



SOUTH AFRICAN COUNCIL
for the
ARCHITECTURAL PROFESSION

CONTINUING PROFESSIONAL DEVELOPMENT

INTRODUCTION

In order to determine the conditions for renewal of registration, SACAP made the decision to introduce CPD. CPD became effective from 1 January 2007 and is compulsory for all architectural professionals, as continuous development of skills is in the best interest of Council, registered persons and the general public.

After the initial phasing-in period, the CPD system will function in five-year cycles, during which time registered persons must obtain 25 CPD credits in order to qualify for renewal of registration. Persons registered before 1 January 2007 will be able to determine their renewal date and credits required from Revised Table A provided on page 3.

A registered person must obtain at least 3 credits per annum out of the three categories, subject to at least one credit being obtained from Category 1. Additional credits may be accumulated up to the maximum number of credits prescribed for each activity.

Credits accumulated in excess of 5 during any particular year may be carried over to subsequent years of the five year cycle: provided that no more than the maximum permissible credits for the particular activity may be carried over. It is important to note that credits cannot be carried over from one 5 year cycle to another.

CPD activities must be 'claimed' by completing and submitting the document provided for this purpose available on the SACAP website (www.sacapsa.com).

It is important to note that CPD credits must be claimed annually, before the end of January of the following year. If, however, you are in the cycle for renewal, you have to submit your claim and other relevant documents before the end of December the preceding year (i.e. if your date for renewal is 2011, you need to submit your documents by 31 December 2010).

RENEWAL OF REGISTRATION

Unless exempted, all registered persons must commence with **CPD** activities from 1 January 2007 and record such activities as required by these conditions.

Persons registered in the years listed in columns B to F of the Revised Table must apply for renewal of registration in the year listed in their particular column, in row 9 (First Renewal of Registration) and must have accumulated the number of CPD credits listed in the particular column, in row 10 (Number of Credits required for First Renewal of Registration).

REVISED TABLE A

	A	B	C	D	E	F
1	YEAR OF FIRST REGISTRATION				1971	1972
2		1973	1974	1975	1976	1977
3		1978	1979	1980	1981	1982
4		1983	1984	1985	1986	1987
5		1988	1989	1990	1991	1992
6		1993	1994	1995	1996	1997
7		1998	1999	2000	2001	2002
8		2003	2004	2005	2006	2007
9	1st Renewal of Registration	2009	2009	2010	2011	2012
10	Number of Credits required for 1st Renewal of Registration	5	5	10	15	20
11	2nd Renewal of Registration	2014	2014	2015	2016	2017
12	Number of Credits required for 2nd renewal of Registration	25	25	25	25	25

The first date for renewal of registration is determined by the year in which a person was registered.

For example:

A person registered in 1995 (column D) will have to apply for renewal of registration in 2010 (row 9) will need a minimum of 10 credits (row 10) in order to do so.

SUMMARY OF CPD CATEGORIES

Category 1: Development Activities

Attendance of structured educational/developmental meetings, facilitated or validated by recognised Voluntary Associations or facilitated by **accredited Architectural Learning Sites** will be credited with **1 credit per 10 hours of attendance**, depending on whether participation is interactive or non-interactive. A maximum of 4 credits may be accumulated annually under this category.

Category 2: Work-based Activities

2a As registered persons improve their knowledge and competence by performing their day-to-day architectural responsibilities, a weighting of one category 2a credit is awarded for every 400 hours of work per annum. A maximum of 2 credits (800 hours) may be claimed annually for this activity. Full time lecturing at an educational institution also falls in this category.

2b In addition, the mentoring of candidate persons in the workplace will be recognised with a maximum of 1 credit for 50 hours of mentoring per year. In-house training sessions organised by an employer/architectural company and career guidance for candidates may also be claimed for under this category. It is important to note that 'candidate persons' only refer to:

- Persons registered with SACAP as candidates; or
- Students of an accredited Architectural Learning Site, doing their practical training.

Category 3: Individual Activities

3a Membership of a recognised Voluntary Association will earn a maximum of 1 credit per annum. A list of recognised Voluntary Associations can be found at the end of this booklet.

3b A further 3 credits (30 hours) may be accumulated for activities listed under the table on the next page.

INDIVIDUAL ACTIVITIES (Category 3b)

Activities	Credits per Activity	Maximum Credits that may be accumulated per annum 3 Credits	Maximum Credits that may be carried over 3 Credits
Relevant postgraduate degree	5 Credits per year		
Other relevant postgraduate qualifications	2 Credits per year of study		
Evaluation of Masters or Doctorate thesis as an external examiner	2 Credits per year		
Supervising of students undertaking post-graduate studies	2 Credits per year		
Oral examinations of final year and post-graduate students	1 Credit for every 10 hours of active involvement		
Validation of educational programs for accreditation purpose	1 Credit for every 10 hours of active involvement		
Publication of refereed articles: • Single author • Two authors	2 Credits per article 1 Credit each per article		
Publication of professional or technical articles	1 Credit per article		
Papers presented at conferences or congresses	1 Credit		
Present at workshops, seminars, refresher courses, etc	2 Credits for every 10 hours		
Part-time lecturing to under-graduate and post-graduate students	1 Credit for every 10 hours		
Participation in statutory professional, institutional and technical or non-technical 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	1 Credit for every 10 hours of study		
Relevant community activities	1 Credit for every 10 hours, including travel time		
Specialist activities such as arbitrator, mediator, forensic architecture, environmental impact assessment, etc	1 Credit for every 10 hours of active involvement		
Adjudication of awards and recognised architectural competitions	1 Credit for every 10 hours of active involvement		

SOME HELPFUL INFORMATION REGARDING CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

1. CLAIMING OF CPD CREDITS

- CPD credits can only be claimed by the registered person submitting a claim on the prescribed form available from the SACAP website.
- Credits are not automatically credited to a registered person after attendance of a Category 1 activity, without the submission of a claim form.
- The **CPD claim form must be filled in and submitted by the registered person,** SACAP does not complete the form on receipt of an attendance register of a Category 1 activity.

2. RENEWAL CYCLES

- A 'CPD year' runs from 1 January to 31 December every year.
- A **CPD Cycle is a period of 5 years.** This period might however differ during the initial phasing in period.
- After the phasing in period, as reflected in revised Table A of the CPD Conditions, renewal of registration will happen every 5 years i.e. at the end of each cycle.

3. CARRYING OVER OF CREDITS

- CPD credits can only be carried over from year to year.
- CPD credits cannot be carried over from the last year of a cycle to the first year of a subsequent cycle.
- The maximum credits that can be carried over from year to year are indicated on the CPD Portfolio.

4. CUT-OFF DATES FOR SUBMISSION

- **Annual CPD Portfolios**

CPD claims cannot only be submitted once every 5 years, but must be submitted annually.

CPD Portfolios must be submitted annually by no later than the end of January of the next year.

The maximum credits that can be carried over from year to year are indicated on the CPD Portfolio.

- **Application for Renewal of Registration**

Applications for renewal of registration, together with the CPD Portfolio and proof of payment must be submitted no later than 1 January of the year indicated as year of renewal i.e. persons that are to renew their registration in 2010 must submit their documents no later than 31 December 2009.

5. CERTIFICATES

- **Certificates of Attendance of Category 1 Activities**

Certificates for Category 1 Activities are not issued by SACAP, but by the institution (i.e. Accredited Learning Site or recognised Voluntary Association) that validated the activity.

Certificates of Attendance need not be submitted to SACAP with the CPD Portfolio. The registered person must retain this certificate as proof of attendance, as SACAP may audit any claim submitted by a registered person.

- **SACAP Registration Certificates**

New SACAP Registrations Certificates, valid for a period of 5 years, are issued after renewal of -registration at the end of every 5 year CPD cycle.

The new certificate will only be issued after return of the original old certificate.

If a registered person does not have an old certificate, an affidavit to that effect must be submitted before a new certificate will be issued.

New certificates cannot be collected by a third party, without written permission from the registered person.

RESPONSIBILITIES OF THE REGISTERED PERSON

- To obtain the necessary credits, as described in the CPD guidelines.
- To retain proof of credits claimed, as SACAP may conduct an audit to verify the correctness of the claimed credits.
- To submit credits no later than 30 days after completion of each annual cycle (31 January annually).
- To ascertain that Category 1 activities are validated for CPD credits.
- To return expired registration certificates to SACAP with application for renewal.

RESPONSIBILITIES OF SACAP

- To provide a mechanism for the recording of CPD credits.
- SACAP *may* notify persons of obligation to submit application for renewal.
- To determine the format of application for renewal.
- To consider renewal of registration within 30 days of submission.
- To maintain a register of renewals.
- To inform registered persons that registration is valid for a further period of 5 years.
- To determine the penalty for non-compliance.

LAPSING OF REGISTRATION BECAUSE OF NON-PAYMENT OF ANNUAL FEES

- Registered persons will be allowed 30 days from cancellation of their registration due to non-payment of annual fees, to pay outstanding fees without losing CPD credits.
- After expiry of 30 days, individuals will have to apply for re-registration, where after the CPD cycle will recommence from date of re-registration.
- A penalty for the lapsing of registration, of up to 5 additional credits, may be levied at the discretion of the Registrar.

RECOGNISED VOLUNTARY ASSOCIATIONS (VAs)

Voluntary Associations (VAs) can offer Category 1 activities as well as validate and monitor activities offered by other service providers.

- The intention is that VA members may claim discounts when they register for these Category 1 Activities.
- A further benefit is that members of a recognised Voluntary Association are able to claim credits for their membership.

RECOGNISED VOLUNTARY ASSOCIATIONS

NATIONAL INSTITUTES

<p>SAIA SA Institute of Architects TEL: (011) 782 1315 FAX: (011) 782 8771 e-mail: admin@saia.org.za Website: www.saia.org.za</p>	<p>SAIAT SA Institute for Architectural Technologists TEL: (011) 622 3168 FAX: (011) 622 3168 / 086 656 6609 e-mail: info@saiat.org.za Website: www.saiat.org.za</p>
<p>IID SA Institute of the Interior Design Professions TEL: (011) 465 9732 Fax: (011) 465 9802 e-mail: national@iidprofessions.com Website: www.iidprofessions.com</p>	<p>SAIBD SA Institute for Building Design TEL: (031) 202 1451 FAX: (031) 201 9440 e-mail: dbase@telkomsa.net</p>
<p>SAID SA Institute of Draughting TEL: (021) 532 0261 FAX: (021) 532 0261 e-mail: SAIDraughting@global.co.za Website: www.SAIDraughting.com</p>	

REGIONAL INSTITUTES

<p>B-KIA Border Kei Institute of Architects TEL: (043) 748 1156 FAX: 086 614 8883 e-mail: irsasapo@iafrica.com</p>	<p>CIA Cape Institute for Architecture TEL: (021) 424 7128 FAX: (021) 424 3620 e-mail: info@cifa.org.za Website: www.cifa.org.za</p>
<p>ECIA Eastern Cape Institute of Architects TEL: (041) 585 8037 FAX: (041) 585 9415 e-mail: ecia@iafrica.com</p>	<p>FSIA Free State Institute of Architects TEL: (051) 4474909 FAX: (051) 447 4159 e-mail: admin.fsia@saia.org.za</p>
<p>Gifa Gauteng Institute for Architecture TEL: (011) 486 0684 FAX: (011) 486 3858 e-mail: admin@gifa.org.za Website: www.gifa.org.za</p>	<p>KZ-NIA KwaZulu-Natal Institute for Architecture TEL: (031) 201 7590 FAX: (031) 201 7586 e-mail: kznia@telkomsa.net Website: www.kznia.org.za</p>
<p>PIA Pretoria Institute for Architecture TEL: 012 346 1051 or 012 346 8438 FAX: 012 346 1016 e-mail: admin.pia@saia.org.za Website: www.pia.org.za</p>	

