



Board Policy – Continuing Professional Development (CPD)

Individuals applying for renewal or restoration of registration pursuant to Division 4 of the *Architects Act 2002* will be required to meet the requirements of CPD as part of the continuing registration requirements. Current policies include that:

- (a) Only practising architects are required to meet CPD requirements;
- (b) Initial total requirement for CPD hours is 20 hours of which at least 10 hours should be formal activities;
- (c) The Board will accept CPD activities undertaken in other Australian jurisdictions as fulfilling the requirements in Queensland;
- (d) CPD undertaken overseas which meets Board guidelines as stated in Information Sheet 1 will also be accepted;
- (e) Annual auditing of compliance with the CPD requirements will be undertaken by a process of risk assessment and random selection. The number of audits will be determined by the Board with costs to be funded from registration fees;
- (f) Advice by an architect of a successful audit undertaken by another jurisdiction will satisfy any requirement to meet a notification of audit by the Queensland Board for the same period;
- (g) Where an architect has not met at least the minimum hours required the Board will take into account the individual circumstances of an architect when considering whether all reasonable steps have been taken to meet their CPD obligations. Matters that may be taken into consideration include:
 - where the architect or his/her immediate family member has suffered illness or some other misadventure
 - where an architect has been holidaying overseas for a considerable part of the year (at least 3 months)
 - where an architect has been on parental leave during the registration year
 - where an architect has become registered for the first time and has completed the APE in the current year (the architect will be deemed to have undertaken 20 hours of formal CPD activities)
 - where an architect has been included on the Register part way through the year (requirements will then be pro rata)
 - other exceptional circumstances.