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# Glossary of Terms

<table>
<thead>
<tr>
<th><strong>Board of Architectural Education</strong></th>
<th>The Board of Architectural Education has oversight of the Board of Architectural Education Admissions Committee which decides on eligibility for membership of the RIAI. The Board of Architectural Education is also responsible for reporting to and advising RIAI Council on policy matters with regard to education and admissions. The Board is also responsible for advising council on the accreditation of programmes of study in architecture with a view to their being recommended for prescription per section 14 of the Building Control Act 2007. See section 9 for details re current accreditation and prescription activity.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Professional Development (CPD)</strong></td>
<td>Continuing Professional Development (CPD) is the term used to describe lifelong learning or continuing education as it relates to those active in the professions.</td>
</tr>
<tr>
<td><strong>Directive 2005/36/EC on the Recognition of Professional Qualifications</strong></td>
<td>European Directive 2005/36/EC provides for the mutual recognition of professional qualifications awarded in the EU Member States and for access to the profession in any Member State by EU nationals holding those qualifications. (Directives 2004/38/EC and 2004/83/EC provide for similar access by certain non-EU nationals holding these qualifications.) Architectural Qualifications subject to automatic recognition under Directive 2005/35/EC are listed in Annex VI of the Directive. Each EU Member State has a ‘Competent Authority’ which is specifically empowered by that state to issue or receive training diplomas and other documents or information and to receive applications and take decisions under the terms of the Directive. The Competent Authority for architecture in Ireland is the RIAI.</td>
</tr>
<tr>
<td><strong>Learning Outcome</strong></td>
<td>A ‘learning outcome’ is a statement of what the learner intends or is expected to know, understand or be able to do on successful completion of the activity.</td>
</tr>
<tr>
<td><strong>MyRIAI CPD</strong></td>
<td>MyRIAI CPD, the RIAI online CPD recording system, has been developed specifically to support RIAI members and registrants in demonstrating their compliance with RIAI CPD Policy.</td>
</tr>
<tr>
<td><strong>RIAI CPD Policy</strong></td>
<td>In 1998 the RIAI introduced its first formal CPD policy. In 2008, responding to registration of the title of ‘Architect’, its new role as Registration Body, and an increasingly complex regulatory, technical, and professional environment, the RIAI drafted a new policy to protect the consumer, support the profession and promote the production of high quality architecture.</td>
</tr>
<tr>
<td><strong>RIAI Standards of Knowledge, Skill and Competence</strong></td>
<td>Professionals have a duty to ensure that they are capable of providing the services they offer. The RIAI Standard of Knowledge, Skill and Competence Practice as an Architect and the RIAI Standard of Knowledge, Skill and Competence for Practice as an Architectural Technologist represent the minimum standards required. Any person to whom the RIAI CPD Policy applies must take all reasonable steps to maintain an appropriate level of professional skills and, at a minimum, to maintain on a consistent basis the requirements of the relevant RIAI Standards of Knowledge, Skill and Competence. While the Standards represent the baseline requirements that can be expected of a general practitioner at a given level, registrant/members can be expected to have greater expertise in certain areas, and indeed additional</td>
</tr>
</tbody>
</table>
areas of expertise according to their specialism and/or career progression. The Standards provide a benchmark against which registrants/members can measure themselves and thus identify areas where development may be required or desirable.
1. INTRODUCTION

1.1 Continuing Professional Development (CPD)
CPD is the process of regularly assessing current and future skill and knowledge requirements relevant to your responsibilities, then planning and implementing an ongoing programme of training and development to address these needs. In a rapidly changing environment CPD is the mechanism whereby we work to ensure that as professionals we are up to date in our field. For the individual, in today’s competitive and changing world, CPD is essential for continued employment and advancement. For the practice it is essential for survival.

Benefits:
For the Professional: CPD ensures you are up to date in your field in a rapidly changing environment
For the Individual: CPD is essential for continued employment and advancement in today’s competitive and changing world
For the Practice: CPD is essential for business survival
For the RIAI: CPD provides Architects and Architectural Technologists with the intellectual and technical support they need to continue delivering an effective service to society

2. RIAI CPD POLICY

2.1 Purpose
The purpose of RIAI CPD Policy is:

- To support architects and architectural technologists in the production of high quality architecture
- To protect the consumer
- To protect the public interest
- To increase client satisfaction
- To increase effectiveness (for the practice)
- To increase job satisfaction (for the architect or architectural technologist)
- To promote career advancement (for the employee)
- To promote the performance and the reputation of the profession
The pace of change has made keeping up-to-date an increasingly onerous task for the individual practitioner, while increasing expectations on the part of consumers has put pressure on both practitioners and the professional bodies to ensure that skills are indeed being maintained.

This updated RIAI CPD Policy Guidance is intended to provide a support structure which will help individual registrants and members, and the RIAI as a body, to meet these demands.

2.2 Standards of Knowledge, Skill and Competence
The RIAI Standards of Knowledge, Skill and Competence for Architects and for Architectural Technologists represent the minimum standards required. Any person to whom the RIAI CPD Policy applies must take all reasonable steps to maintain an appropriate level of professional skills and, at a minimum, to maintain on a consistent basis the requirements of the relevant RIAI Standard of Knowledge, Skill and Competence.

While the Standards represent the baseline requirements that can be expected of a general practitioner at a given level, registrants/members can be expected to have greater expertise in certain areas, and indeed additional areas of expertise according to their specialism and/or career progression. The Standards provide a benchmark against which registrants/members can measure themselves and thus identify areas where development may be required or desirable.

2.3 General Application
RIAII CPD policy applies to any person who is
- registered on the Register for Architects (Registrants) and to
- RIAI members in all categories:
  • Members,  
  • Fellows,  
  • Architectural Technologists,  

except those who are:
- no longer professionally active;
- or are registered on a temporary and occasional basis under Part 7 of the Building Control Act 2007.

If you are a Registrant currently involved in professional roles other than providing architectural design services you are reminded that your inclusion in the Register for Architects implies that you have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications. Consequently you need to maintain a general awareness of
developments relating to the relevant RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect. For further information on the application of RIAI CPD Policy and exemptions refer to section 6.

3. CPD GUIDELINES

3.1 RIAI CPD Cycle
The RIAI CPD cycle runs from 1 December in any one year to 30 November of the following year.

3.2 Required CPD hours / Your CPD target
In the course of each cycle, each Registrant/member must accumulate a total of 40 points/hours of CPD activity, at least 20 of which must be structured and the remainder unstructured.

Not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity. For example, serving on the RIAI Council is equivalent to approximately 25 structured points per year. Only 20 of these points can be counted towards the total CPD requirement; the other 20 points must comprise of other kinds of activities.

Note: This condition does not apply to someone engaged in a formal educational programme or working towards a particular qualification (certificate, diploma, degree, or accreditation).

3.3 CPD Subject Areas

CPD activities do not have to be provided, approved or accredited by the RIAI.

Any learning activity that you complete can be counted as CPD once you are satisfied that it complies with the relevant RIAI Standard of Knowledge, Skill and Competence (refer to section 1.3).

You are free to choose the CPD topics which are most relevant to your own interests and responsibilities1 once you ensure that the activities you complete are relevant to Standard of Knowledge, Skill and Competence for your role. You are encouraged to consider your CPD activities in terms of both organisational and personal needs.

You are required to read RIAI Practice Notes, Practice and/or Member Newsletters and all other circulated material which is given a ‘CPD Designation’ by the RIAI and to be familiar with the

1 The only exception is for those members who hold an RIAI Accreditation (refer to section 3.12).
contents of those items which are relevant to your own responsibilities. This contributes to the unstructured CPD requirement. If carried out consistently and conscientiously this could in some cases meet the full requirement for unstructured CPD.

3.4 Structured CPD
Structured CPD are activities where the ‘learning outcome’ is identified in advance, carried out with a specific objective and where the knowledge gained will be actively applied.

This approach, which incorporates the concepts of design research and of ‘critical practice’, tallies closely with how RIAI members view and value their CPD.

Activities qualifying as structured CPD can include:
- Relevant conferences, lectures, seminars and workshops (including in-house CPD sessions)
- ‘CPD designated’ RIAI events (including educational events organised by Regional Groups, etc.)
- Online seminars incorporating assessment
- Third level programmes
- Structured site visits and study tours delivered by a third party
- Technical demonstrations
- RIAI CPD Network seminars
- Service on relevant committees (RIAI or other)
- Case studies
- QA or Peer reviews (structured and recorded)
- Mentoring
- Relevant forums and study / discussion groups
- Original research
- Study/Investigation of unfamiliar concepts
- Preparation of lectures/training materials
- Writing for publication
- Setting / marking examinations
- Attendance court cases / oral hearings

Note: Carrying out normal working activities is not CPD, either structured or unstructured, unless it involves research or study undertaken to improve your ability to carry out the job.
3.5 Unstructured CPD
Activities qualifying as unstructured CPD can include:

- Reading RIAI E-Bulletins
- Reading books, journals, technical literature, etc.
- Unstructured Site visits / Study Tours
- Videos / TV / online programmes without assessment

3.6 CPD Completed to Meet the Requirements of Other Bodies
CPD offered by other organisations or completed to meet the requirements of other professional or registration bodies can count towards RIAI requirements provided that it relates to the relevant RIAI Standard of Knowledge, Skill and Competence.

3.7 Claiming CPD points
1 hour of learning time = 1 CPD point unless otherwise specified by the RIAI.

The number of Structured CPD points that can be claimed is limited to learning-time; time spent in registration or coffee/meal breaks does not count.

3.8 Excess CPD Points
Up to 20 excess hours in one cycle may be carried forward towards your CPD obligation for the next cycle. For details of how to carry over excess points see MyRIAI CPD User Manual.

Remember to reflect on the activity and in the case of structured CPD to upload the relevant evidence item.

3.9 Offsetting Excess Structured CPD Points
Excess hours of structured CPD can be offset against the 20 hour requirement for unstructured CPD.

Remember that not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity unless the activity relates to a formal educational programme or work towards a particular qualification (certificate, diploma, degree, or accreditation).
3.10 RIAI Accreditations
If you are providing services on the basis of a specific RIAI Accreditation (e.g. Conservation, PSDP, Environmental, etc.) at least 8 hours of the CPD you complete must relate to that topic, bearing in mind that not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity.

3.11 Monitoring
Compliance with RIAI CPD Requirements is mandatory. You must keep records to demonstrate your compliance and should do so using MyRIAI CPD. You will periodically receive automatically generated notifications of your current CPD status.

At the end of each cycle the number of CPD hours you record and complete will be monitored automatically through MyRIAI CPD. In addition, each year 5% of CPD records will be randomly selected by computer for detailed audit.

3.12 CPD CYCLE Result
At the end of the CPD cycle on 30 November your result will be visible on the My History screen of MyRIAI CPD and you will be notified of your result via email soon after the CPD deadline.

Your CPD result will be “Successful” if you complete your target CPD points on MyRIAI CPD or in hardcopy submission by the cycle deadline on 30 November.

Reasons for an “Unsuccessful” result include:

- You have not recorded and completed* enough activities on MyRIAI CPD to achieve your overall target number of CPD points
- You have not recorded and completed* enough structured activities on MyRIAI CPD to achieve your target number of structured CPD points

*In order for an activity to be register as complete you must complete all the mandatory fields when adding a CPD activity, complete a reflection and add evidence for structured CPD. For further guidance refer to the MyRIAI CPD User Manual.

Note: If you are part of the CPD Audit please refer to section 5.

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2 Your CPD target is displayed on the My Overview page of MyRIAI CPD
3 If you do not have access to a computer refer to section 4.3 for information on making a hardcopy CPD submission.
3.13 Confidentiality

Every RIAI member has password-protected access to their own MyRIAI CPD account, and should not divulge their password to any third party.

RIAI education staff has no function in monitoring members’ records.

Any procedures relating to non-compliance is carried out under the supervision of the Registrar on terms of strict confidentiality.

Every member’s CPD record is given by the member on the basis that the RIAI will keep it confidential and the RIAI agrees to do so. The RIAI regards the CPD record as personal information for the purposes of the Data Protection Acts and the Freedom of Information Act 1997, as amended.

3.14 Employer Responsibilities

If you are responsible for the employment of registrants/members you shall support them in meeting their CPD obligations and you shall develop and maintain a CPD policy within the employing organisation.
4. ASSESS – PLAN – RECORD – REFLECT & EVIDENCE

4.1 Assessing Your Training Need and Planning Your CPD

Professionals have a duty to ensure that they are capable of providing the services they offer. Within the context of RIAI CPD requirements it is your responsibility to judge the best approach to undertaking CPD necessary to;

a. maintain compliance with the relevant Standard of Knowledge, Skill and Competence, and
b. acquire and maintain the skills appropriate to your current activities and chosen career path.

What is appropriate for a partner in an architectural practice will differ from what is necessary for a junior employee; the needs of a lecturer in the history of architecture will differ from those of a technologist working for a Local Authority.

Many registrants and members are involved in professional roles other than the provision of architectural design services, and this will clearly influence what topics are most relevant to their responsibilities. However, registrants should be mindful that their inclusion in the Register for Architects implies that they have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications. Consequently they need to maintain a general awareness of developments relating to the RIAI Standard of Knowledge, Skills and Competence for practice as an Architect.

It is important that any CPD activity you undertake, whether structured or unstructured, is deliberate, focused and planned with a particular educational end in view. To this end the RIAI recommends adoption of the cycle of Self-Assessment – Planning – Learning – Reflection – Self Assessment which is supported by the MyRIAI CPD system. This can result in what has been described as an upward “Virtuous spiral” of positive self-awareness, self-confidence and professional improvement.

It is recommended that at least once in a cycle you carry out a self-assessment against the Standard of Knowledge, Skill and Competence relevant to your role to identify your training need and develop a personal CPD plan for the months ahead. It is recommended that you review your progress during the CPD cycle and update your CPD plan as appropriate. To assist you the RIAI provides role-specific Self-Assessment templates and CPD Plan templates which are available to download from the My Overview screen of MyRIAI CPD.
4.2 Recording CPD Activities

MyRIAI CPD is an online tool designed to facilitate the recording of CPD activities by RIAI members and Registrants in order to demonstrate compliance with RIAI CPD Policy. MyRIAI CPD allows you to record and reflect on your CPD from the location of your choosing. The system provides a centralised record of your past, current and future training and professional development supporting your current role and facilitating your career progression.

4.3 CPD Record Hardcopy submissions

Exceptional provision has been made for those who do not have access to a computer and so are unable to use MyRIAI CPD. However, the costs to the RIAI of processing hard copy submissions is substantial, so if you wish to make a hard-copy submission you must notify the RIAI by 1 May in the year of the relevant cycle and provide a valid reason, in writing, for not using the online system. Hardcopy submissions can only be accepted in the format of the RIAI CPD Submission Template which is available for download from the CPD section of the RIAI website.

4.4 MyRIAI CPD User Manual

The RIAI have prepared a User Manual to support you in your use of MyRIAI CPD. This manual is available to download from the My Overview or HELP pages of MyRIAI CPD or from the following link http://www.riai.ie/uploads/files/MyRIAI_CPD_User_Manual.pdf.

4.5 Logging in to MyRIAI CPD

You can access MyRIAI CPD online by logging into the MyRIAI portal on the RIAI website at http://www.riai.ie/myriai/ and select Enter MyRIAI CPD. To login to MyRIAI you will need your RIAI membership / registration number and your password. You no longer need to add “riai” before your membership number. If you do not know your password, click on the “Forgot Password” button on the homepage and follow the instructions therein.

4.6 Reflecting on CPD activities

Whether structured or unstructured, each learning activity or event must be completed by a ‘Reflection’ prepared by the participant. This is an integral part of the process of adding the activity to the registrant/member’s CPD Record.

The reflection should sufficiently describe what you have learned from the activity but can be as brief as a couple of sentences or can run to several paragraphs.
Completion of a reflection establishes whether there has been a learning outcome. You can review reflections through future cycles and the reflection can act as a reminder of what you have learned long after the detail of the activity is forgotten.

If you are engaged in a formal educational programme or working towards a particular qualification - certificate, diploma, degree, or accreditation, you can add it as one single activity on MyRIAI CPD and need to complete only one reflection for that activity at the end of the programme or of the CPD cycle, whichever is earlier (refer to section 3.13.3).

4.7 Evidencing CPD Activities
Participation in structured CPD must be supported by attendance records/certificates, test results or other evidence of participation. No evidence is required for unstructured CPD.

LIST OF ACCEPTED EVIDENCE ITEMS FOR STRUCTURED CPD

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TYPE OF CPD</th>
<th>You must provide one of the following ACCEPTED EVIDENCE</th>
<th>REQUIRED CONTENT OF EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>Conference/lecture/seminar/workshop</td>
<td>• Certificate / Confirmation of Attendance</td>
<td>• Your Name</td>
</tr>
<tr>
<td></td>
<td>• Third level qualification/programme</td>
<td>• Certificate / Confirmation of Course Completion</td>
<td>• Course Title</td>
</tr>
<tr>
<td></td>
<td>• Guided site visit/tour/technical demonstration</td>
<td>• Copy of Award</td>
<td>• Name of course provider</td>
</tr>
<tr>
<td></td>
<td>• Online activity with assessment</td>
<td>• Online Assessment Result</td>
<td>• Date/s of Attendance</td>
</tr>
<tr>
<td></td>
<td>• Certificate / Confirmation of Attendance</td>
<td>Typed Signed and dated summary report*</td>
<td>• CPD Hours or Course Duration</td>
</tr>
<tr>
<td></td>
<td>• Certificate / Confirmation of Course Completion</td>
<td></td>
<td>Test result (if applicable)</td>
</tr>
<tr>
<td>Study/Research</td>
<td>Original research (unpublished)</td>
<td>Typed signed and dated Summary Report*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Study/Investigation of new or unfamiliar concepts, systems, materials,</td>
<td></td>
<td>signed and dated describing, as applicable:</td>
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<tr>
<td></td>
<td>processes, etc. for project purposes</td>
<td></td>
<td>• Sources consulted/buildings visited with dates and times of visits</td>
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<td></td>
<td>• Case studies, other than for course requirements.</td>
<td></td>
<td>• Outline tests/experiments carried out</td>
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<tr>
<td></td>
<td>• Typed signed and dated Summary Report*</td>
<td></td>
<td>• Conclusions reached</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• minimum 300 words</td>
</tr>
<tr>
<td>RIAI Participation</td>
<td>Participation in:</td>
<td>No evidence required provided a member of the RIAI Executive can verify your attendance, if required, from minutes or</td>
<td>N/A</td>
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<tr>
<td></td>
<td>• RIAI Council</td>
<td>similar record.</td>
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<td>• RIAI Officers</td>
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<td></td>
<td>• RIAI Committees</td>
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<td></td>
<td>• RIAI Taskforces etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>Service on a non-RIAI committee/taskforce</td>
<td>Confirmation of attendance issued by organiser</td>
<td>Your name</td>
</tr>
<tr>
<td></td>
<td>• Discussion forum/organised study group</td>
<td>• Front page of minutes listing attendance</td>
<td>Name of Review Organiser / Title of QA or Peer Review</td>
</tr>
<tr>
<td></td>
<td>• Formal mentoring/peer review</td>
<td>• Typed signed and dated Summary Report*</td>
<td>• Date/s and time/s or duration of attendance</td>
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<td></td>
<td>• Attendance at court case/oral hearing</td>
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<tr>
<td>Writing</td>
<td>Education</td>
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<tr>
<td>• Writing for publication</td>
<td>• Setting and marking examinations</td>
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<td>(promotional books/articles about one’s own</td>
<td>• Preparation of lectures/training materials</td>
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<td>practice excluded)</td>
<td>for first delivery (promotional</td>
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<td></td>
<td>lectures about one’s own practice excluded)</td>
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<tr>
<td>• Thesis</td>
<td>• Confirmation from educational institution</td>
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<tr>
<td>• Published research reports</td>
<td>• Copy of lectures/training prospectus/schedule</td>
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<td>/schedule/details containing your name</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• Typed signed and dated Summary Report*</td>
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<td></td>
<td>• Name of publication</td>
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<td></td>
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<td></td>
<td>• Author</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Date of publication</td>
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</tbody>
</table>

*Summary Report*

This is a record of your study which has a defined learning outcome. You should:

- Collate the information you have studied and define the learning outcome you set out to achieve.
- Type a summary report on sources consulted, buildings visited, outline tests/experiments carried out and conclusions reached (minimum 300 words, signed and dated).
- Enter the activity as a self-defined structured activity on MyRIAI CPD allowing 1 structured point per hour spent learning.

**NOTE:** The following are **not** considered acceptable evidence:

- Brochures
- Course details/programmes
- Booking confirmation
- Travel details
- Handwritten notes
- Photos

### 4.8 RIAI CPD Events

To assist you in maintaining a record of your CPD activities the RIAI will issue softcopy evidence of your attendance at RIAI CPD events.

### 4.9 Original Research or Study of a New or Unfamiliar Topic

You can record a body of study, which has a defined learning outcome, as structured CPD.

To record an activity of this nature as structured CPD it is recommended that you:

- Collate the information you have studied.
- Define the learning outcome you set out to achieve.
• Prepare and type a summary report (minimum 300 words, signed and dated) on sources consulted, buildings visited, outline tests/experiments carried out and conclusions reached.
• Enter the activity on MyRIAI CPD allowing 1 structured point per hour spent learning.
• Add the summary report as an evidence item (max 1 page recommended as the max. file size that can be uploaded is 2mb).

4.10 Participation in / Completion of a 3rd Level Course
CPD points can be claimed for completion of/participation in relevant courses/programmes run by recognised educational institutions. You should upload a letter from the university confirming that you are/were enrolled as a candidate and giving an indication of the amount of time you would have spent in the classroom/lectures/workshops during the current CPD cycle.

4.11 Service on RIAI Council/Officers/Committees/Exam or Visiting Boards
If you volunteer for RIAI Council / Officers / Committees / Exam Boards / Visiting Boards etc. you can claim structured CPD points for your participation. To claim your structured CPD points for this type of activity you must add the activity to your record on MyRIAI CPD and complete a reflection however you do not need to upload evidence of to support your participation in this type for activity.

4.12 Work on Competitions
Any study/investigation of new or unfamiliar concepts, systems, materials, processes, etc. carried out for the purposes of a competition submission could be counted as structured CPD and should be recorded on MyRIAI CPD.

Note: The work of designing and collating the competition submission would not count as CPD as this work is considered part of the everyday practice of an architect.
5. CPD AUDIT

5% of RIAI CPD records are randomly selected for detailed audit in each CPD cycle. If your records are selected for audit you will be notified by email on 1 June and will be required to submit your completed accounts for audit via MyRIAI CPD (or in hardcopy if applicable) by the CPD Deadline on 30 November of that year.

5.1 Audit Selection Process
The statistical method employed for selection of those to be audited is Simple Random Sampling. A key factor in this method of sampling is there is no tampering with the ‘population’ from which the sample is drawn. The sample is drawn on 1 June every year from the Register of Architects and the current cohort of RIAI members who are subject to CPD requirements. It is therefore possible that you may included in the random sample exercise in one year may also be included in a subsequent year. If you are selected for audit twice within a three year period and you are successful in the audit on both occasions you will be excused from the CPD audit for two consecutive years immediately following the year in which the second audit takes place.

5.2 Audit Process
The CPD audit commences on 1 December each year.

The CPD Verifier reviews and approves each individual activity. If there is a question about the validity of a particular activity, the CPD Verifier will communicate this to email giving you an opportunity to address any issues that arise with your CPD record.

Note: If you are selected for audit and you submit invalid evidence the audit process will be delayed as the verifier will request valid evidence from you. It is your responsibility to ensure evidence submitted supports your claim and conforms to guidelines.

5.3 CPD Audit Result
You will be notified of your result in the audit via email. You will receive either a “Successful” or “Unsuccessful” result.

The reasons for an "Unsuccessful" result are:

- CPD record has not been submitted for audit
- Valid evidence has not been uploaded for all Structured CPD activities
5.4 Failure to Comply with MyRIAI CPD when Audited

If you are included in the CPD audit and you fail to demonstrate the requirements of RIAI CPD Policy for that cycle your account will be included in the CPD audit for the following two CPD cycles. Failure to demonstrate compliance with RIAI CPD Policy on MyRIAI CPD for three consecutive CPD cycles will result in referral to the Professional Conduct Committee (PCC) for a serious breach of the Architects’ Code of Conduct.

6. APPLICATION OF RIAI CPD POLICY

6.1 CPD Target Exemptions

The RIAI, or in the case of registrants, the Registrar, may at its absolute discretion, waive or relax CPD requirements in any particular case if its satisfied that doing so will not result in undue risk to clients or the public.

If you are on maternity, parental, carer, or long-term sick leave, not involved in architecture or construction, or unemployed you can apply to the CPD division of the RIAI for a CPD exemption for the current cycle. If granted a CPD exemption you would be required to complete 20 CPD points/hours of structured or unstructured CPD for the current cycle. CPD exemptions expire at the end of each current cycle (i.e. 30th November of that year). A new application is required to claim a CPD exemption for a subsequent CPD cycle.

To apply for a CPD exemption complete the RIAI CPD Exemption Request Form, which is available to download from the CPD section of the RIAI website, and return it with evidence of your status (i.e. letter/receipt from social welfare with your name on it).

Note: You will not be considered to have an exemption unless you have received written confirmation from the RIAI CPD division.

6.2 New Registrants/members

If you have been admitted to the Register/RIAI membership before 1 June in any year and did not hold RIAI membership of any category before that date it will be sufficient to complete a total of 20 hours of structured or unstructured CPD in that cycle. New registrants/members admitted after 1 June in any year are exempt from the CPD requirement for the remainder of the cycle during which they join.
6.3 Members living / practicing outside Ireland

If you are living/working abroad you can complete your CPD in your country of residence and the CPD can be based on your practice as an Architect or Architectural Technologist in that country.

It would be perfectly acceptable for a member practicing in another state to upload to MyRIAI CPD a summary or transcript of their CPD record as prepared for compliance with the requirements of the professional body in their country of residence provided any shortfall in the hours/points required under RIAI CPD Policy are also added to the members record on MyRIAI CPD.

Alternatively you can complete some of the free online CPD activities linked from the RIAI CPD website. A “Guide to Free CPD” is available to download from the CPD section of the RIAI website.

6.4 Retirement

If you are a retired member (i.e. the RIAI membership division has confirmed that you have been transferred to the retired membership listing at your request) it is assumed that you are not professionally active and are not providing advice to the public. Therefore the requirements of the RIAI CPD Policy do not apply to you.

6.5 ‘Semi-retirement’

If you consider yourself to be “semi-retired” please note that semi-retirement is not considered grounds for a CPD Exemption. If you are offering architectural services at any level you are required to meet the full requirement of the RIAI CPD Policy unless you are granted an exemption on other grounds.

The Architects Code of Conduct (see Section 7.1) requires that Architects on the Register of Architects who are providing architectural services at any level remain up to date. You are reminded that your inclusion in the Register for Architects implies that you have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications. Consequently you need to maintain a general awareness of developments relating to the relevant RIAI Standard of Knowledge, Skill and Competence.

6.6 Registrants/Members not currently working in the field of Architecture

If you are involved in a professional role other than the provision of architectural design services you are reminded that your inclusion in the Register for Architects implies that you have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications. Consequently you need to maintain a general awareness of developments relating to the relevant RIAI Standards of Knowledge, Skill and Competence.
Note: You may be entitled to apply for a CPD Exemption (refer to section 6.1).

6.7 Temporary Removal from the Register of Architects
The CPD obligations of registrants who were removed from the Register of Architects for up to 36 months are subject to the Rules for Registration. The rules require that persons seeking re-admission will be required to demonstrate they have taken all reasonable steps to maintain an appropriate level of professional skills and, at a minimum, to maintain on a consistent basis the requirements of the relevant RIAI Standards of Knowledge, Skill and Competence during the period for which they are not listed on the Register of Architects. Further information on the Rules for Registration is available on the Admission section of the RIAI website.

6.8 Removal from the Register of Architects
Registrants who were removed from the Register for more than 36 months may seek readmission to the register on the basis of complying with conditions laid down by the Admission Board. The process is structured to ensure that returnees take the opportunity to re-familiarise themselves with the practice of architecture in Ireland. Further information on the Rules for Registration is available on the Admission section of the RIAI website.

6.9 EEA Registrant / Architect Members
EEA Registrants/and Architect Members who have been admitted without the requirement to complete an Irish examination in, or assessment of, professional practice must undertake to ensure that they have sufficient knowledge of Irish Law, Regulations and Professional and Contract Procedures for practice in Ireland.

This undertaking must be fulfilled within one year of the date of Registration/Membership by attendance at the lectures delivered at an RIAI approved course in professional practice. Further information on RIAI approved courses in professional practice is available at http://www.riai.ie/education/riai_examinations/professional_practice_exam/.

The Certificate of attendance is sufficient evidence of fulfilling this requirement.
7. NON-COMPLIANCE AND SANCTIONS

7.1 CPD, the Building Control Act and the Architects Code of Conduct

Section 57 of the Building Control Act, 2007 (“the Act”) states that any person may complain to the RIAI Professional Conduct Committee concerning an action of an architect which is alleged to amount to professional misconduct or poor professional performance. Professional misconduct is defined by the Act and means inter alia any act, omission or pattern of conduct of the architect that is in breach of the code prepared by the registration body, i.e. the RIAI. That code of conduct is now finalised and was published on Wednesday 14 August 2013. The standards of professional conduct and practice that must be adhered to by architects are set out in the Code under three main principles: - General Obligations; Obligations to Clients and Employers; Obligations to the Profession. Principle 3.6 of the Architects Code of Conduct states that:

“architects shall comply on an annual basis with the RIAI’s policy requirements in relation to continuing professional development. It shall be the architect’s own responsibility to ensure compliance with these requirements”.

From now on, the Registrar will consider making a complaint to the Professional Conduct Committee (PCC) about an Architect who has not complied with the RIAI CPD Policy for an investigation by the PCC into that Architect’s conduct.

Architects should be aware that if, following an investigation by the Committee on foot of a complaint made to them, and where an adverse finding is made, the Committee has a wide range of sanctions they can impose ranging from censures, fines, suspensions, and the attachment of conditions to continued registration and, ultimately, removal of a registrant from the Register. The findings of the Committee on any matter referred to it will not be made public without the consent of the person who has been the subject of the inquiry, unless the Committee has found the person to be guilty of professional misconduct or poor professional performance. Therefore a publication will follow any adverse finding made by the Committee.

For further information see Architects Code of Conduct (Edition - 26th July 2013).
8. FURTHER INFORMATION AND SUPPORT

8.1 MyRIAI CPD Online CPD recording tool
www.riai.ie/myriai/
MyRIAI CPD is an online tool designed to facilitate the recording of CPD activities by RIAI members and registrants in order to demonstrate compliance with RIAI CPD Policy. See section 4 for further information.

8.2 MyRIAI CPD User Manual
The MyRIAI CPD User Manual provides further guidance on use of the software.

Note: You can claim unstructured CPD points for reading the MyRIAI CPD User Manual.

8.3 RIAI CPD Training Needs Assessment and CPD Plan templates
Templates specially designed to allow you to assess your training need and plan your CPD activities are available to download from the My Overview screen of MyRIAI CPD.

8.4 RIAI CPD Designation
To help members identify CPD content, the RIAI assigns a ‘CPD designation’ together with Credit hours/points and learning outcomes to suitable RIAI events, service on RIAI Council and Committees, relevant articles in Irish Architect, CPD related material included in RIAI circulations, and on the RIAI website.

8.5 RIAI CPD Events
www.riai.ie/cpd/events
The RIAI provides a range of CPD activities, in response to external events such as new legislation, the needs of members’ and recommendations of the Practice Committee and other taskforces. The development of CPD events by Regional Groups is to be encouraged and supported.

8.6 RIAI CPD Certificates and Recording
To assist members in maintaining a record of their CPD activities the RIAI will issue evidence of attendance for all RIAI CPD events.
8.7 RIAI CPD Network

http://www.riai.ie/cpd/network-courses/

Under the RIAI CPD Network system, building industry manufacturers and suppliers active in Ireland can submit specially designed trade literature, design guides, seminars, etc. to the RIAI for assessment. Once a proposal meets the standards set out in the RIAI Guidelines for the Preparation of CPD Publications or Events it is given RIAI approval, and the company is allowed to publish the material or launch the event under the ‘RIAI CPD Network’ logo. Members can use materials or events carrying the RIAI CPD Network logo for their own personal CPD or as a source for In-house CPD sessions in a Practice, knowing that they have been subject to RIAI educational evaluation. See the RIAI CPD Network course listing on the RIAI website www.riai.ie/cpd.

8.8 RIAI CPD Links

This is an RIAI initiative for partnership with people and organisations who offer educational programmes, publications and events which would be useful for Architects and Architectural Technologists. See the RIAI CPD Links course listing on the RIAI website www.riai.ie/cpd.

9. USEFUL WEBSITES

- RIAI CPD Policy
- RIAI Standard of Knowledge, Skills and Competence for Practice as an Architect
- RIAI Standard of Knowledge, Skills and Competence for Practice as an Architectural Technologist
- MyRIAI CPD User Manual
- A Guide to Free CPD
- CPD Lottery

9.1 RIAI PRIVACY STATEMENT

Please see our Privacy Statement which has been created to demonstrate our commitment to the privacy of your personal information and explain our use of your personal information under applicable Data Protection legislation.

http://www.riai.ie/about_this_site/privacy_statement/