

CONTINUING PROFESSIONAL DEVELOPMENT – FAQ’S

How many points to I have to accrue each year?

The first year - July 2020 to June 2021 - is a transition year. You must accrue 10 points, of which at least 5 must be Formal CPD.

From July 2021 onwards, you must accrue 20 points each year, of which at least 10 must be Formal CPD.

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, be significant interaction between the presenter and the learner, and align to professional practice. The ‘Provider Template’ 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 – it 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 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 after passing the APE, 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 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 but are suffering financial 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.

Yes. If you are registered as a practising architect in South Australia you must accrue the required number of 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.