



Engineers Board of Kenya

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CPD POLICY

EBK/CBA/POL/04

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FOREWORD

In the dynamic and ever-evolving field of engineering, staying ahead demands both technical acumen and a commitment to lifelong learning. The Engineering profession, rooted in innovation and problem-solving, requires continual adaptation to new challenges and opportunities. Continuing Professional Development for engineers is pivotal for this adaptation. Engineers are tasked with the responsibility of shaping the future, designing sustainable solutions, and improving lives. To uphold this responsibility, it is important to constantly enhance skills, embrace emerging technologies, and engage with diverse perspectives through Continuing Professional Development (CPD). CPD is an investment in expertise, a commitment to clients, and a service to society.

Engineers Board of Kenya in fulfilment the mandate vested upon it under Section 7(1)(q) of the Engineers Act 2011 runs a Continuing Professional Development programme that seeks to continuously enhance the knowledge & expertise of Engineers in Kenya. This policy provides a comprehensive guideline outlining the principles, objectives, and methodologies of the CPD programme.



Eng. Erastus K. Mwongera, CE, FIEK, CBS
Chairman
Engineers Board of Kenya

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PREFACE

Engineers play a pivotal role in shaping the future of our society, contributing significantly to technological advancements, sustainable solutions, and economic development. As the demands on the engineering profession continue to grow, embracing lifelong learning becomes not just a choice, but a fundamental responsibility.

This CPD policy outlines a structured framework designed to empower engineers within country to thrive in an ever-changing world. It emphasizes the significance of staying abreast of emerging technologies, industry best practices, and ethical considerations. By fostering a culture of continuous learning, we affirm our commitment to not only meet but exceed the expectations of our clients, stakeholders, and the wider community.

The Management fully commits to implement this policy.



Eng. Margaret N. Ogai, CE
Registrar/Chief Executive Officer
Engineers Board of Kenya



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ABBREVIATIONS AND ACRONYMS

CEO	Chief Executive Officer
CPD	Continuing Professional Development
PDUs	Professional Development Units

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DEFINITIONS

CPD: Learning that helps the registered engineer fulfil his/her present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market.

Consulting Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Graduate Engineer: Refers to a person registered under Section 18 of the Engineers Act 2011.

PDUs: Points earned on attendance of CPD activities

Professional Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Registered Person: Refers to a person registered under Section 16, 18 and 23 of the Engineers Act 2011.

Accredited Service Provider: An institution or an individual that has been evaluated and approved by the Board to offer CPD training programmes targeting engineers in Kenya.

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1. INTRODUCTION

Engineers Board of Kenya (EBK) is a statutory body established under Engineers Act 2011. The object and purpose of the Board includes responsibility for the registration of engineers and engineering firms, regulation of engineering professional services, setting of standards, development, and general practice of engineering.

1.2 Our Vision

“Safe and sustainable engineering infrastructure”

1.4 Our Mission

“To ensure production of globally competitive engineers and quality engineering services through regulation, capacity building and enforcing compliance with set engineering standards to meet the current and future needs of society”.

1.5 Our Core Values

All members of staff of the Board will uphold the following core values in their day-to-day operations: Integrity; Customer-Centric; Accountability; Respect; Excellence.

1.6 Alignment to Policy and Legal Frameworks

Section 7(1)(o) of the Engineers Act 2011 mandates the Board to cause continuing professional development programmes for engineers to be held.’

Rule 2.1 of the Fifth Schedule of the Engineers Rules 2019 requires every practicing engineer to obtain a minimum of fifty professional units in every calendar year.

Section 32(2) of the Engineers Act 2011 requires a person who is applying for a license to submit in the prescribed manner a certificate of continuing professional development issued by the Board, a statutory declaration confirming that no professional complaint has been made against him and pay the prescribed fee.

1.7 Defining CPD

CPD simply means learning that helps the Professional Engineer fulfil his/her present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market. This usually comprises a combination of formal and informal activities such as courses at educational training institutions, attendance at conferences, participation in committees, and self-directed study amongst others. Members have a personal responsibility to develop and maintain their knowledge and skills to ensure competence throughout their careers.

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This can be achieved through a program of continuing professional development which will provide:

- A means by which the Professional Engineer can take responsibility for his/her lifelong learning.
- A means by which you can improve your employability and professional practice.
- A framework to identify and plan for acquiring further skills needed.
- A method to plan career changes.
- A vehicle to ensure that professional standards are maintained



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2. POLICY STATEMENT

Section 7(1)(q) of the Engineers Act 2011 has mandated the Engineers Board of Kenya to “plan, arrange, coordinate and oversee continuing professional training and development and facilitate internship of graduate engineers”.

Consulting and professional engineers seeking to be issued with a practising license must present a certificate of CPD issued by the Board pursuant to provisions of Sec 32(2) of the Act.

Graduate engineers with over three (3) years' experience need to complete the allocated PDUs in order for their names to remain in the register and evidence of such will be required upon application for registration as a professional engineer.

The Board has therefore developed this policy on CPD as follows:

- The CPD requirement will apply to all consulting and professional engineers and graduate engineers with over three (3) years' experience.
- The CPD shall be a minimum of fifty (50) hours per year. Of these fifty hours, a minimum of forty (40) hours shall be attained from structured activities and the remainder may be obtained from either structured or unstructured activities.
- The Board will have powers to audit CPD records of any professional engineer and shall administer an audit of the CPD system – up to 10% of the professional engineers will be randomly audited each year. The Board may delegate this power.
- CPD hours garnered in one calendar year will not be carried over to subsequent years.
- The Professional Engineer may apply to the Board for exemption of CPD requirement.
- The Board will promote continuing education opportunities and facilitate structured CPD activities and may organize for the activities with other reputable organizations authorized by the Board.
- The Board will promote and endorse CPD activities offered by professional institutions, educational institutions, employers, industry and other recognized providers upon the approval of the course content and accreditation by the Board.
- The Board shall allocate professional development units to the accredited courses.
- Only activities approved by the Board for purposes of CPD shall be entered in the record sheet.

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- Employers are responsible for creating a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered persons is assured.

3. PURPOSE, SCOPE AND OBJECTIVES

3.1 Purpose of the Policy

The CPD Policy for engineers is specifically tailored to address the unique needs of registered engineers in Kenya, aiming to:

- Maintain and enhance the technical expertise of engineers by encouraging participation in training programs, workshops, and courses that focus on the latest advancements and best practices in engineering disciplines.
- Reinforce ethical engineering practices by incorporating modules on professional ethics, integrity, and social responsibility, emphasizing the importance of ethical decision-making in engineering projects.
- Develop engineers' project management abilities, enabling them to effectively plan, execute, and oversee engineering projects, ensuring successful and timely outcomes.
- Facilitate interdisciplinary learning experiences, encouraging engineers to collaborate with professionals from other fields, promoting a holistic understanding of complex projects and fostering multidisciplinary teamwork.
- Provide guidance on adhering to regulatory standards and industry-specific guidelines, ensuring that engineers remain compliant with legal and regulatory requirements in their professional practice.
- Encourage engineers to engage in research and development activities, promoting a culture of continuous improvement, innovation, and the development of cutting-edge technologies within the engineering profession.

3.2 Policy Scope

This policy applies to:

- a) Accredited Checkers
- b) Consulting Engineers



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- c) Professional Engineers
- d) Temporary Professional Engineers
- e) Graduate Engineers

3.3 Objectives of this Policy

The objective of the CPD policy is to;

- Improve professional competence of local engineers and engineering firms.
- Keep abreast of changing procedures and standards.
- Understand and apply advances in technology.
- Better serve the engineering profession, community and environment.
- Assist practicing engineers to increase capacity for learning so as to be more capable, confident and adaptable when faced with change.
- Broaden into related fields, such as those covering management, financial or legal aspects in order to improve work performance and enhance career prospects.
- Maintain, improve or expand technical skills and knowledge.

It is generally accepted that a person's ability to maintain high levels of professional competence is achieved by continually upgrading his/her skills and knowledge. CPD has many benefits because it: -

- Fosters excellence in the professions.
- Provides a mechanism through which professionals are accountable for remaining current in their practice thus improving the profession's credibility with the public.
- Enhances and/or expands the domain of practice.
- Enhances professional image.
- Facilitates practice mobility.
- Facilitates upward movement in the value chain to clients and employers.
- Improves marketability.

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4. TYPES OF CPD ACTIVITIES

For an activity to qualify as CPD must be related to the career of a consulting, professional and graduate engineer.

To be in compliance with this guideline, members are required to complete an average of 50 hours per year. The combination shall be at least 40PDUs from structured activities and not more than 10PDUs from unstructured activities.

The Board shall recognise structured activities and unstructured activities as follows:

4.1 STRUCTURED ACTIVITIES

Structured activities will include:

- Engineers Board of Kenya activities
- Participation
- Presentations
- Contributions to Knowledge
- Work-based activities

4.1.1 Engineers Board of Kenya activities (10 PDUs maximum per year)

Engineers shall obtain at least 10 PDUs from CPD activities exclusively organized by the Engineers Board of Kenya from any of the following activities: -

- Project Management
- Risk Management;
- Contract management;
- Engineering Partnerships Convention
- Safety
- Trainings on Regulatory Framework
- National and International Engineering Standards
- Any other training area to be determined by the Board from time to time

The Board will maintain a list of recognized providers, employers and technical societies that can offer formal activities for CPD.

4.1.2 Participation (5 PDUs maximum per year)

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest.

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These activities include:

- i. Mentoring/tutoring as an appointed mentor to a member-in-training or applicant;
- ii. Service on public bodies that draw on professional expertise (e.g., planning boards, development appeal boards, investigative commissions, review panels or community building committees);
- iii. Service on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies beyond the ordinary duties of work.
- iv. Inhouse training by employers
- v. Courses mounted by other competent professional regulatory bodies and competent authorities such as the Kenya School of Government, Kenya School of Monetary Studies, etc.

4.1.3 Presentations (10 PDUs maximum per year)

Eligible presentations are those of a technical or professional nature that are discretionary, that is outside your normal job functions. Presentations might occur:

- i. At a conference, meeting, course, workshop or seminar;
- ii. Within a company or at an event sponsored by a technical or professional organization.

Multiple deliveries of the same presentation count for only one presentation.

4.1.4 Contributions to Knowledge (10 PDUs maximum per year)

This category includes activities that expand or develop the technical knowledge base in the disciplines of engineering or geoscience. These activities include:

- i. Development of published codes and standards (two hours of committee work equals one PDU);
- ii. Patents (credit can be claimed only one time per patent, each patent registered equals 5 PDUs);
- iii. Publication of papers in a peer-reviewed technical journal (each paper published equals 5 PDUs);
- iv. A thesis at the Masters or Ph.D. level, on a one-time basis, upon successful defence and approval (each thesis equals 10 PDUs);
- v. Publication of a book (each book equals 5 PDUs);
- vi. Publication of articles in non-reviewed journals or an internal company report (each article equals 5 PDUs);

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- vii. Reviewing articles for publication (two hours of review equals one PDU. Maximum of 5 PDUs);

4.1.5 Work-based Activities (10 PDUs maximum per year)

Since registered persons also remain current by performing their day-to-day engineering responsibilities, a weighting of 1 PDU for every 100 hours per year for engineering related work (including management) is awarded for this category. A maximum of 10 PDUS for 1000 hours per year may be earned in respect of this activity.

4.2 UNSTRUCTURED ACTIVITIES

Unstructured activities will constitute informal activities. The maximum PDUs that can be attained through informal activities will be 10PDUs.

4.2.1 Informal (10 PDUs maximum per year)

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand one's knowledge, skills and judgment. Informal activities include:

- Self-directed study (e.g., private reading including current technical, managerial and business journals);
- Attendance at conferences and industry trade shows;
- Seminars, technical presentations, facilitated technical field trips, and workshops (courses and seminars greater than two hours in length may be claimed in the formal category);
- Attendance at meetings of technical, professional or managerial associations or societies;
- Structured discussion of technical or professional issues with one's peers.

4.3 Accredited Service Providers (Maximum 25 PDUs per year)

The Board will give approval to various providers who include universities, technical institutions, colleges, recognized providers, employers and technical and professional societies to run activities, which will be acknowledged for obtaining CPD units. The Board regards these bodies as capable of ensuring that all their courses, seminars or conferences etc., would be of adequate standard.

The Board will maintain a schedule of accredited service providers whose CPD activities will have been evaluated & approved by the Board. An Engineer may obtain up to a

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maximum of 25 PDUs per year from CPD activities offered by accredited service providers.

4.3.1 Registered persons, who intend participating in an activity provided by any other bodies should ensure that the activity is approved so that the credits awarded will be recognized by the Board.

4.3.2 Institutions evaluated and approved by the Board as CPD service providers must ensure that the following aspects are covered: -

- Their activities serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- Their activities meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants are specified (e.g., consulting engineers, professional engineers or graduate engineers) and where appropriate, the discipline is specified.
- The depth and breadth of the subject matter covered is appropriate with sufficient time for discussion.
- The subject covered provides a balanced view and should not be unduly promotional.
- The presenters have proven practical and academic experience and good communicators.
- Evaluation forms for obtaining feedback from participants on the activity are provided for rating of the relevance, quality and effectiveness of the activity.

4.4 CPD Records

4.4.1 An individual's CPD records must demonstrate a minimum of 50PDUs in the past calendar year. This shall not apply to engineers who have been exempted from CPD requirements in line with the provisions of this policy.

4.4.2 The CPD record form must be submitted by 31st January of every year. Practising engineers will be required to submit details of CPD activities for the previous calendar year.

4.4.3 Activities should be recorded in a chronological order, starting with the most recent.

4.4.4 The records must be accompanied by relevant proof of undertaking the activity which will include, but not limited to:

- Certificate of attendance/participation.

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- Curriculum/Syllabus/Course outline whichever is applicable.
- Copies of presentations (where individual was a facilitator).
- Copies of memberships to professional bodies where applicable.

4.4.5 The number of PDUs accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded on the Board's CPD Digital Information Management System.

4.4.6 Every engineer will be required to create their own CPD portals. The CPD portal can be accessed at www.ebk.go.ke.

4.4.7 Registered persons may access their personal record on the Board's website or can request a copy from EBK. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CPD activities for at least five years.

4.4.8 The Board shall be at liberty to appropriately adjust the entries where in the determination of the Board the activities have been wrongly entered. The engineer may appeal against the corrections giving further information. The Board shall such consider such an appeal and issue a final record sheet.

4.4.9 A PDU access fee will be charged as follows Ksh 50 per PDU for accredited programs and Ksh 250 per PDU for unaccredited programs which meet standard

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5. APPLICATION OF POLICY FOR VARIOUS CATEGORIES OF REGISTRATION

5.1 Professional Categories

This policy is applicable for all persons who are registered in the following categories;

- Accredited Checkers
- Consulting Engineers
- Professional Engineers
- Temporary Professional Engineers
- Graduate Engineers

5.2 Candidate Categories

Registered Candidates are not required to comply with the CPD requirements for purposes of renewal of registration. However, they are required to undertake CPD in order to comply with the requirements for full registration. Candidates therefore must record their CPD annually.

Graduate Engineers will be expected to demonstrate achievement of 25 PDUs for three consecutive years prior to registering as professional engineers.

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6. AREAS OF SPECIAL CONSIDERATIONS

6.1 Persons Registered Abroad

Registered persons who are practicing abroad should meet the same requirements as those in Kenya and will not be granted deferment. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in Kenya. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside Kenya will have to be submitted to the Board for evaluation and, if approved, the registered person will qualify for the specified PDUs.

EBK registered persons who are registered with other bodies that are either signatories to the International Engineering Alliance (IEA) agreements or who are registered with statutory or related professional bodies which the Board has concluded reciprocity agreements such as Mutual Recognition Agreements shall upon a formal notification to the Board be recognized for the Board's CPD purposes.

6.2 Retired Registered Persons

Retired registered persons, who are listed as "retired" on the Board's database, and who carry out part-time consulting or engineering work within the limits of the Board's policy, are not exempt from CPD requirements, but they will be required to accumulate 10 PDUs per year.

In the event of either of the above retired registered persons electing to return to active engineering practice, at least 20 PDUs for CPD activities should be presented to the Board in order to change their registration back to active in the category concerned.

6.3 Deferment

Registered persons may apply for deferment of CPD and the Board will review such applications individually. If reasons given are acceptable to the Board, deferment may be granted. Registered persons experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board.

6.4 Registered Engineers at Policy-Making Level

Registered engineers at policy-making level such as Cabinet Secretaries, Principal Secretaries, Vice Chancellors and Chief Executive Officers of state corporations will be awarded PDUs activities related to the nature of their work. Such activities include but are not limited to: -

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- i. Board Sitzings – 10 PDUs maximum per year
- ii. Response to Parliamentary Questions – 10 PDUs maximum per year
- iii. Development of Performance Contracts – 10 PDUs maximum per year.
- iv. Development of Annual Budgets - 10 PDUs maximum per year
- v. Giving Opening/Keynote Addresses at Conferences, Industry Trade Shows, Technical Meetings, etc. - 10 PDUs maximum per year
- vi. Memberships in Committees of Technical/Engineering Nature - 10 PDUs maximum per year.

6.5 Career Breaks

A registered person is regarded to have had a career break if he/she has a period of leave from the workforce for at least 6months but less than 2 years for any proper cause. The following may be proper causes: -

- i) Serious illness
- ii) Study leave
- iii) Parental leave
- iv) Extended travel
- v) Caring for family members
- vi) Involuntary unemployment
- vii) Elite sporting or cultural pursuits.

Registered persons may be granted CPD exemption on basis of career breaks.

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7. CPD AUDITS

The Board will conduct random audits of up to 10% of the CPD records of all registered persons in the different categories of registration annually.

If selected for audit, registered persons will be required to send, within four weeks of initial notification, verification of their CPD activities in the form of a certificate, list of results, record of attendance, receipt of course payment, or a written verification from the accredited institution, which presented the developmental activity. Where the CPD activity was presented by any other provider, proof of attendance must be submitted.

The audit of CPD submissions will be done by members of the Board's Registration and Professional Development Committee to ensure that the principle of peer group evaluation and judgment is maintained.

Registered persons being audited will be advised of the outcome. Those who do not pass the audit will have their record and verification documentation referred to the Registration and Professional Development Committee for decision. Possible actions that may be taken by the Board as shown under chapter 8.

<i>Document Title:</i> Continuing Professional Development Policy				
<i>Document Level:</i> Policy	<i>Reference No:</i> EBK/CBA/POL/04	<i>Revision No.:</i> 01	<i>Page:</i> 16	
<i>Approving Officer:</i> Registrar/CEO		<i>Effective Date:</i> 1ST APRIL 2024		

8. CPD RECORDS

8.1 CPD record forms for a particular calendar year must be filled and submitted by 31st March of the following year.

8.2 Any person who does not comply with the CPD requirements in a given year shall have up to 31st March of the following calendar year to comply.

8.3 Failure to submit the CPD record sheet as stipulated in within the stated period shall result in the following sanctions: -

- a) Non-renewal of practicing licenses for those in practice;
- b) Communication with the employer informing of the state of non-compliance by the staff
- c) Disqualification from serving in any committee, work group or taskforce of the Board and withdrawal of such membership where it had previously been awarded

8.4 For an engineer to be reinstated, he/she will be required to show that he/she has:

- a) Fulfilled all other conditions required for inclusion in the register under the Engineers Act 2011 and the regulations thereof.
- b) Garnered an average 60PDUs for the period under default.