



**Ghana Institution  
Of Engineering**

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# Continuous Professional Development

Final

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# **Ghana Institution of Engineering (GhIE)**

## **Draft Guidelines to Continuous Professional Development (CDP)**

### **1.0 What is CPD?**

Continuing Professional Development (CPD) is considered any activity that helps you expand your knowledge, maintain up-to-date technical skills and progress your engineering career.

### **2.0 Purpose**

The purpose of CPD is to:

- Advance the training of Engineering practitioners,
- Ensure that Engineering Practitioners remain updated on current trends in the engineering practice,
- Ensure that Engineering Practitioners maintain relevance to society,
- Meet the requirements for the renewal of Engineering Professional License.

### **3.0 Benefits**

- CPD helps you develop new skills and gain a competitive edge.
- CPD helps in keeping up-to-date with your profession.
- Participating in CPD activities can also grow your professional networks and contacts.
- CPD helps meet the needs of society.

### **4.0 Definitions**

In this guideline, the following terms have the meaning indicated:

- a) **“Activity”** means attending and completing any qualifying course, seminars, workshops, technical presentations, annual general conference and meetings and other qualifying programs with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice. Regular duties in the course of employment are not considered qualified activities. “Activity” shall include both local and international qualifying programs.
- b) **“Council”** means the GhIE Council.
- c) **“Professional Development Hour (PDH)”** means a contact hour (normal) of instruction of presentation and is the common denominator for other units of credit.
- d) **“Reporting period”** means a 1-year licensing period immediately preceding a current individual licensing term.
- e) **“Self-Study or Self-directed activity”** means an activity that does not involve a face-to-face direct learning experience. The self-directed activity may include, but not limited to, correspondence courses, online courses, and televised,

videotaped, or audiotaped presentations with a clear outcome measures in the form of a narrative, test, report, study, research paper, or any other appropriate form or method.

- f) **"Seminar"** means a meeting or meetings of experienced participants or experts with a facilitator who conducts a discussion on a specific topic.
- g) **"Workshop"** means a meeting or meetings of general sessions and individual groups for the purpose of learning.
- h) **"Training"** means the process of learning the skills you need to do a particular job or activity.
- i) **"Webinar"** means an occasion when a group of people go on the internet at the same time to study and discuss something.
- j) **"Mentoring"** means extending traditional training methods to include focus on (1) an individual's needs and accomplishments, (2) close observation, and (3) impartial and non-judgmental feedback on performance.
- k) **"Symposium"** means a meeting where experts discuss a particular subject.
- l) **"Conference"** means a large meeting, often lasting a few days, where people who are interested in a particular subject come together to discuss ideas.
- m) **"Course"** means a series of lessons about a particular subject.

## 5.0 Requirements

The constitution and Bye-Laws of the Ghana Institution of Engineering Clause 6.11.1 (b) requires all members to have **18 hours Professional Development Hours (PDH)** units of CPD in each calendar year as a requirement to remain of Good Standing in the following year.

## 6.0 Sources of CPD Credit

Members may earn PDH units by the following methods:

- Attending Conferences, Seminars, Workshop, Training, Courses, Symposium, Presentations, study tours.
- Study a Course at an accredited training tertiary institution or online.
- Participate in industry, professional body activities and volunteer on committees
- Mentor young professionals
- Present papers at conferences and Seminars
- Write articles for journals, conferences, magazines, professional proceedings and newspapers
- Write a book
- Obtain a Patent

- Self-Study/ self-directed learning
- Engage in non-engineering related activities (participate in community activities etc.)

## 7.0 Minimum Requirement

Engineering Occupational Groups	Classes	PDH Units per year
Professional Engineers	Fellow (F)	18
	Senior Professional Engineer (SPE)	18
	Professional Engineer (PE)	18
	Trainee Professional Engineer (TPE)	12
Professional Engineering Technologists	Senior Professional Engineering Technologist (SPET)	18
	Professional Engineering Technologist (PET)	18
	Trainee Professional Engineering Technologist (TPET)	12
Engineering Technicians	Senior Engineering Technician (SET)	18
	Engineering Technician (ET)	18
	Trainee Engineering Technician (TET)	10
Engineering Craftsmen	Master (Senior) Engineering Craftsman (MEC)	18
	Engineering Craftsman (EC)	18
	Trainee Engineering Craftsman (TEC)	8

## 8.0 Specific Requirement

Source of CPD	Period Attended	Equivalent PDH Units for Participants	Equivalent PDH Units for Presenters/ Leaders/ Instructors	Comments
<b>Conferences</b>	1 Day	3	4	
	1<Days<3	5	7	
	Days>3	7	9	
<b>Symposium</b>	1 Day	2	2	
	1<Days<3	4	4	
	Days>3	6	6	
<b>Webinar</b>	1 Hour	1	2	
	1<Hours<3	2	3	
	Hours>3	3	5	
<b>Seminars</b>	1 Day	2	3	
	1<Days<3	4	5	
	Days>3	6	7	
<b>Workshop</b>	1 Day	4	6	
	1<Days<3	6	8	
	Days>3	8	10	
<b>Training</b>	1 Day	5	7	
	1<Days<3	7	9	
	Days>3	9	11	
<b>Technical Presentations</b>	1 Hour	1	3	Note: The presentation will have to be approved by the Technical Chair as contributing to CPD
	1<Hours<3	2	4	
	Hours>3	3	5	
<b>Study Tour</b>	1 Day	2	3	Note: The study tour will have to be approved by the Divisional Chair as contributing to CPD
	1<Days<3	3	5	
	Days>3	5	7	
<b>Tertiary Level Courses</b>		5	8	Note: The course will have to be approved by the Divisional Chair as contributing to CPD
<b>Writing a journal Article and book</b>		5	9	9 PDH for first three authors and 5 PDH

<b>Source of CPD</b>	<b>Period Attended</b>	<b>Equivalent PDH Units for Participants</b>	<b>Equivalent PDH Units for Presenters/ Leaders/ Instructors</b>	<b>Comments</b>
				for succeeding authors
<b>Writing a peer reviewed conference Paper</b>		3	7	7 PDH for first three authors and 3 PDH for succeeding authors
<b>Writing a conference Paper and articles in Magazines and Newspapers</b>		2	5	5 PDH for first three authors and 2 PDH for succeeding authors
<b>Obtaining a Patent</b>		6	11	11 PDH for first three Patentees and 6 PDH for succeeding Patentees
<b>Self-Study/Self-Directed Study</b>	Variable	2 to 5	N/A	Divisional Chair will approve records of self-study/ self-directed learning.
<b>Ethics Workshop</b>	Variable	5	7	Workshop Organized by GhIE or any other organized by the a Member of the World Federation of Engineering Organizations (WFEO)
<b>Annual General Meeting of GhIE</b>	1 Day	7	N/A	
<b>Professional Body Activities (Participation in engineering, professional, or technical societies in a committee of GhIE)</b>	Variable	2 per month	N/A	This includes time spent on GhIE sanctioned activities towards the furtherance of the institution. Limited to 2 PDH unit per month regardless of the

Source of CPD	Period Attended	Equivalent PDH Units for Participants	Equivalent PDH Units for Presenters/ Leaders/ Instructors	Comments
				number of engineering, professional, or technical societies that a licensee may be serving at any one time. To serve as motivation for members to attend meetings and contribute to the achievement of the Institutions aims and objectives. Units shall be approved by Executive Director where applicable.
<b>Mentoring</b>	Variable	5		Before commencement of mentoring activity, divisional chair need to have records and approve the equivalent hours
<b>Non-Engineering Related Activities</b>	Variable	2 to 5		Before commencement of activity, educational and training technical committee chair need to have records and approve the equivalent units

## **9.0 Rolling Over of Excess CPD Points**

Members who exceed the CPD requirement for a particular calendar year may be allowed to roll over a maximum of **six (6)** CPD point to the succeeding year.

## **10.0 Authorizations of Providers**

A. The Council will review and if appropriate, approve the providers of the CPD credits and PDH units.

B. The following providers are considered to be pre-authorized providers without any further action by the Council:

- National accredited academic institutions;
- International or National engineering professional or technical societies or organizations recognized by Council;
- International Association for Continuing Education and Training;
- Other entities that may from time to time be approved by Council.

C. Approval of Providers.

(1) The individuals or entities that are not considered to be pre-approved providers, including, but not limited to, professional firms conducting in-house presentations, may be approved to become authorized providers upon application and approval by the Council. A fee to cover administrative cost, to be determined Council, may be charged as application fee.

(2) During the application process, the Council will evaluate the suitability of the provider to serve as an Approved Provider.

(3) The provider shall submit general information that will enable the Council to evaluate the provider's qualifications. At a minimum, the Council requires the following information to be submitted with each application for approval:

(i) The types and descriptions of proposed or existing activity intended to be offered;

(ii) The identity and qualifications of the course instructors;

(ii) The sample course outlines detailing the content of activity to be offered.



- (4) The Approved Provider credential shall be valid for a three-year period. Upon expiry, the provider shall reapply for Approved Provider status by going through the application process.
  - (5) The Council may suspend or revoke authorization as a provider if, in the judgment of the Council, the provider does not meet the expectations of the beneficiaries.
  - (6) An individual or organization whose provider's privilege has been suspended or revoked may appeal to the Council for a hearing, within 30 days after notification of the action by the Council.
  - (7) The Council may require approved providers to document the CPD activities for audit by the Council at any time within the 3-year period. Documentation shall include registration and attendance records, stated purpose, content, presentation, time and length of the activity, and participants' evaluations.
- D. The Council shall maintain and make available to members, as often as it considers appropriate, a roster of Approved Providers.

## **11.0 Record Keeping**

### **A. Responsibility to Maintain Records**

- The responsibility of maintaining records to be used to support the continuing professional competency credit claim lies with each member.
- A member shall maintain the records for a period of at least 4 years from the date of completion of the qualifying programme.
- Council shall take necessary steps to assist members to be able to keep CPD records online

### **B. Documentation to be used as proof of participation shall include but not limited to the following:**

- Certificates of participation;
- Transcripts, if appropriate;
- Reprints of publications;
- Proof of presentations;
- Title and description of the activity;
- Dates attended;
- Presenter's name;

## **12.0 Exceptions**

- A. A member who, due to physical disability, illness, military duty, or other extenuating circumstances, is unable to comply with CPD requirements prior to the license expiration date shall to the extent feasible so notify the Council prior to the license expiration date. If at a later date a member whose license lapsed due to noncompliance with the CPD requirements wishes to reinstate the license, the member shall fulfil all past due CPD requirements for the previous CPD reporting periods, subject to the maximum amount of required credits. The Council may consider waiving, if the extenuating circumstances so warrant, all or part of applicable reinstatement fees and a portion of the required number of PDH units.

## **13.0 Failure to Meet the CPD Requirements**

In the event a member fails to comply with the CPD requirements set forth in this, the Council, subject to the hearing provisions in the Engineering Council Act 819, may take any and all available disciplinary actions.

## **14.0 Reinstatement of Members**

A member who wishes to reinstate a license after failing to complete the CPD requirements shall fulfil past due CPC requirements for the immediate preceding CPD reporting periods.

## **15.0 Retired Status**

An individual who elected to receive retired status license shall be exempt from the compliance with the CPD requirements. In the event such individual elects to have the license reactivated, the individual shall fulfil past due CPD requirements up to 18 PDH units.

## **16.0 PDH Units Earned in Other Countries**

The Council will accept PDH units earned for activities completed in other jurisdictions, provided that the activities and programmes are consistent with and comply with the requisite criteria set forth in this document and the member otherwise fulfils all other applicable license renewal requirements of this document.

## **17.0 Effective Date**

This requirement shall come into full effect on 1<sup>st</sup> April, 2018.