

CONTINUING PROFESSIONAL DEVELOPMENT – BULLETIN No.1

31st December 2013

PROFESSIONAL ARCHITECTS BOARD

Commonwealth of the Bahamas

TABLE OF CONTENTS

- A. SCOPE5
- B. EXEMPTIONS5
- C. REQUIREMENTS6
- D. REPORTING AND RECORD KEEPING8
- E. AUDIT8
- F. NONCOMPLIANCE AND SANCTIONS9
- G. REINSTATEMENT9
- H. AMENDMENT10
- I. CORRESPONDENCE10

Introduction

The Continuing Education System was developed in response to not only the profession's recognition of its own needs but also the public's growing need for assurance that licensed professionals, with exclusive statutory rights to practice, remain current with Contemporary Technology, Business Practices, Methods and Materials of their profession.

The Mandatory CPD Guidelines, including periodic updates, describe the protocols for the earning, recording and administration of ongoing Education required by every Registered Architect and Architectural Technician in the Bahamas (In conformance with The UIA Accord on Recommended International Standards of Professionalism in Architectural Practice.)

Effective 1st January, 2014 the Professional Architects Board (PAB) will require Registered Architects and Architectural Technicians to devote time to maintaining existing skills broadening knowledge and exploring new and relevant areas of Architecture and to report annually on these activities.

Consequently the PAB through the Institute of Bahamian Architects Practice Committee (IBA-PC) has commenced the management and implementation of CPD in the Bahamas.

CONTINUING PROFESSIONAL DEVELOPMENT – BULLETIN No.1

PROFESSIONAL ARCHITECTS BOARD

Commonwealth of the Bahamas

Under the virtue of the powers conferred by the Architects Act, 1994, Chapter 202, Revised Statute Law of The Bahamas, 2000, Section 7, the Regulations dated January 3rd AD 1995, and all other powers enabling it in that behalf. The Board of the Professional Architects Board, assembled in a Board Meeting at Nassau, Bahamas on the 11th day of December A.D., 2013, has

- 1) Enacted the Continuing Professional Development Bulletin No. 1 of the Professional Architects Board.

31st December 2013

A. Scope

Effective January 1, 2014, all registered Architects and Architectural Technicians are required to complete the minimum amount of credit points of Continuing Professional Development (CPD) per calendar year. These rules shall apply to every Architect and Architectural Technician registered in the Commonwealth of the Bahamas in order to renew their license and to remain on the register.

B. Exemptions

A registered Architect or registered Architectural Technician registered in the Commonwealth of the Bahamas may not be subject to participating in the continuing education requirements set forth by these rules for one of the following reasons:

1. A first-time, new registrant by examination or first-time reciprocal registrant shall be exempt for his/her first renewal period.
2. Individual holding emeritus status (when such a status is created).
3. A registrant experiencing physical disability, illness, or other extenuating circumstances may request exemption from the continuing education requirements. The registrant shall provide supporting documentation for IBC-PC review. IBA will consider such hardship cases on an individual basis. The request for a hardship must be received in the Board office one month in advance of the renewal period.
4. Unforeseen emergencies, e.g., natural disasters such as a tornado or hurricane, extreme hardship, or other similar circumstances may be cause for exemption.

C. Requirements

1. ARCHITECTS: In addition to all other requirements for registration renewal, each registered architect must complete a minimum of twenty (20) continuing education points each calendar year
ARCHITECTURAL TECHNICIANS: In addition to all other requirements for registration renewal, each registered technician must complete a minimum of fifteen (15) continuing education points each calendar year.

60+ YEARS OF AGE: In addition to all other requirements for registration renewal, each registered architect or technician must complete a minimum of fifteen (15) continuing education points each calendar year.

A Continuing Education Hour (CEH) shall represent one continuous instructional hour (50 to 60 minutes of contact) spent in structured educational activities intended to increase or update the architect's or architectural technician's knowledge and competence in new relevant areas of architecture. As a rule, 1 hour of CPD activity = 1 CPD point.

2. All CPD credit points must be earned from one of the six categories of events approved by the Board and Registrants must ensure that the CPD type events that they participate in have been accredited by the PAB/IBA. The six (6) CPD Categories are:
 - i. **Symposia** – Attendance at Conventions, Conferences, Seminars, Workshops, Meetings, Talks etc.
 - ii. **Services to the Profession** – PAB, IBA, Government Boards, NGO's etc.
 - iii. **Presentations/Publications** – Papers, Books, and Articles related to the profession.
 - iv. **Post Professional Studies** – Research, Fellowships, and Specialty Courses.

C. Requirements (cont.)

- v. **General CPD Activities** – Reading with report, Study Tour, Site Visits, and Exhibitions etc.
 - vi. **Other** – As approved by the IBA-PC
3. Seventy five percent (75%) of the credit points must be from events architecturally related.

IBA will accept any structured program contained in the record of an approved professional registry as fulfilling the continuing education requirements. The Professional Architects Board (PAB) approves the Institute of Bahamian Architects (IBA), as professional registries. IBA will accept contact hours listed by the American Institute of Architects Continuing Education Services (AIA/CES).

D. Reporting and Record Keeping

1. All registered architects and architectural technicians must complete and submit an annual CPD Record Sheet by 31st December each year.
2. No carryover of continuing professional development points from the previous calendar year is permitted.
3. Any untrue, false, or misleading statements with respect to course attendance or any other aspect of continuing education activity is considered fraud and/or misrepresentation. Such activity will subject the architect and/or program sponsor to license revocation or other disciplinary action.
4. Registrants should keep written records, such as Certificates of Completion or transcript. All documents must be retained for five (5) years.

D. Reporting and Record Keeping (cont.)

5. Records shall be made available to IBA at any time upon request for review and audit. Failure to provide the requested record in the time frame established by IBA may result in disciplinary action by PAB, including fine, reprimand, suspension, revocation or denial of the application for renewal of the licensee's registration.

E. Audit

The PAB through the IBA-Practice Committee

1. May subject any CPD Record Sheet to audit for verification of compliance with requirements.
2. Requires documentation of reported Continuing Professional Development points to be maintained by the architect or technician for five (5) years from the date of award.
3. May upon audit for verification of compliance, disallow claimed credit for continuing professional points.
4. If it disallows any CPD points, the architect or registered technician shall have forty-five (45) days from notice of such disallowance to provide further evidence of having completed the CPD disallowed or to remedy the disallowance by completing the required number of continuing professional development points.

F. Noncompliance and Sanctions

1. Upon failure to fulfill the Continuing Education (CE) requirements PAB may issue written reprimands, suspend or revoke the individual's license, or levy a fine. Additional requirements may also be imposed at the Board's discretion.

F. Noncompliance and Sanctions (cont.)

2. Renewal, reinstatement and restoration applications cannot be submitted unless the CPD requirement has been completely fulfilled.

G. Reinstatement

1. To reinstate registration, an applicant shall submit proof of completion of the required number of continuing education points. Said points may be earned either in the calendar year of reinstatement or in the immediately prior calendar year. Such points may be applied to satisfy a CPD requirement applicable to the first registration renewal following reinstatement but shall be used to satisfy any CPD requirements applicable to the second registration renewal following reinstatement.

H. Amendment

1. This Continuing Professional Development document may be amended from time to time by the IBA-PC subject to approval by the IBA Executive Members and the PAB.

I. Correspondence

1. All correspondence relating to CPD should be addressed to:
The Chairman, IBA Practice Committee
C/O PAB
No. 141A, Nassau Street
P. O. Box CB 13040
Tel – (242) 326-3114
Fax – (242) 322-8100
Email – bdmanager@coralwave.com

Appendix

CPD points table (available on line @
<http://www.bahamasarchitects.com/publications.html>)

CPD record sheet (available on line @
<http://www.bahamasarchitects.com/publications.html>)

CPD provider application (available on line @
<http://www.bahamasarchitects.com/publications.html>)

All suppliers must apply in the required format to the IBA for approval of a CPD activity.

PAB - Professional Architects Board
IBA - Institute of Bahamian Architects
UIA - International Association of Architects

All forms and booklet available from the IBA/PAB website
<http://www.bahamasarchitects.com>

APPENDIX I - IBA CPD CREDIT POINTS TABLE

No.	CPD Category	Discription	Credit Pts/Event
a	Symposia Conventions, conferences, seminars, workshops, talks etc	1. Organized by the IBA 1.1 National Level 1 Half day 2 One day 3 More than one day 1.2 International Level 1 Half day 2 One day 3 More than one day 2. Organized by others as approved by the IBA-PC 2.1 National Level 1 Half day 2 One day 3 More than one day 2.2 International Level 1 Half day 2 One day 3 More than one day 3. Technical Visits (Structured) 4. Attendance at IBA Annual General Meeting 5. Attendance at IBA Ordinary General Meeting	4 6 10 6 8 12 2 3 5 3 4 6 2 4 2
b	Services to the Profession	Members serving on the IBA Executive Council, IBA Committees, representing the IBA on Government Boards and other Public Organisations that have at least 8 meetings per annum and who have a 75% overall attendance record for the year for any of the following positions held: 1. IBA President or a Board Chairman 2. IBA Committee Chairman 3. IBA Committee Member 4. IBA representative on a board 5. IBA representative on a special project/short term committee	16 12 8 6 4
c	Presentation/Publications	Preparation and presentation of papers for conventions, Conferences, seminars, workshops, courses, talks etc 1. Organized by the IBA 1.1 National Level 1.2 International Level 2. Organized by others as approved by the IBA-PC 2.1 National Level 2.2 International Level Authored, edited and/or published book related to the profession Articles in magazines, journals which are related to the profession as approved by the IBA-PC	12 14 8 10 up to 20 up to 8
d	Post-Professional Studies Research, Fellowships, Courses	1. Full time study for a minimum of twelve (12) months duration or more on a subject related to architecture 2. Full time study for a minimum of six (6) months duration or more on a subject directly related to architecture 3. Part-time study/correspondence/distance learning course for a duration of not less than two (2) years leading to a post-professional degree related to architecture 4. Other studies as approved by the IBA-PC	20 10 10 up to 10
e	General CPD Activities Reading, study tours, site visits exhibitions etc.	1. Reading with written report 2. Study Tour with written report 3. Exhibition 4. Organizer of an architectural event	2 up to 8 2 4
f	Other	As approved by the IBA-PC	*

NB * Points to be determined by the IBA-PC

APPENDIX I - PAB CPD CREDIT POINTS TABLE

No.	CPD Category	Description	Credit Pts/Event
a	Symposia Conventions, conferences, seminars, workshops, talks etc	<p>1. Organized by the PAB or IBA</p> <p>1.1 National Level</p> <p>1 Half day 4</p> <p>2 One day 6</p> <p>3 More than one day 10</p> <p>1.2 International Level</p> <p>1 Half day 6</p> <p>2 One day 8</p> <p>3 More than one day 12</p> <p>2. Organized by others as approved by the IBA-PC</p> <p>2.1 National Level</p> <p>1 Half day 2</p> <p>2 One day 3</p> <p>3 More than one day 5</p> <p>2.2 International Level</p> <p>1 Half day 3</p> <p>2 One day 4</p> <p>3 More than one day 6</p> <p>3. Technical Visits (Structured) 2</p> <p>4. Attendance at PAB or IBA Annual General Meeting 2</p>	
b	Services to the Profession	<p>Members serving on the PAB, IBA Executive Council, IBA Committees, representing the PAB/IBA on Government Boards and other Public Organisations that have at least 8 meetings per annum and who have a 75% overall attendance record for the year for any of the following positions held:</p> <p>1. IBA President or PAB Board Chairman 16</p> <p>2. IBA Committee Chairman or other architecturally related board chair 12</p> <p>3. Architecturally related board member or IBA Committee Member 6</p> <p>4. Representative on architecturally related short term committee 4</p>	
c	Presentation/Publications	<p>Preparation and presentation of papers for conventions, Conferences, seminars, workshops, courses, talks etc</p> <p>1. Organized by the PAB or IBA</p> <p>1.1 National Level 12</p> <p>1.2 International Level 14</p> <p>2. Organized by others as approved by the PAB through the IBA-PC</p> <p>2.1 National Level 8</p> <p>2.2 International Level 10</p> <p>Authored, edited and/or published book related to the profession up to 20</p> <p>Articles in magazines, journals which are related to the profession as approved by the PAB through the IBA-PC up to 8</p>	
d	Post-Professional Studies Research, Fellowships, Courses	<p>1. Full time study for a minimum of twelve (12) months duration or more on a subject related to architecture 20</p> <p>2. Full time study for a minimum of six (6) months duration or more on a subject directly related to architecture 10</p> <p>3. Part-time study/correspondence/distance learning course for a duration of not less than two (2) years leading to a post-professional degree related to architecture 10</p> <p>4. Other studies as approved by the PAB through the IBA-PC up to 12</p>	
e	General CPD Activities Reading, study tours, site visits exhibitions etc.	<p>1. Reading with written report 2</p> <p>2. Study Tour with written report up to 8</p> <p>3. Exhibition 2</p> <p>4. Organizer of an architectural event 4</p>	
f	Other	As approved by the IBA-PC	*

NB * Points to be determined by the PAB through the IBA-PC

Architect/Architectural Technician CPD log

Name: _____

Registration No.: _____

Complete a row for each CPD activity undertaken

No.	CPD Category	Date	CPD Activity Description	Credit Pts / Event
a	Symposia Conventions Conferences Seminars workshops			
			Sub Total for Symposia	
b	Service to the Profession			
			Sub Total for Service to the Profession	
c	Presentations / Publications			
			Sub Total for Presentations / Publications	
d	Post -Professional Studies, Research, Fellowships, Courses etc			
			Sub Total for Post -Professional Studies	
e	General CPD Activities			
			Sub Total for General CPD Activities	
f	Other			

IBA Member

OverAll Total Points

Declaration:

I hereby declare that the record sheet above is a true representation of my CPD activities for the year

(for Official use only)

Signature of Member _____

Date _____

APPLICATION FOR RECOGNITION OF CPD PROVIDER

YEAR _____

A. Personal Details

- i) Name of Presenter: _____
- ii) Registration No. : _____
- iii) Correspondence Address : _____
- iv) Telephone no. : _____ Fax no. : _____
- v) Email address : _____ H/p no. : _____

B. Details of Event

- i) Title Of Event : _____
- ii) Name Of Organizer : _____
- iii) Start Date : _____ End Date: _____
- iv) Venue : _____
- v) No. Of Hours (excluding breaks) : _____

vi) Type of event [please tick () where applicable]:

- Seminar Workshop Others (please state) _____
- Conference Discussion Group

Signature of applicant

Date

C. For office use

- Approved Rejected

No. of credit point approved: _____

Date : _____

Acknowledgements

This manual was prepared with the assistance, input and media from the following organizations:-

The Jamaican institute of Architects (JIA)

The Architects Registration Board of Jamaica

The International Union of Architects (UIA)

Association of Commonwealth Societies of Architects in the Caribbean (ACSAC)

