ENGINEERS BOARD OF KENYA

CONTINOUS PROFESSIONAL DEVELOPMENT (CPD)

GUIDELINES FOR PROFESSIONAL ENGINEERS

FEBRUARY 2017
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1.0 INTRODUCTION

Continuous Professional Development (CPD) policy for Engineers seeks to develop and continuously improve the competence of professional engineers in the country. The purpose of this initiative is to contribute towards improving efficiency and effectiveness in the delivery of services by professional engineers.

Section 7(1)(q) of the Engineers Act 2011 provides that one of the functions of the Board is to “plan, arrange, coordinate and oversee continuing professional training and development and facilitate internship of graduate engineers”

The objective of the CPD policy is to:

- Improve professional competence of local engineers and engineering firms.
- Keep abreast of changing procedures and standards.
- Understand and apply advances in technology.
- Better serve the engineering profession, community and environment.
- Assist practicing engineers to increase capacity for learning so as to be more capable, confident and adaptable when faced with change.
- Broaden into related fields, such as those covering management, financial or legal aspects in order to improve work performance and enhance career prospects.
- Maintain, improve or expand technical skills and knowledge.

It is generally accepted that a person’s ability to maintain high levels of professional competence is achieved by continually upgrading his/her skills and knowledge.

Continuous Professional Development (CPD) has many benefits because it:

1. Fosters excellence in the professions.
2. Provides a mechanism through which professionals are accountable for remaining current in their practice thus improving the profession’s credibility with the public.
3. Enhances and/or expands the domain of practice.
4. Enhances professional image.
5. Facilitates practice mobility.
6. Facilitates upward movement in the value chain to clients and employers.
7. Improves marketability.
1.1 What is Continuous Professional Development

CPD simply means learning that helps the Professional Engineer fulfil his/her present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever competitive job market. This will usually comprise a combination of formal and informal activities such as courses at educational training institutions, attendance at conferences, participation in committees, and self-directed study amongst others. Members have a personal responsibility to develop and maintain their knowledge and skills to ensure competence throughout their careers. This can be achieved through a program of continuing professional development which will provide:

- A means by which the Professional Engineer can take responsibility for his/her lifelong learning.
- A means by which you can improve your employability and professional practice.
- A framework to identify and plan for acquiring further skills needed.
- A method to plan career changes.
- A vehicle to ensure that professional standards are maintained.
2.0 POLICY STATEMENT

Section 7(1)(q) of the Engineers Act 2011 has empowered the Engineers Board of Kenya to “plan, arrange, coordinate and oversee continuing professional training and development and facilitate internship of graduate engineers”.

Professional Engineers seeking to be issued with a practising licence must present a certificate of CPD issued by the Board pursuant to provisions of Sec 32(2) of the Act.

The Board has therefore developed this policy on CPD as follows:

- The CPD requirement will apply to all professional engineers and consulting engineers.
- The CPD shall be a minimum of fifty (50) hours per year. Of these fifty hours, a minimum of forty (40) hours shall be attained from structured activities and the remainder may be obtained from either structured or unstructured activities.
- The Board will have powers to audit CPD records of any professional engineer and shall administer an audit of the CPD system – upto 10% of the professional engineers will be randomly audited each year. The Board may delegate this power.
- The Professional Engineer may apply to the Board for exemption of CPD requirement.
- The Board will promote continuing education opportunities and facilitate structured CPD activities and may organize for the activities with other reputable organizations authorised by the Board.
- The Board will promote and endorse CPD courses offered by professional institutions, educational institutions, employers and industry upon the approval of the course content and accreditation by the Board.
- The Board shall allocate professional development units to the accredited courses.
3.0 TYPES OF CPD ACTIVITIES

For an activity to qualify as CPD must be related to the career as a professional engineer.

To be in compliance with this guideline, members are required to complete an average of 50 hours per year. Hours are accrued as Professional Development Unit (PDUs). The combination shall be at least 40PDUs from structured activities and not more than 10PDUs from unstructured activities.

The Board shall recognise structured activities and unstructured activities as follows:

3.1 STRUCTURED ACTIVITIES:

Structured activities will include:

- Formal activities.
- Participation
- Presentations
- Contributions to Knowledge.

3.1.1 Formal activities (30 PDUs maximum per year)

Formal activities are often for academic credit and may include an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are at least four hours in length, such as a professional development seminar, course or workshop. Activities claimed in this category require proof of attendance (receipt or certificate, etc.). Delivery methods might include a traditional classroom setting or remote techniques such as written correspondence, webcast, video, CD-ROM, or interactive electronic exchange. Formal activities include:

- Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies;
- Short courses, technical sessions, seminars and workshops provided by associations, technical societies, industry or educational institutions.
The Board will maintain an updated schedule of universities, technical institutes, colleges, suppliers, employers and technical societies that can offer formal activities for CPD.

One hour of course attendance equals one PDU.

*The maximum units that an engineer can claim from activities listed under formal category is 30 PDUs maximum per year.*

### 3.1.2 Participation (10 PDUs maximum per year)

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

i. Mentoring/tutoring as an appointed mentor to a member-in-training or applicant;

ii. Service on public bodies that draw on professional expertise (e.g., planning boards, development appeal boards, investigative commissions, review panels or community building committees);

iii. Service on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies beyond the ordinary duties of work.

One hour of participation activity equals one PDU.

*The maximum units that an engineer can claim from activities listed under participation category is 10 PDUs maximum per year.*

### 3.1.3 Presentations (15 PDUs maximum per year)

Eligible presentations are those of a technical or professional nature that are discretionary, that is outside your normal job functions. Presentations might occur:

i. At a conference, meeting, course, workshop or seminar;

ii. Within a company or at an event sponsored by a technical or professional organization.

Multiple deliveries of the same presentation count for only one presentation.

One hour of preparation and delivery earns one PDU.

*The maximum units that an engineer can claim from activities listed under presentations category is 15 PDUs maximum per year.*
3.1.4 Contributions to Knowledge (20 PDUs maximum per year)

This category includes activities that expand or develop the technical knowledge base in the disciplines of engineering or geoscience. These activities include:

i. Development of published codes and standards (one hour of committee work equals one PDU);

ii. Patents (credit can be claimed only one time per patent, each patent registered equals 5 PDUs);

iii. Publication of papers in a peer-reviewed technical journal (each paper published equals 5 PDUs);

iv. A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval (each thesis equals 15 PDUs);

v. Publication of a book (each book equals 10 PDUs);

vi. Publication of articles in non-reviewed journals or an internal company report (each article equals 5 PDUs);

vii. Reviewing articles for publication (one hour of review equals one PDU. Maximum of 5 PDUs);

The maximum units that an engineer can claim from activities listed under contributions to knowledge category is 20 PDUs maximum per year.

Table 1 below summarizes the activities contributing to knowledge:

<table>
<thead>
<tr>
<th>Activity contributing to knowledge</th>
<th>Limits</th>
</tr>
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<tbody>
<tr>
<td>Development of Published Codes and Standards</td>
<td>1 hour = 1 PDU</td>
</tr>
<tr>
<td>Patents</td>
<td>1 patent = 5 PDU</td>
</tr>
<tr>
<td>Publication of Papers in Peer Reviewed Technical Journal</td>
<td>1 paper = 5 PDU</td>
</tr>
<tr>
<td>Thesis at Masters or Ph.D level (successfully defended and approved)</td>
<td>1 thesis = 15 PDU</td>
</tr>
<tr>
<td>Publication of a book</td>
<td>1 book = 10PDU</td>
</tr>
<tr>
<td>Publication of Articles in Non-Reviewed Journals or Internal Company Report</td>
<td>1 article = 5 PDU</td>
</tr>
<tr>
<td>Reviewing Articles for Publication</td>
<td>1 hour = 1 PDU (max of 5 articles in a year)</td>
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</table>
3.2 UNSTRUCTURED ACTIVITIES

Unstructured activities will constitute informal activities. The maximum PDUs that can be attained through informal activities will be 10 PDUs.

3.2.1 Informal (10 PDUs maximum per year)

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand one’s knowledge, skills and judgment. Informal activities include:

- Self-directed study (e.g., private reading including current technical, managerial and business journals);
- Attendance at conferences and industry trade shows;
- Seminars, technical presentations, facilitated technical field trips, and workshops (courses and seminars greater than four hours in length may be claimed in the formal category);
- Attendance at meetings of technical, professional or managerial associations or societies;
- Structured discussion of technical or professional issues with one’s peers.

One hour of informal activity equals one PDU.
### 3.3 Summary of CPD Categories

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>HOURS</th>
<th>MAXIMUM</th>
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<tbody>
<tr>
<td><strong>Structured</strong></td>
<td></td>
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<tr>
<td>Formal</td>
<td>1 hour = 1 PDU</td>
<td>30 PDUs</td>
</tr>
<tr>
<td>Participation</td>
<td>1 hour = 1 PDU</td>
<td>10 PDUs</td>
</tr>
<tr>
<td>Presentations</td>
<td>1 hour = 1 PDU</td>
<td>15 PDUs</td>
</tr>
<tr>
<td>Contributions to Knowledge</td>
<td>1 hour = 1 PDU</td>
<td>20 PDUs</td>
</tr>
<tr>
<td><strong>Unstructured</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informal</td>
<td>1 hour = 1 PDU</td>
<td>10 PDUs</td>
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</table>
4.0 CPD RECORD

An individual’s CPD records must demonstrate a minimum of 50PDUs in the past calendar year.

The records must be accompanied by relevant proof of undertaking the activity which will include, but not limited to:

- Certificate of attendance/participation.
- Curriculum/Syllabus/Course outline whichever is applicable.
- Copies of presentations (where individual was a facilitator).
- Copies of memberships to professional bodies where applicable.
5.0 REMOVAL AND REINSTATEMENT TO THE REGISTER

CPD record forms for a particular calendar year must be filled and submitted by 30\textsuperscript{th} March of the following year.

Failure to submit the CPD record sheet as stipulated in within the stated period shall result in the removal from the register during the next calendar year.

For an engineer to be reinstated, he will be required to show that he has:

a) Fulfilled all other conditions required for inclusion in the register under the Engineers Act 2011 and the regulations thereof.

b) Must show that he has garnered an average 60 hours of CPD hours annually for the period under default.
APPENDIX 1: CPD RECORD SHEET

NAME: | MEMBER NO.:  
FROM (DD/MM/YY): | TO (DD/MM/YY):  

**Formal Activity – 1 PDU per 1 Hour**

<table>
<thead>
<tr>
<th>DATE (DD/MM/YY)</th>
<th>DESCRIPTION/TITLE OF COMPLETED ACTIVITIES</th>
<th>ORGANIZER/PROVIDER</th>
<th>VALUE</th>
<th>PDUs Earned</th>
<th>PDUs Claimed</th>
<th>CARRY OVER TO NEXT PERIOD</th>
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**PERIOD SUBTOTAL**

**Participation – 1 PDU per 1 Hour**

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<tr>
<th>DATE (DD/MM/YY)</th>
<th>DESCRIPTION/TITLE OF COMPLETED ACTIVITIES</th>
<th>ORGANIZER/PROVIDER</th>
<th>VALUE</th>
<th>PDUs Earned</th>
<th>PDUs Claimed</th>
<th>CARRY OVER TO NEXT PERIOD</th>
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**PERIOD SUBTOTAL**

**Presentations – 1 PDU per 1 Hour**

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<tr>
<th>DATE (DD/MM/YY)</th>
<th>DESCRIPTION/TITLE OF COMPLETED ACTIVITIES</th>
<th>ORGANIZER/PROVIDER</th>
<th>VALUE</th>
<th>PDUs Earned</th>
<th>PDUs Claimed</th>
<th>CARRY OVER TO NEXT PERIOD</th>
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**PERIOD SUBTOTAL**

**Contributions to Knowledge – 10 PDUs per year – limits apply**

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<th>DATE (DD/MM/YY)</th>
<th>DESCRIPTION/TITLE OF COMPLETED ACTIVITIES</th>
<th>ORGANIZER/PROVIDER</th>
<th>VALUE</th>
<th>PDUs Earned</th>
<th>PDUs Claimed</th>
<th>CARRY OVER TO NEXT PERIOD</th>
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**PERIOD SUBTOTAL**

**Informal Activity – 1 PDU per 1 Hour**

<table>
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<tr>
<th>DATE (DD/MM/YY)</th>
<th>DESCRIPTION/TITLE OF COMPLETED ACTIVITIES</th>
<th>ORGANIZER/PROVIDER</th>
<th>VALUE</th>
<th>PDUs Earned</th>
<th>PDUs Claimed</th>
<th>CARRY OVER TO NEXT PERIOD</th>
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**PERIOD SUBTOTAL**

**TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD**

**TOTAL HOURS CARRIED FORWARD FROM PREVIOUS YEARS**

**TOTAL HOURS CLAIMED FOR THIS PERIOD**
APPENDIX 2: NOTES TO THE FILLING OF THE CPD RECORD

i. The CPD record form must be submitted by 31\textsuperscript{st} January of every year. Practising engineers will be required to submit details of CPD activities for the previous calendar year.

ii. Activities should be recorded in a chronological order, starting with the most recent.

iii. CPD hours garnered in one calendar year can be carried over to subsequent years up to a maximum of 15 PDUs.

iv. Only activities approved by the Board for purposes of CPD shall be entered in the record sheet.

v. The Board shall be at liberty to appropriately adjust the entries where in the determination of the Board the activities have been wrongly entered. The corrected record sheet shall be returned to the concerned engineer for concurrence. The engineer may appeal against the corrections giving further information. The Board shall such consider such an appeal and issue a final record sheet.
APPENDIX 3: REGISTRATION PROCESS FOR CPD PROVIDERS

All applicants who wish to be accredited as CPD providers must apply to the Board and pay the prescribed fees. The applicant is required to submit an application using the CPD Provider Application Form (CPD 1) and meet the following requirements:

1. Have qualified and competent facilitators and resource persons.
2. Show evidence of capacity to support CPD activities.
3. Comply with subsequent inspection of premises, activities, facilitators and related resources as and when the Board deems necessary.
4. Provide full disclosure on sponsorship and support.
5. Provide a calendar of activities.
6. Provide referees.
7. Pay the requisite application fee

Upon approval, the provider will be issued with the following by the Board:

i) Certificate of accreditation, which is valid for 3 years.
ii) Unique identification number, which should appear on all CPD activity documentation.

The CPD provider is required to pay annual subscriptions before 31st December of each calendar year and submit the annual calendar of CPD activities for the following year.

Upon expiry of the 3-year term, the CPD provider is required to apply for renewal of accreditation.

APPLICATION FORM FOR CPD PROVIDERS

The application form must be completed by a duly authorized person

- Fill in the document using BLOCK letters ONLY
- Every application must be accompanied by:
  I. The application fee receipt (non-refundable).
     The fees shall be paid directly to the Board account at any National Bank Branch countrywide, Board’s Account No. 01001031539000, Hill Plaza Branch.
  II. Calendar of activities
  III. Names of two referees
  IV. Copy of registration certificates