

## 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 two of the four competency units of the National Standard of Competency for Architects (i.e. Design, Documentation, Project Delivery and Practice Management).

The annual minimum CPD requirement is 20 points, including at least 10 formal points. Formal CPD activities should have stated learning outcomes that are formally assessed or have significant interaction between the presenter and learner. 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	Description of CPD Activity	Item of CPD Framework under which Points are being Claimed	CPD Provider	Design	Documentation	Project Delivery	Practice Mgmt	No. of Formal Points Claimed	No. of Informal Points Claimed

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Total Number of CPD Points:								Formal	Informal

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: \_\_\_\_\_