Continuing Professional Development (CPD) Hours Guidelines

As professionals it is contingent on members to stay current with the constantly evolving technology and scientific development occurring with respect to the generation, application and effects of light and lighting, and in addition the ongoing requirements to maintain your professionalism.

Obtaining a membership grade of TechIES is only the start of a journey, and members are encouraged to strive for higher membership grades where they can. In order to achieve these grades, and to demonstrate your knowledge currency on an ongoing basis for the Registered Lighting Practitioner (RLP) qualification, members are required to record their CPD on a regular basis.

Note that all hours are self-reported and subject to verification. For the verification to occur, transcripts, certificates of attendance and agendas may be requested by the verifier.

1.1.1   MIES & FIES, and those applying for upgrades to MIES & FIES

To achieve the membership grade of MIES, a member is encouraged to accumulate 15 CPD hours per annum for the past 4 years, being a total of 60 CPD hours, to demonstrate their currency between the time that they achieve their educational qualification and the time that they apply for the higher membership grade.

While not mandatory, the IESANZ Board encourages MIES and FIES grade holders to continue their educational journey while they remain practicing as a professional.

The recommended rate of CPD accumulation is a minimum of 15 CPD hours per annum.

1.1.2   RLP & those applying to gain the qualification of RLP

The separate qualification of Registered Lighting Practitioner (RLP) requires the qualification holder to actively continue their professional learning and submit a record of their learning for verification every 3 years.

The required rate of CPD accumulation is a minimum of 20 CPD hours per annum/ 60 hours every 3 years. Failure to demonstrate this level of ongoing learning and professional activity will result in the removal of the RLP qualification.

Weighting for CPD hours shall be calculated as follows:

CPD Code	ACTIVITY	WEIGHTING
CON	Conferences and Meetings These include all conferences, symposiums, workshops, technical inspections and technical meetings and on-line meetings/webinars run by the Society which have been designated as technical meetings by the Society under the CPD guidelines. Those run by other acknowledged experts or conferences, meetings etc. run by other bodies such as, but not limited to IESNA, CIBSE etc. can also be claimed, provided that the contents relate to the development of the member's lighting career. The hours claimed will be for the formal technical presentations and inspections along with a reasonable time allowance for networking (which is also a requirement for professional improvement) attended by a member at such conferences, symposiums, workshops, inspections and meetings.	1.0
FET	Formal Education and Training This activity includes face to face education, distance education, short courses, and formal on-the-job training. It is a prerequisite of this category that the training should include time spent in preparation and assessment. Activities which appear similar to Formal Education and Training, but which do not include preparation or assessment, will fall into CPD Code ILJ and ILP as shown below. For face-to-face education, the time claimed will be the actual hours of lectures attended and/or study undertaken. For distance learning, the time claimed will be an estimate of the equivalent number of hours which would have been involved if the learning had been face-to-face. Short courses are those given by presenters who are external to the member's workplace. Formal on-the-job training is conducted by expert staff from within the workplace, however as stated earlier, there must be some form of preparation otherwise the activity would be classified as an informal learning opportunity	2.0
ILJ	Informal Learning Activities – On the Job Study Typical of these activities are reading of technical books, journals, manuals etc, and study of the operation of technological aids, computer lighting programs, equipment etc.	1.0

CPD Code	ACTIVITY	WEIGHTING
	Informal learning activities include on-the-job training that takes place because of workplace requirements. This also includes time taken by a member to teach others on-the-job in lighting related topics. Any activity claimed must pass the simple test that it contributes to the member's lighting career.	
ILP	Informal Learning Activities – Private Study Typical of these activities are reading of technical books, journals, manuals etc, and study of the operation of technological aids, computer lighting programs, equipment etc. Private study is where the member can exercise complete discretion. Private study can arise when a member undertakes a new project and can identify areas where they need to extend their competence base. In both cases any activity claimed must pass the simple test that it contributes to the member's lighting career.	0.5
MGT	Management of IESANZ Attendance by volunteers at formal Board and/or Chapter Management Committee meetings to assist with the running of the society	0.5
PRE	Presentation of Lectures and Unrefereed Papers The presentation of unrefereed papers of not less than 2000 words, lectures at courses, conferences, seminars, symposiums, facilitating workshops and the like can be claimed if these contribute to the advancement of the lighting competency of those attending. Time weighting applied to Presentations, is the actual duration of the presentation, and for Papers is the hours spent researching and writing the paper.	5.0
PUU	Publication of Papers in Technical Journals – Unrefereed Papers of not less than 2000 words on technical lighting topics published in technical journals will have a time weighting factor of 5. Where a paper is authored by more than one person the time spent by each author shall be accurately reflected. The base hours is the time spent researching and writing the article.	5.0

CPD Code	ACTIVITY	WEIGHTING
PUR	Publication of Papers in Technical Journals – Refereed Time spent authoring Papers of not less than 2000 words on technical lighting topics published in technical journals will have a time weighting factor of 8	8.0
PRO	Professional Development Time spent in developing professionally – attendance/training in accounting, management, legal matters etc	1.0

Actual hours credited can be counted in multiples of ½ hr.

Attendance at Technical Meetings: maximum per meeting is 1 hr.

The maximum number of weighted hours for CPD Code ILJ and ILP (Informal Learning Activities) that can be claimed over a 3-year period is 30.

The maximum number of weighted hours for CPD Code MGT (Management) that can be claimed over a 3 year period is 10.

The maximum number of weighted hours for CPD Code PRO (Professional Development) that can be claimed over a 3-year period is 6.

CPD Hours Record

CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

Member Name: _____

For the Year ending 30 June 20_____   Membership Grade:

(See CPD Hours Guide for advice on filling out this form)   RLP   Y/N

| CPD Code | Description of Claimed CPD Activities | Time (Hours) | | | Dates |
		Actual Hours	Weighting Factor	Weighted Hours	
				0.00	/
				0.00	/
				0.00	/
				0.00	/
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				0.00	/
Total CPD Activities for the Year (RLP Goal = 20 Weighted hours) (MIES/FIES Goal = 15 Weighted hours)		**0.00**		**0.00**	

I Certify that the above CPD Points are accurate and true, and furthermore agree to abide by the Code of Ethics of The Lighting Society.

_____   Date:_____/_____/_____

Member Signature