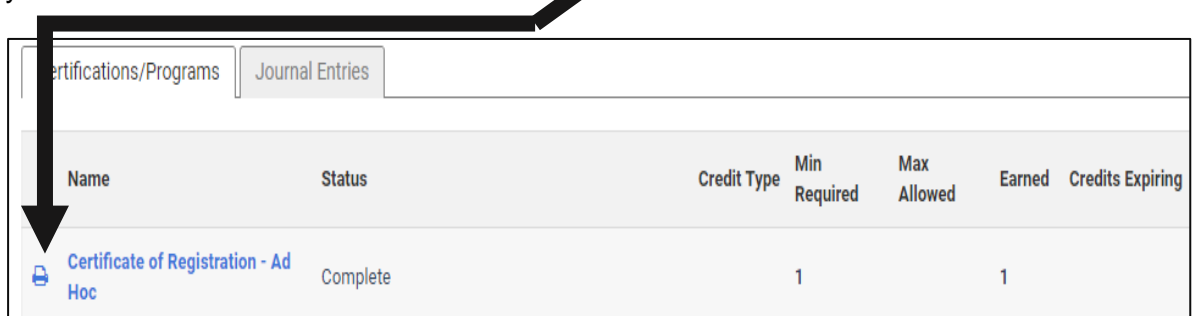
Click on **Manage My CPD**
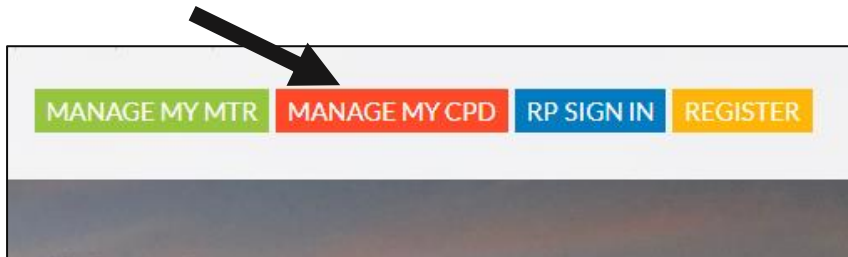
Click on the **Certifications/Programs** tab
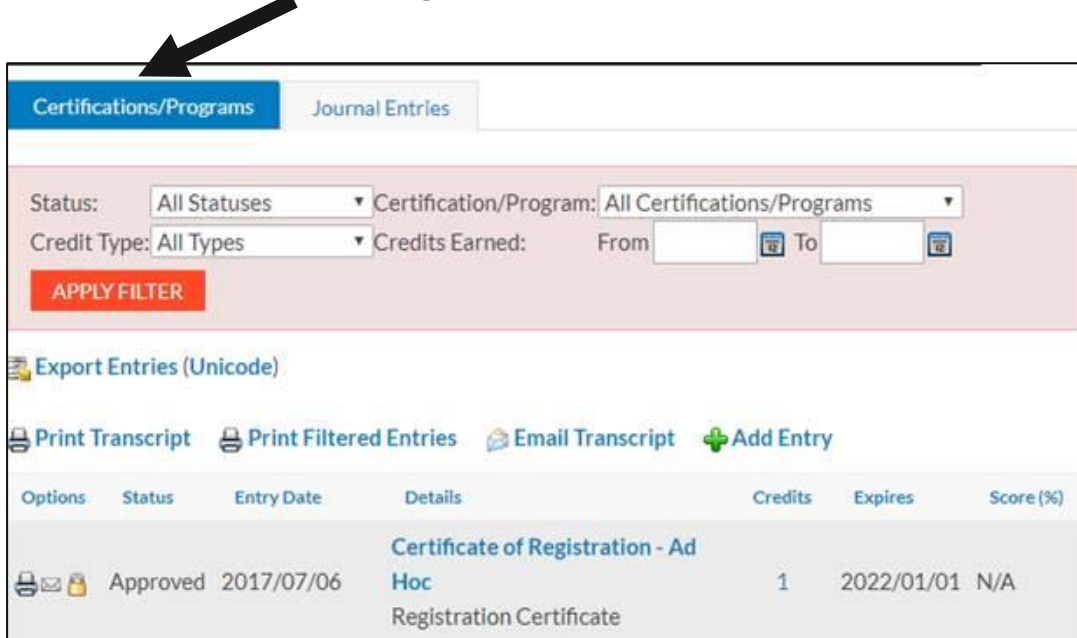
Click on the small icon on the left of **Certificate of Registration – Ad Hoc** to open your SACAP certificate:
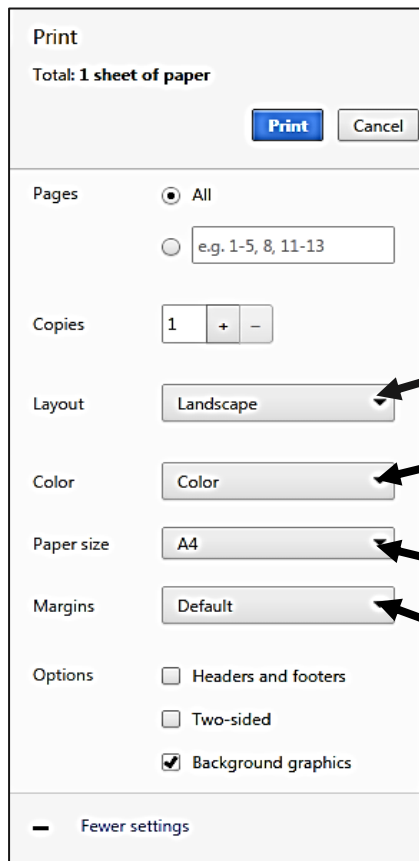
Your certificate will load

Click on **Print** and change your printer settings as indicated below.

Ensure that the following printer settings are selected to ensure that the certificate prints correctly:

The layout must be Landscape

Printing must be in Colour

The normal paper size is A4

Ensure that **BACKGROUND GRAPHICS** are selected, failing which the only the wording on the certificate will print on a blank page.

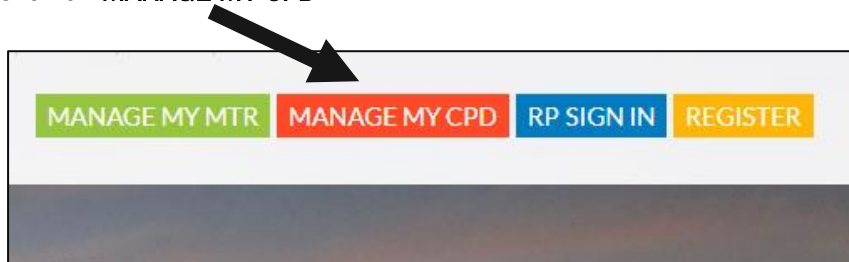3. **How to Capture (claim) your CPD credits**

Your online profile can be accessed by login onto www.sacapsa.com with your username and password

Kindly capture your CPD credits over the period **2014, 2015, 2016, 2017** and **2018**
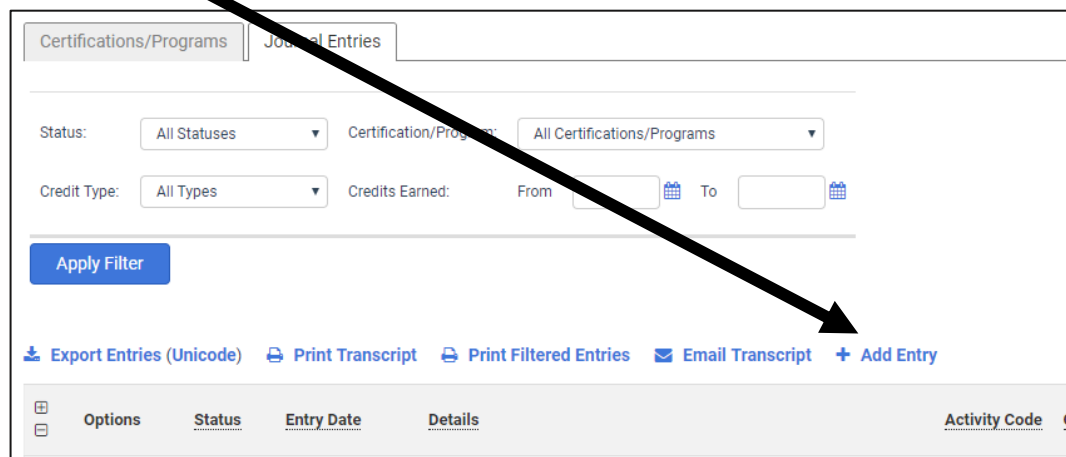
A minimum of 3 CPD credits must be claimed per year.

CPD credits can be claimed by following these steps.

Click on **MANAGE MY CPD**

Click on **ADD ENTRY**

This will open the screen for the capturing of your CPD Credits.

Add Entry

1	Is this entry for a Certificate or Program? *	◉ Yes ◯ No
2	Certification/Program *	[dropdown]
3	Credit Type *	--Select Credit Type-- [dropdown]
4	Entry Date *	2015/01/26 [calendar]
5	Description *	[textbox]
6	Credits *	[textbox]
7	Credits Expire *	[textbox] [calendar]
8	Score (%)	[textbox] (if applicable)
9	Activity Code	[textbox]
10	Attachments	[Browse...]
11	SUBMIT CANCEL	

When capturing the CPD Credits, follow these guidelines:

1	Is this entry for a Certificate or Program?	Always select YES
2	Certification/Program	Select CPD 5 Year Cycle from the dropdown menu
3	Credit Type	Select the Category of the particular Credit from the drop-down menu
4	Entry date	For Category 1 and Category 3b activities, this is the date on which the activity took place
		For Category 2a; 2b and 3a please insert the last day of the calendar year of which you are claiming these credits for (i.e. 2014/12/31)
5	Description	For Category One – enter the name of the event attended For Category 2a – 3a – enter the description of the activity For Category 3b – provide details of relevant activity (i.e. name of publication studied, nature of community activity, details of research done etc.)
6	Credits	The number of CPD Credits earned for this activity

7	Credits Expire	The beginning of the new CPD cycle. i.e.:
		    If you have to renew your registration in 2015
		    The last day of the cycle will be 2014/12/31
		    And the credits will **expire** on **2015/01/01**

8	Score	This is not applicable and can always be left blank
9	Activity Code	**Only applicable for Category One Credits.** The name of the voluntary association or Architectural Learning Site that presented the activity must be stated here (i.e. SAIA, SAIAT, etc.)
10	Attachments	Attendance Certificates for all the Activities claimed under Category One must be uploaded here.
11	Submit	Once the relevant information has been entered, the entry can be click on SUBMIT to submit the entry.

4.   **Application for an Extension of Period of Compliance**

If the **Registered Professional** has failed to comply with the requirements of the conditions for Renewal of Registration, such **Registered Professional** must apply for an Extension of the period of compliance. Such an extension will afford the **Registered Professional** until the end of the calendar year to ensure that they meet the requirements for renewal of registration. No application for extension will be considered without the necessary application and proof of payment of the administration fee having been submitted.

The **Registered Professional** will be required to obtain and claim the necessary credits for the renewal of registration, as well as the minimum number of credits required per annum, during the year that the extension is granted for.

5.   **Application for Exemption from CPD Compliance**

The Council may, upon receipt of a fully motivated and substantiated application from any **Registered Professional**, grant full or partial exemption from the requirements of these conditions for such period as **the Council** may deem appropriate and reasonable. Each application will be considered on its own merits.

Applications for Exemption from CPD Compliance are considered by the CPD Committee, who in turn makes a recommendation to Council for ratification.

Applications for Exemption will not be considered unless the Exemption application fee has been paid, and the application is accompanied by the necessary motivation and/or grounds for application.