

CPD GUIDE

Introduction

Effective 1st January, 2014 the Professional Architects Board (PAB) implemented the requirement for Registered Architects and Architectural Technicians to participate in Continuing Professional Development (CPD) to maintain existing skills, broaden knowledge and explore new and relevant areas of Architecture and to report annually on these activities.

CPD is a system of Continuing Education that 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 professional Architects and Architectural Technicians, with exclusive statutory rights to practice, remain current with Contemporary Technology, Best Business Practices, Methods and Materials of their profession.

CPD will be managed and maintained by the PAB through the Institute of Bahamian Architects Practice Committee (IBAPC).

See PAB Continuing Professional Development – Bulletin No.1 for additional information.

What is CPD?

CPD is a range of learning activities through which Architects and Architectural Technicians continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively.

Before implementation of CPD in the Bahamas you may have had to undertake CPD as part of your membership to a professional body, or by your employer, or another organization. CPD was not linked to your registration with PAB. However going forward you will have to maintain CDP points to be eligible for continued registration on the list of Registered Architects and Architectural Technicians.

CPD Requirements

REGISTERED ARCHITECTS: In addition to all other requirements for registration renewal, each registered architect must complete a minimum of twenty (20) Continuing Professional Development points each calendar year.

REGISTERED ARCHITECTURAL TECHNICIANS: In addition to all other requirements for registration renewal, each registered technician must complete a minimum of fifteen (15) Continuing Professional Development points each calendar year.

REGISTRANTS 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 Professional Development points each calendar year.

A Continuing Professional Development point is represented as a Continuing Education Hour (CEH) which 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.

All CPD 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:

Symposia – Attendance at Conventions, Conferences, Seminars, Workshops, Meetings, Talks etc.

Services to the Profession – PAB, IBA, Government Boards, NGO's etc.

Presentations/Publications – Papers, Books, and Articles related to the profession.

Post Professional Studies – Research, Fellowships, and Specialty Courses.

General CPD Activities – Reading

General CPD Activities – Reading with report, Study Tour, Site Visits, and Exhibitions etc.

Other – As approved by the IBA-PC

CPD Requirements cont

Seventy five percent (75%) of the CPD points must be from events architecturally related.

The PAB approves the Institute of Bahamian Architects (IBA), as the professional registry for CPD points.

IBAPC will accept contact hours listed by the American Institute of Architects (AIA), Royal Institute of British Architects (RIBA)

Registered Architect CPD Responsibility

Every Registered Architect in order to renew his registration will be required to acquire 20 CPD points per year.

10 of the CPD points must be acquired through the IBA sponsored event/activity. IBA events will include vendor events as well as the annual event.

IBA sponsored events will be paid events and are mandatory for all registered Architects.

A part of the mandatory points that will be provided by the IBA will be a yearly conference/seminar that will provide a minimum of 5 points toward the required 10 points.

All registered practitioners are expected to attend the yearly conference/seminar.

The other 10 CPD points may be acquired through other approved means such as the AIA, RIBA and other approved continuing education providers through online content or other means.

The registrant is expected to maintain their own records in regards to CPD subject to audit by the IBAPC.

Note: Registered Architects in the Family Islands are expected to acquire 20 CPD points per year but only have to get 5 points from IBA activities/events. They are encouraged to get this 5 points from the annual conference/seminar. They will also have to get 5 points approved by the IBAPC as mandatory IBA sponsored activity/events and will have to submit activity/events from other continuing ed. providers for IBA approval.

Registered Architectural Technician CPD Responsibility

Every Registered Architectural Technician in order to renew his registration will be required to acquire 15 CPD points per year.

5 of the CPD points must be acquired through the IBA sponsored event/activity. IBA events will include vendor events as well as the annual event.

IBA sponsored events will be paid events and are mandatory for all registered Architectural Technicians.

A part of the mandatory points that will be provided by the IBA will be a yearly conference/seminar that will provide the required 5 points.

All registered practitioners are expected to attend the yearly conference/seminar.

Note: Registered Architectural Technicians in the Family Islands are expected to acquire 15 CPD points per year but will be able to get 5 points approved by the IBAPC as mandatory IBA sponsored activity/events and will have to submit activity/events from other continuing ed. Providers for IBA approval.

CPD cost

CDP points for IBA members	-	\$8.00 per point
CDP points for NON IBA members	-	\$12.00 per point

Note: CPD events may have additional administrative cost that will be added to the CPD point cost.

How does CPD Work?

IBA sponsored CPD events will be conducted periodically through the year. Registered Architects and Architectural technicians will participate in these events. At end of event the registrant will receive a certificate either from the vendor or IBA (note events will be monitored by IBA executive with attendance registers and other methods to record participation. The registrant is expected to keep proof of this participation for a minimum of 5 years and should understand that this certification is subject to audit by the IBAPC.

Non sponsored CPD obtained by other approved continuing Education providers usually will issue certificates of participation. The registrant is expected to retrieve this certificate or other proof of participation and to keep this proof for a minimum of 5 years and should understand that this certification is subject to audit by the IBAPC.

Every year the IBAPC will randomly audit 5 – 10 percent of all the CPD participants.

Registration for IBA sponsored activity/event will be at PAB office.

Payment will be at PAB office or if viable at the actual event.

CPD FREQUENTLY ASKED QUESTIONS

What is CPD?

Continuing Professional Development is the systematic maintenance, improvement and broadening of knowledge, skills and development of personal qualities necessary for the execution of professional and technical duties throughout a person's architectural career.

Who must comply with CPD?

All persons who are registered as professional architects;

All persons registered as Architectural Technicians.

Will CPD obtained overseas count toward my credits?

Where a system of continuing professional development is being applied in any particular country, such requirements may be accepted provided the documentary proof of compliance with such CPD requirements is submitted.

Who are the approved providers?

The approved providers are educational institutions whose architectural programs have been accepted by The Institute of Bahamian Architects.

Voluntary Associations such as the Bahamas National Trust;

Building and Environmental product suppliers approved by the IBA.

Who are exempt from CPD conditions?

A retired person who no longer carries out any architectural work

Who approves CPD activities?

All suppliers must apply in the required format to the Institute of Bahamian Architects for approval.

Any registered person, who intends to undertake a CPD activity offered by a supplier other than a voluntary association or accredited educational institution, should ascertain whether such activity has been approved by IBA.

What are the categories of CPD?

Symposia – Attendance at conventions, conferences, seminars, workshops, meetings, talks etc.

Service to the Profession – IBA, PAB, Governments Boards, N60 etc;
Presentations/ Publications – Papers, Books, and Articles related to the profession.

Post Profession Studies – Research, Fellowships, Specialty Courses

General CPD Activities – Reading with report, study tour, site visits, exhibitions etc.

Other – Other activities

How many points do I need?

Registered Architects – 20 points

Architectural Technicians – 15 points

Registered Architects over 60 years old – 15 points

How often and in what form do I record CPD activities?

Activities are to be recorded on the relevant form, which are to be filed at the office of the

Professional Architects Board on or before the 31st December each year.

How is compliance with CPD monitored?

The CPD unit may conduct random audits as it deems necessary, however between 5% - 10%

of practitioners will be audited each year.

Further enquiries can be made at the Professional Architects Board.

Intern Architects

Intern Architects who become new members after January – December 31st 2014 will be afforded the opportunity to earn and report CPD points obtained while they were interns.

Professional Architects Board

	Founding Members	Present Members
Chairman:	Rodney W. Braynen	Jonathan Adderley
Members:	John W. Darville	Amos J. Ferguson Jr.
	Amos J. Ferguson jr.	Anthony J. Jervis
	Gerard LL Higgs	Bruce M. Stewart
	Anthony J Jervis	Andre R. Braynen
GO:	Douglas RA Smith	Gordon C. Major
Registrar:	Alvan K Rolle	Henry A. Hepburn

THE INSTITUTE OF BAHAMIAN ARCHITECT

EXECUTIVE COMMITTEE

President: Amos Ferguson

Vice President: Mark Smith

Secretary/Treasurer: Gustavas Ferguson

Past President: Andre` Braynen

Executive Members: Jonathan Adderley

Bruce Stewart

Associate Rep.: Beverly Nairn

INSTITUTES' MEMBERSHIP

ACSAC The Association of
Commonwealth

Societies of Architects in
the Caribbean

CAA Commonwealth
Association Architects.

FCAA *Federation of Caribbean
Association of Architects.*

UIA *Union of International
Architects.*