

## Continuing Professional Development Frequently asked questions

### What is the difference between Formal and Informal points?

For an educational activity to be designated as 'Formal', it must have clearly stated outcomes, be offered by an acceptable provider, have significant interaction between the presenter and the learner, and align to professional practice. The 'Provider Template' on the website will help you identify if the activity you intend to undertake is Formal CPD.

Informal points are generally self-directed study (eg reading journal articles etc) related to professional practice – informal CPD does not require interaction or assessment, or a formal educational setting.

### I am registered as a non-practising architect. Do I have to accrue CPD points each year?

Non-practising architects (retired; unemployed; extended carer's leave; working outside SA; working outside of architecture or related industries) are exempt from the requirement to accrue CPD points. You should check with the APBSA Office if you are unsure.

### I'm involved with professional committees through AIA and/or ACA. Can I accrue points for my involvement?

Yes. You can accrue Informal points at the rate of 1 point for each hour of attendance at a committee meeting.

### How many points do I have to accrue each year?

You must accrue 20 points each year, of which at least 10 must be Formal CPD.

Note: The July 2020 to June 2021 year was a transition year. You were required to accrue 10 points, of which at least 5 points were Formal CPD.

### I am non-practising but intend to return to practice soon – what do I need to do?

To change your registration at any time (non-practising to practising and vice versa) you must contact the APBSA Office. Approval must be given for you to change your registration category.

If you change your registration to practising (from non-practising) part way during the registration year, you will be required to accrue CPD points on a pro rata basis. The formula is calculated to the nearest quarter of a year in the practising category – as follows:

- 5 points for architects working up to 3 months
- 10 points if working from 3 months up to 6 months
- 15 points if working from 6 months up to 9 months
- 20 points if working from 9 months to 12 months

### I've just registered after passing the APE. Do I have to accrue CPD points immediately?

Yes, you have to accrue CPD points. But if you register in the second half of the registration year after passing the APE (ie from January-June each year), you need to accrue only half the normal annual CPD points. This is the only circumstance in which pro rata CPD points apply.

### I only work part-time. Am I exempt from accruing CPD? Is there a pro rata option?

If you have practising registration status you must accrue the full annual amount of CPD – regardless of the number of hours you work.

### I am unemployed – and suffering financial hardship. I can't pay for courses. What can I do about CPD?

If you have practising registration status but are suffering financial or other hardship, you can apply for an exemption from CPD. You should complete the Form (form 17) and submit it to the Registrar. The Board will consider your application for exemption and you will be informed of their decision as soon as possible.

### How do I apply for an exemption from accruing CPD?

The Board will consider exemptions for special circumstances such as financial hardship, illness or on compassionate grounds. You should discuss your situation with the Registrar. To apply for an exemption, complete the Exemption Form (Form 17) and return it as soon as possible.



**I am registered as practising in SA but I'm working interstate/overseas/or in another industry where CPD is not required. Do I need to satisfy the CPD requirements in South Australia?**

If you have been practising overseas for the whole of the registration year (July-June) you are exempt. If you have been practising overseas for only part of the registration year you must accrue the full number of CPD points each year.

If you are working in Australia (either inside or outside the construction industry) and have practising registration in SA, you must accrue CPD points each year.

**I'm registered in a number of states in Australia. Will the CPD points I accrue interstate be recognised in South Australia?**

Yes. You will need to complete the APBSA Record Card and report CPD points on the on-line renewal form when you renew your registration.

**Do I have to send you a copy of my CPD record card each year?**

No. The on-line renewal form asks you to report your CPD points. Your record card is not required unless the APBSA asks you for a copy. You should keep your record card for 5 years.

**What happens if I don't meet the minimum CPD requirements?**

If it is the view of the Board that no extenuating circumstances apply, you may be considered to be in breach of the Professional Development Rules endorsed under the Architectural Practice Act 2009. This could result in the Board commencing disciplinary proceedings.