



GUIDELINES & APPENDICES

CONTENTS

- 1.0 INTRODUCTION
- 2.0 DEFINITIONS
- 3.0 CPD REQUIREMENTS
- 4.0 CPD CREDIT POINTS
- 5.0 CPD EVENTS
- 6.0 SUBMISSION AND MONITORING OF CPD RECORDS
- 7.0 DATE OF IMPLEMENTATION
- 8.0 CORRESPONDENCE
- 9.0 EXPLANATORY NOTES
- 10.0 SUPPORTING DOCUMENTATION

APPENDICES

APPENDIX I – ARB CPD CREDIT POINTS TABLE

APPENDIX II – BIA CPD RECORD SHEET

APPENDIX III – INDIVIDUAL APPLICATION FOR RECOGNITION OF CPD EVENT

1.0 INTRODUCTION

1. Continuing Professional Development (CPD) is a life-long learning process that maintains, enhances or increases the knowledge and continuing ability of architects. – *UIA Accord on Recommended International Standards of Professionalism in Architectural Practice*
2. Effective 2015 January 01, the Barbados Institute of Architects (BIA) will require full members (registered Architects) to devote time to maintaining existing skills, broadening knowledge and exploring new and relevant areas of architecture and to report annually on these activities.
3. Consequently, the BIA, has commenced the management and implementation of CPD for all members.

2.0 DEFINITIONS

1. For the purpose of these Guidelines: -
 - 'ACSAC' means Association of Commonwealth Societies of Architects in the Caribbean;
 - 'Approved' means approved by the Barbados Institute of Architects' Committee;
 - 'ARB' means the Architects Registration Board of Barbados;
 - 'BIA' means Barbados Institute of Barbados;
 - 'CPD' means Continuing Professional Development;
 - 'CPD credit point' means the number of points accredited by the BIA for an approved event;
 - 'CPD event' means an activity/event/function that qualifies for CPD credit points;
 - 'FCAA' means Federation of Caribbean Architects Associations;
 - 'Member' means Full Members and Fellows of the BIA;
 - 'Registered Architect' means a person registered as an architect under the Barbados Architects Registration Act 2003;

3.0 CPD REQUIREMENTS

1. The BIA has decided that, as a requirement for maintaining full membership and in the public interest:-
 - a) all full members (registered architects) shall complete a minimum of **twenty (20)** credit points of CPD per year;
 - b) notwithstanding paragraph '3.1.a' above, members who are between sixty (60) years of age and seventy five (75) years of age are only required to complete a minimum of twelve (12) credit points of CPD per year.
 - c) notwithstanding paragraph '3.1.a' above, members who are seventy six (76) years of age and above are only required to complete a minimum of six (6) credit points of CPD per year.

- d) notwithstanding paragraph '3.1.a' above, full members who are newly registered architects are exempt from CPD for a period of one (1) calendar year after being registered.
2. The completion of the required minimum number of credit points will enable the respective member to be eligible for the renewal of his/her membership.

4.0 CPD CREDIT POINTS

1. Members must successfully complete twenty (20) credit points, ensuring that at least fifteen (15) of the twenty (20) credit points are from events which are architecturally related.
2. Members who are between sixty (60) and seventy five (75) years of age must successfully complete twelve (12) credit points, ensuring that at least nine (9) of the twelve (12) credit points are from events which are architecturally related.
3. Members who are seventy six (76) years of age and above must successfully complete six (6) credit points, ensuring that at least four (4) of the six (6) credit points are from events which are architecturally related.
4. The number of CPD credit points allotted to the various CPD events are shown in **Appendix I**.
5. There is no limit to the number of events and total credit points that a member can accumulate per year.
6. Excess Credit Points
 - a) All members who have accumulated more than the minimum requirement of credit points for the year can carry forward in full the excess credit points to the subsequent year.
 - b) Such excess credit points can be carried forward for one year only.

5.0 CPD EVENTS

1. CPD events are the activities that qualify for the CPD credit points that have been approved by the BIA.
2. To comply with CPD requirements, members shall only participate in CPD type events listed in **Appendix I**.
3. Members must ensure that CPD type events in which they participate have been accredited by the BIA. The onus is on the member to seek confirmation from the BIA.
4. Application for recognition of CPD events shall be submitted to the BIA through the BIA Secretariat using the 'Application for Recognition of CPD Event' Form at **Appendix III**.

6.0 SUBMISSION AND MONITORING OF CPD RECORDS

1. Every member must complete and submit their annual 'CPD Record Sheet' as per **Appendix II** to the BIA Secretariat by the **31st December** each year.
2. At the beginning of each year, the BIA will check that the record sheets have been correctly filled out and that members have undertaken the minimum required CPD for the year. The BIA will select a random sample of approximately 5 -10% of the submitted CPD Record Sheets for auditing.

3. The BIA will ask those members selected for auditing to submit applications, supporting documentation/certificates and/or additional information to satisfy itself that the member in question has satisfactorily completed the required CPD for the year.
4. Members who do not submit annual CPD Record Sheets and/or do not adequately respond to a request from the BIA to supply supporting/additional information or refuse to comply with the BIA will not be eligible for membership renewal for that year.
5. The BIA shall suspend a person's membership at any time if the BIA is satisfied that the member has submitted fraudulent documentation.

7.0 DATE OF IMPLEMENTATION

1. The above requirements shall be mandatory for all members with effect from 2015 January 01.
2. Members will be required to keep records of their CPD participation (please refer to Clause 6.0 and Clause 10.0 of these Guidelines) also beginning from 2015 January 01.

8.0 CORRESPONDENCE

1. All correspondence relating to CPD should be addressed to: -
The President
Barbados Institute of Architects, Christie Building, The Garrison, St. Michael, BB14038
Tel: [256] 430-0956 • Email: admin@bia.bb

9.0 EXPLANATORY NOTES

1. The activities that will qualify for CPD credit points can either be specific architecturally related activities or general non-architectural career development activities. Non-architectural topics include management, accounting, law, economics, foreign languages and other topics that can assist architects in performing their duties.
2. Functions that are routinely performed by architects that form part of their employment do not qualify for CPD credit points. For example, lecture notes prepared by lecturers to teach students do not qualify for the CPD credit points. However, papers specially prepared for and presented at conferences/seminars at the national and international levels are acceptable.
3. The CPD events are grouped into six (6) categories as follows:
 - I. Symposia (Conventions, conferences, seminars, workshops, talks etc.)
 - II. Service to the profession
 - III. Presentations/Publications
 - IV. Post-Professional Studies (Research/Fellowships/short courses)
 - V. General CPD Activities
 - VI. Other
- I. **Symposia (Conventions, conferences, seminars, workshops, talks etc.)**
Credit points can be claimed by members for attending a variety of symposia including conventions, conferences, seminars, workshops, CPD talks and technical site visits organized by the ACSAC, FCAA, ARB or BIA. Conventions, conferences, seminars and workshops run by other acknowledged professional institutes or experts at national or international level could also be considered provided they are related to professional development and are officially recognized by the BIA.

II. Services to the Profession

Credit points can be claimed by registered architects for services to the profession particularly activities that contribute to the continuing professional development of others. Examples of such services are membership of the Architects Registration Board, architectural representative on other boards related to the built environment, BIA/ACSAC/FCAA Executive and Committees, ARB/ BIA/ ACSAC/ FCAA representatives and expert groups at both the national and international levels in accordance with Appendix I.

III. Presentations/Publications

Credit points can be claimed by members who prepare and present papers for conventions, conferences, seminars, workshops, talks, courses, etc. organized by the ARB/BIA or who publish books or articles in journals related to architecture. This, however, excludes the publication of company brochures websites etc. Credit points can also be claimed by members who prepare and present papers for conventions, conferences, seminars, workshops, talks, courses, etc. organized by others if the papers are on architecturally related matters or contribute to the advancement of the profession and are officially recognized by the BIA.

IV. Post-Professional Studies (Research/Fellowships/short courses)

Credit points can be claimed by members for attending full time or part time studies, for research and for short courses if the subjects of these studies, research and courses are related to architecture and are officially recognized by the BIA. The name and location of the institution, dates for start and completion of study and degree/ diploma/certificate earned should be included on the CPD Record Sheet

V. General CPD Activities

Credit points can be claimed by members for general CPD activities that are not structured such as architectural reading (e.g. CPD sections of architectural magazines, webinars, newly published codes, development orders, contracts), study tours, site visits to famous building/architectural landmarks, architectural/design exhibitions etc. provided a written report of the activity is compiled.

VI. Other

If a member believes that he/she is undertaking other types of CPD activities not described above, such as being chairperson or organizer of an architectural event or competition, he/she should make an application to the BIA for recognition of the activity as a CPD Event.

10.0 SUPPORTING DOCUMENTATION

1. The supporting documents, as applicable, to be submitted if and when required by the BIA are as follows:-
 - a) certificates or other documentary evidence of attendance at ARB/BIA symposia and/or other approved CPD events.
 - b) proof of attendance at professional (ARB/BIA/ACSAC/FCAA related) meetings.
 - c) proof of presentation at a ARB/BIA or other approved CPD event.
 - d) proof of authorship of articles, books, research.
 - e) proof of attendance/registration in recognized courses or other supporting documents.
 - f) written reports, photographs

END OF CPD GUIDELINES



NO.	CPD CATEGORY	DESCRIPTION	CREDIT PTS / EVENT
1	Architectural Symposia Conventions, conferences, seminars, workshops, meetings, webinars, talks, etc.	1. Organised by the ARB, BIA, ACSAC, or FCAA a) Half day..... 4 b) One day..... 8 c) Two days..... 12 d) Three or more days..... 16 2. Architecture related but organised by others and approved by BIA a) Half day..... 3 b) One day..... 6 c) Two days..... 9 d) Three or more days..... 12 3. Attendance at ARB or BIA, ACSAC, FCAA sponsored meeting/talk or discussion. 3 4. Other meetings/talks on architecturally related matters..... 2 5. Webinars on architecturally related matters..... 1	
	Non-architectural Symposia Conventions, conferences, seminars, workshops	1. Organised by others [Appendix II needs to be filled out] a) Half day..... 2 b) One day..... 4 c) More than one day..... 6	
2	Services to the Profession	Members serving on the ARB, BIA, ACSAC, or FCAA, Executive Council and Committees, representing the ARB/BIA 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. ARB Board Chairman or BIA President..... 16 2. BIA Committee Chair or other architecturally related Board Chair..... 12 3. Architecturally related Board Member or BIA Committee Member..... 6 4. Representative on architecturally related committee..... 4	
3	Presentations/Publications	1. Preparation and presentation of papers for conventions, conferences, seminars, workshops, courses, talks etc. a) Organised by the ARB or BIA..... 12 b) Organised by others and approved by the BIA..... 10 c) Organised by others [Appendix II needs to be filled out]..... 6 2. Authored, edited and/or published book related to the profession..... 20 3. Authored articles in magazines, journals, newspapers which are related to the profession as approved by the BIA..... Up to 10	
4	Post-Professional Studies Research, Fellowship, Courses	1. Full time post professional study, research, fellowship in architecture or architecturally related subject..... 20/yr 2. Part-time post professional study/correspondence/distance learning course in architecture or architecturally related subject..... 10/yr 3. Post professional short term architecture/urban design courses a) One day..... 6 b) Two days..... 9 c) Three or more days..... 12 4. Other studies/short courses as approved by the BIA..... Up to 12 ea.	
5	General CPD Activities Reading, study tours, site visits, exhibitions, etc.	1. Reading with written report..... 2 2. Architecture related Study Tour with written report..... a) One day..... Up to 8 b) Two days..... 4 c) Three or more days..... 6 3. Technical Visits (Structured)..... 9 4. Exhibition..... 3 5. Organiser of an architectural event..... 2 4	
6	Other	As approved by the BIA.....	*

NB * Points to be determined by the ARB through the BIA.



INDIVIDUAL APPLICATION FOR RECOGNITION OF CPD EVENT

Full Name: _____ CPD YEAR: _____

Date of Birth: _____ BIA Membership No. _____ ARB Registration No. _____

INSTRUCTIONS TO APPLICANT:

1. Use a separate form for each event
2. A copy of the event's brochure should be submitted with this application
3. A copy of your certificate of attendance should be submitted with this application
4. If you are a presenter, a copy of the outline of your paper should be submitted

DETAILS OF EVENT:

Title of Event: _____

Location of Event: _____

Organizer's Name: _____

Start & End Date: _____ Total No. of Hours (excluding breaks) _____

Type of Event (tick as appropriate)

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Seminar | <input type="checkbox"/> Workshop | <input type="checkbox"/> Other (give details) |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Discussion Group | |

Role of Applicant (tick as appropriate) Speaker Participant

Total No. of papers presented: _____

Signature of Applicant

Date.....

(For Official Use Only)

Approved Not Approved No. of Points Approved: _____

BIA President Date.....

