

## Use of this Form

The *Architects Act 2004* requires the Architects Board of WA (Board) to be satisfied that an architect has maintained an appropriate level of knowledge, skill and competence in order to renew registration. The Board’s preferred method for an architect to demonstrate this requirement is by undertaking continuing professional development (CPD) activities. CPD activities should relate to practice as an architect, and be additional to activities already undertaken in the normal course of an architect’s practice or employment. CPD activities throughout the year should relate to at least 2 of the 4 Core Competency Areas (i.e. Design, Documentation, Practice Management and Project Management).

The annual minimum CPD requirement is 20 points, including at least 12 “Core CPD Points”. For CPD points to be claimed as “Core CPD Points”, it is necessary for an architect to have both sufficient evidence of undertaking the activity and documentation of the learning outcomes. One CPD point is allocated for every hour of involvement, however points for some activities are capped at a maximum number of points. Please see the Board’s “Information Sheet 02 – Continuing Professional Development Framework” for more details.

Each year, the Board randomly selects 5% of practising architects for audit of their CPD records. If you are selected for audit, please complete this form and provide any supporting information you may have for each of the activities you have claimed for when submitting your records to the Board.

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_ Period: July \_\_\_\_\_ to June \_\_\_\_\_

Date of CPD Activity	Description of CPD Activity	Item of CPD Framework	CPD Provider	Design	Documentation	Practice Mgmt	Project Mgmt	No. of Core CPD Points Claimed	No. of Non-Core Points Claimed

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Total Number of CPD Points:								Core:	Non-Core:

I certify that the information supplied by me on this form is true and correct and I am aware that it is an offence to make a declaration knowing that it is false, or misleading, in any material particular.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_