

SUBJECT AREAS

There is no limitation on the range of subjects that can count as CPD.

CPD CATEGORIES

CPD events will be categorized in the following classes:

T Technical Events: These are events with predominantly engineering content.

M Management Events: These are events which enhance the participant's management skills and expertise.

P Professional Events: These are events which enable Members and Registered Engineers to develop their professional life skills. Participation in the activities and programmes of the Association of Professional Engineers and the Board of Engineering may also qualify.

The CPD activities of an APETT Member or Registered Engineer must include at least **5 PDUs** from each category in the three-year total.

RECORD-KEEPING

At the end of each calendar year APETT-Members and Registered Engineers will be issued a form on which to record their CPD activities for the year as well as CPD plan for the next two or three years. This form should be filled in and returned by the end of January of the following year.

The CPD details will be recorded and the PDUs will be credited to the participant. A validation exercise will be conducted during the calendar year and participants will be advised by December of that year if any adjustments are being made to the number of units credited to them.

APPROVED PROVIDERS

CPD Providers will fall into the following categories:

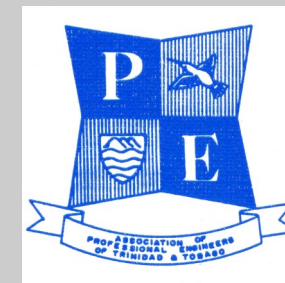
- ◆ APETT and BOETT;
- ◆ Continuing Engineering Education Centre, Faculty of Engineering, UWI;
- ◆ Other approved professional institutions;
- ◆ Providers who seek and obtain approval for their CPD programmes.

Guidelines are available for CPD providers.

ADMINISTRATION

APETT and BOETT will maintain separate records as appropriate for their purposes. The Continuing Professional Development Committee will serve both organisations by providing the approving machinery for CPD activities. APETT Members and Registered Engineers will all participate in the same CPD Programme and will fill out a single CPD form which can then be sent to the BOETT for further processing.

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**ASSOCIATION OF PROFESSIONAL ENGINEERS
OF TRINIDAD AND TOBAGO
(APETT)**

and

**BOARD OF ENGINEERING
OF TRINIDAD AND TOBAGO
(BOETT)**

**CONTINUING PROFESSIONAL
DEVELOPMENT (CPD)
PROGRAMME**

Quick Guide

INTRODUCTION

Engineers are required to demonstrate evidence of a high standard of education and training in the various facets of engineering in order to be accepted as members of a professional association or to register as professional engineers. The Code of Ethics refers to the responsibility of engineers to continuously upgrade themselves in their areas of specialization.

The rapid pace of technological development has placed a heavy responsibility on professional engineers. One of the implications of this rapid change is the equally rapid rate of obsolescence of technical knowledge and skills. The joint APETT and BOETT Continuing Professional Development (CPD) programme has been developed to provide a framework within which engineers may plan their career path and continuously update their skills in keeping with their professional responsibility.

The Association of Professional Engineers of Trinidad and Tobago and the Board of Engineering of Trinidad and Tobago are committed to developing a culture of continuing professional development in Trinidad and Tobago.

PARTICIPATION

The joint APETT and BOETT Continuing Professional Development (CPD) programme is a requirement for all members of the Association of Professional Engineers of Trinidad and Tobago and engineers registered with the Board of Engineering of Trinidad and Tobago.

CPD REQUIREMENTS

The basic unit of measurement is the **Professional Development Unit (PDU)**. These PDUs are earned by participation in approved activities as detailed in this guide.

‘Examined CPD’ is CPD for which an examination is taken and passed, or for which an award or assessment is made based on coursework.

The most important aspect of the CPD programme is the knowledge or skill which is acquired rather than the number of hours of study undertaken.

‘Attendance-only CPD’ activities are those which are not examined or assessed and have no significant interactive elements.

APETT Members and Registered Engineers are required to undertake a minimum of 10 hours of formal CPD or its equivalent per year. This is based on 10 hours of study leading to a successful result in an examination or an award based on a formal assessment of the coursework undertaken. PDUs may be acquired in a variety of ways as described in the next section.

To alleviate the problem of acquiring 10 PDUs in each and every year, the programme is based on a three-year PDU moving total. Thus a shortfall in any year can be made up in the succeeding years and any extra credit can be carried forward for up to two years subject to the requirement that the three-year total must not be less than 30 PDUs.

At the end of each year the PDUs credited for that year are added to the total for the two preceding years.

PDU ALLOCATION -

The PDU allocation for approved CPD activities is as follows:

1 PDU per hour of CPD of successfully completed examined CPD;
1 PDU for every 2 hours of attendance-only CPD activity;
1 PDU for every 2 hours of private study;
5 PDUs for writing and presenting a one-hour lecture on a topic which qualifies for PDUs, when this is not part of one’s normal occupation;
5 PDUs for a paper published in a reviewed journal or presented at a technical conference.

PDU ASSIGNMENT FOR SHORT COURSES

Courses where overall duration is up to 10 hours	Calculate as per CPD guidelines
Courses/Programmes between 10 and 200 hours	Assign 10 PDUs (equivalent to the 1 year requirement for PDUs)
Courses/Programmes between 200 and 400 hours	Assign 20 PDUs (equivalent to the 2 year requirement for PDUs)
Courses/Programmes more than 400 hours	Assign 30 PDUs (equivalent to the 3 year requirement for PDUs)
<i>‘Attendance-only’ Courses or Programmes will have these PDU assignments halved in accordance with these guidelines.</i>	