



THE ARCHITECTS REGISTRATION BOARD OF JAMAICA  
2A Caledonia Crescent, Kingston 5. Telephone: 926-8060

**GUIDELINES ON  
CONTINUING PROFESSIONAL DEVELOPMENT**

**1.0 Introduction**

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*

Effective 2011 January 01, the Architects Registration Board (ARB) will require 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.

Consequently, the ARB, through the Jamaican Institute of Architects' Practice Committee (JIA-PC), has commenced the management and implementation of CPD in Jamaica.

**2.0 Definitions**

For the purpose of these Guidelines: -

'approved' means approved by the Jamaican Institute of Architects' Practice Committee (JIA-PC) on behalf of the Architects Registration Board;

'ARB' means the Architects Registration Board of Jamaica;

'CPD' means Continuing Professional Development;

'CPD credit point' means the number of points accredited by the ARB/JIA-PC for an approved event;

'CPD event' means an activity/event/function that qualifies for CPD credit points;

'Registered Architect' means a person registered as an architect under the Architects Registration Act 1987;

**3.0 CPD Requirements**

3.1 The ARB has decided that, as a requirement for registration and in the public interest:-

- 3.1.1 all registered architects shall complete a minimum of **twenty (20)** credit points of CPD per year;
- 3.1.2 notwithstanding paragraph 3.1.1 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.
- 3.1.3 notwithstanding paragraph 3.1.1 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.
- 3.1.4 notwithstanding paragraph 3.1.1 above, newly registered architects are exempt from CPD for a period of one (1) year after being registered.

3.2 The completion of the required minimum number of credit points will enable the respective registered architect to be eligible for the renewal of his/her practicing certificate.

#### **4.0 CPD Credit Points**

- 4.1 Registered architects 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.
- 4.2 Registered architects 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.
- 4.3 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 is architecturally related.
- 4.4 The number of CPD credit points allotted to the various CPD events are shown in **Appendix I**.
- 4.5 There is no limit to the number of events and total credit points that a registered architect can accumulate per year.
- 4.6 Excess Credit Points
  - 4.6.1 All registered architects 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.
  - 4.6.2 Such excess credit points can be carried forward for one year only.

#### **5.0 CPD Events**

- 5.1 CPD events are the activities that qualify for the CPD credit points that have been approved by the ARB/JIA-PC.
- 5.2 To comply with CPD requirements, registered architects shall only participate in CPD type events listed in **Appendix I**.
- 5.3 Registered architects must ensure that CPD type events in which they participate have been accredited by the ARB/JIA-PC. The onus is on the member to seek confirmation from the ARB/JIA-PC.
- 5.4 Application for recognition of CPD events shall be submitted to the ARB/JIA-PC through the ARB/JIA Secretariat using the 'Application for Recognition of CPD Form' at **Appendix III**.

#### **6.0 Submission and Monitoring of CPD Records**

- 6.1 Every registered architect must complete and submit his/her annual 'CPD Record Sheet' as per **Appendix II** to the ARB Secretariat by the 31<sup>st</sup> December each year.
- 6.2 At the beginning of each year, the ARB through the JIA-PC will select a random sample of approximately 5-10% of the submitted CPD Record Sheets and check that those record sheets have been correctly filled out and that registered architects have undertaken the minimum required CPD for the year.
- 6.3 The ARB through the JIA-PC may ask a registered architect to submit supporting documentation/certificates and/or additional information to satisfy itself that the registered architect in question has satisfactorily completed the required CPD for the year.
- 6.4 Registered architects who do not submit annual CPD Record Sheets and/or do not adequately respond to a request from the ARB through the JIA-PC to supply supporting/additional information or refuse to comply with the ARB/JIA-PC will not be eligible to receive a practicing certificate for that year.

## **6.0 Submission and Monitoring of CPD Records Cont'd**

6.1 The ARB shall revoke the registration of any registered architect at any time if the ARB/JIA-PC is satisfied that the registered architect has submitted fraudulent documentation.

## **7.0 Date Of Implementation**

7.1 The above requirements shall be **mandatory** for all registered architects with effect from **2011 January 01**.

7.2 Registered architects 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 **2011 January 01**.

## **8.0 Correspondence**

All correspondence relating to CPD should be addressed to: -

The Chairman, JIA Practice Committee

c/o ARB/JIA Secretariat

Office No. 1, Ground Floor

Incorporated Masterbuilders Building 5 Oxford Park Avenue, Kingston 5

**Tel:** [876] 926.8060 - **Fax:** [876] 920.3589 **Email:** [jia@cwjamaica.com](mailto:jia@cwjamaica.com)

## **9.0 Explanatory Notes**

9.1 The activities that will qualify for CPD credit points can either be specific architecturally related activities or general non-technical career development activities. Non-technical topics include management, accounting, law, economics, foreign languages and other topics that can assist architects in performing their duties.

9.2 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.

9.3 The CPD events are grouped into six (6) categories as follows:

- (a) Symposia (Conventions, conferences, seminars, workshops, talks etc.)
- (b) Service to the profession
- (c) Presentations/Publications
- (d) Post-Professional Studies (Research/Fellowships/short courses)
- (e) General CPD Activities
- (f) Other

### **9.3.1 Symposia**

Credit points can be claimed by registered architects for attending a variety of symposia including conventions, conferences, seminars, workshops, CPD talks and technical site visits organized by the ARB or JIA. 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 ARB through the JIA-PC.

### **9.3.2 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, JIA Executive and Committees, ARB/JIA representatives and expert groups at both the national and international levels in accordance with Appendix I.

### **9.3.3 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/JIA 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 ARB through the JIA-PC.

**9.3.4 Post-Professional Studies**

Credit points can be claimed by registered architects 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 ARB through JIA-PC.

**9.3.5 General CPD Activities**

Credit points can be claimed by registered architects for general CPD activities that are not structured such as architectural reading (eg CPD sections of architectural magazines, 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.

**9.3.6 Other**

If a registered architect 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 ARB through JIA-PC for recognition of the activity as a CPD Event.

**10.0 Supporting Documentation**

The supporting documents, as applicable, to be submitted if and when required by the ARB through the JIA-PC shall be as follows: -

- (i) certificates or other documentary evidence of attendance at ARB/JIA symposia and/or other approved CPD events.
- (ii) proof of attendance at professional (ARB/JIA related) meetings.
- (iii) proof of presentation at a ARB/JIA or other approved CPD event.
- (iv) proof of authorship of articles, books, research.
- (v) proof of attendance/registration in recognized courses or other supporting documents.
- (vi) written reports, photographs