

The Institution of Certificated Mechanical and Electrical Engineers, South Africa (NPC)

Registration Number 2018/541877/08

73 Fifth Avenue, Northmead, Benoni.

Tel: +2787 822 2229

Cell: +2784 775 8888

Email: info@icmeesa.org.za

www.icmeesa.org.za



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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE		

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

1. INTRODUCTION

This is the ICMEESA CPD Procedures, Policy and Standard.

The underlying document is **ECPD-01-STA** which describes the whole CPD process and from which these procedures are based.

ICMEESA is a Licensed Body accredited by ECSA from time to time.

Licensed Body Number: **LB_036/2027**

2. DEFINITIONS

Appeal: The review of a decision made regarding audit finding, licensed body recognition or service provider verification that is contested.

Applicant: An institution, institute, organisation, association or society, applying for registration, re-registration, verification or validation of activities for Category 1a CPD credits.

Competence: The cluster of related abilities, commitments, knowledge, skills and experience necessary to perform engineering work in a specific discipline effectively.

Continuing Professional Development (referred to in this standard as **CPD**): Continuing education and training as contemplated in section 13(k) of the Engineering Profession Act, 46 of 2000. CPD also refers to the systematic maintenance, improvement and broadening of knowledge and skills and development of the necessary personal qualities for the execution of professional and engineering duties throughout a person's engineering career. It is the learning and development that takes place after completion of educational studies, through which registered persons maintain and develop competencies to continue to perform their roles efficiently.

Credit: Notional hours where one credit is equal to 10 hours of learning towards the defined outcomes.

CPD Committee: The committee appointed by ECSA administration to execute the functions.

CPD Licence Body: Bodies determined and licensed through ECSA to verify CPD Service Providers and validate CPD Activities for Category 1a Activities.

CPD activity 1a: A formal developmental learning activity in terms of the CPD Rules , which is offered by a Verified CPD Service Provider to registered persons for the purpose of renewal of their registration in terms of the EPA.

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Recognised Voluntary Association: An association, institute, institution or society recognised by the Council as a Voluntary Association in terms of section 25(3) of the Engineering Profession Act, 46 of 2000.

Regular audit: A required audit of the Service Provider by ICMEESA during or at the end of the 3-year cycle.

Service Provider: An organisation offering learning activities in respect of Category 1a CPD Activities.

The Council: For purposes of this standard, the Council is established in terms of section 2 of the Act, and its members are approved in terms of section 4 of the Act. The Council is the ultimate policy-making authority under the Act and includes the executive committee insofar as the executive committee is authorised to make the same decisions as the Council.

Validation: The quality assurance process to recognise a Category 1a CPD Activity as complying with ECSA requirements for CPD credit claim by registered persons.

3. PURPOSE OF THIS DOCUMENT

This document outlines the functions and processes for the verification of Service Providers, validating of activities and details the associated review and auditing requirements needed to perform these functions.

4. ROLES AND RESPONSIBILITIES OF ICMEESA

ICMEESA has the responsibility of ensuring that the standard of activity for Category 1a Activities are presented by recognised Service Providers to the standard expected by ECSA for Registered persons.

In doing so, ICMEESA will accept applications from potential Service Providers on the prescribed application form as referred to later in this document. On receipt of such application, together with all the requested support documentation, the application shall be passed on to the CPD Committee for examination of the submitted documentation to check whether the applicant has the necessary processes in place to serve the clientele adequate materials to satisfy the Category 1a Activity criteria.

Such verification should include a site inspection of premises at which such presentations would take place, should it be required.

On acceptance of such applicant as a Service Provider, a letter of acceptance, together with a certificate reflecting a **Unique identifier**, will be submitted to the applicant in recognition of the Service Provider status.

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Thereafter, the Service Provider will be in a position to apply for an activity to be validated for accreditation for Category 1a Activity, making use of the applicable application form. This validation procedure is described in later sections of this document.

5. SERVICE PROVIDER ACCEPTANCE PROCEDURE

Service providers must have adequate capacity and capability to provide learning activities of high quality.

5.1 Roles and Responsibilities

Service Providers are accountable for delivering validated CPD Activities.

A Service Provider is the only body that can apply to a Recognised Licensed Body, ICMEESA being one, for validation of CPD Activities.

The status of a Service Provider is **not transferrable** to a third party.

The application form ICMEESA-CPD10 is to be used for the purpose of application.

NOTE: There is a small charge for this process to compensate the person doing the verification of the information submitted.

5.2 Criteria for the appointment of a Service Provider

Prior to the application for recognition as a Service Provider, the prospective Service Provider must have the following:

5.2.1 Administrative

1. Legitimate company or organisational registration or equivalent.
2. Company profile.
3. Accountability structure for CPD management.
4. Service Provider's contact details (physical address, contact number, email addresses, etc.)
5. * Recent tax clearance certificate (good standing with SARS or equivalent).

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5.2.2 Core

1. Scope of CPD Developmental Activities (registration category, discipline, area of specialisation and type of activity).
2. Agreements in place (e.g. for venue, presenters, coordinators) – if services are to be outsourced, supporting documents must be provided with detailed information.
3. *Contingency and control systems in place to address cancellation, rescheduling, or revision to the CPD activity.
4. *Documented refund policy.
5. *CPD Service Providers should demonstrate adherence to the values of diversity, accessibility, inclusivity, equity and transformation. To that end, the costing model should take into account the latter factors to ensure affordability.
6. A quality management system with the stipulated elements related to the administration and offering of CPD Activities as follows:
 - (a) A broad outline of the programme of activities for the forthcoming year.
 - (b) A database containing information on CPD Activities (approved, in process and rejected).
 - (c) Document and data control procedure and systems.
 - (d) Procedure and systems for enrolment and registration of participants.
 - (e) Procedure and system for monitoring and recording attendance for the duration of the activity.
 - (f) Procedure and system used to assess the participants. The assessment method must be communicated to the participants. If there is no assessment of participants, this must be documented.
 - (g) Procedure and system for issuing of course/activity certificates (to include an example of the attendance certificate).
 - (h) Procedure and system to be used to obtain feedback from the participants to evaluate the CPD activity and presenters.
 - (i) A quality assurance process to meet the requirements for validating CPD Activities.

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**These are not required for service providers that are not generating an income from offering the CPD activity.*

The CPD Service Provider must ensure that the CPD activity is validated prior to hosting the event.

ICMEESA has the right to request the CPD costing as part of the verification process.

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5.3 Verification process

The prospective Service Provider must submit the application for verification to the ICMEESA in the prescribed format. The application must be accompanied by all the required documents requested.

The verification process is as follows:

- The Secretary of ICMEESA receives the application together with all the relevant documentation.
- The Secretary of ICMEESA will produce an invoice for the prescribed fee and send to the applicant, once paid, the following process will be followed.
- The Secretary checks to see whether all appropriate documents have been received. Should any documents be incomplete or missing, the Secretary will follow up with the Service provider administrative person.
- The Secretary will create a folder within the database for the applicant Service Provider, in which all relevant documents will be stored.
- A further folder will be created on Google Drive under Service Provider details, using a unique identifier number for the Service Provider.
- All the received documentation will be uploaded into this folder.
- Once the CPD Committee has been notified of the new application, they will attend to the application and submit the finding to the Secretary in the form of Annexure B.
- The Committee will record, in the Service Provider's folder, the result of the application.
- On receipt of the confirmation of the result of the verification, a letter confirming the result will be forwarded to the Service Provider.
- The Secretary will prepare a letter to the service provider confirming the outcome.
- The Secretary will prepare a certificate of confirmation depicting the unique identifier number thereon.
- Once the certificate is signed, the certificate will be scanned and filed in the Service Provider's folder.
- The original certificate will then be sent to the Service Provider by courier.

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The ICMEESA assesses the documentation and arranges for a site visit, if necessary. The ICMEESA then declares one of the following outcomes:

- Verified (meets requirements)
- Verified with specific conditions
- Rejected (does not meet requirements).

In any of these instances, the applicant receives an outcome letter.

Successful applicants receive a certificate with a **unique identifier number** that must be displayed on all marketing material and on their website.

The application outcome must be communicated to the prospective Service Provider and ECSA within a maximum of 30 calendar days unless a site visit is required.

If the application is not approved, the Secretary will return the ANNEXURE B to the applicant for rectification of any short comings.

Should the application be rejected, it is entered into the ICMEESA database for recordkeeping.

5.4 Renewal of verification status of Verified Service Provider

The renewal process requires that the Service Provider needs to reapply making use of the ICMEESA-CPD10 application form and provide the supporting documents listed in the checklist.

After reviewing the application, the ICMEESA decides if the Service Provider still meets the criteria. If additional documents are outstanding, the ICMEESA notifies the applicant.

If successful, a new certificate will be issued.

The renewal process can also take place as part of an audit, after which the status of the Service Provider can be changed.

A list of the Verified CPD Service Providers will be made available on the ICMEESA website.

5.5 Review and monitoring

A Verified CPD Service Provider must be audited and reviewed by ICMEESA or ECSA within a 3-year period in accordance with the criteria specified in the ECSA Standard.

The ICMEESA reserves the right to conduct more than one review during this period.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

On receipt of the verification certificate, and annually thereafter, the Service Provider will notify ICMEESA of the scheduled dates and modality of training sessions to allow for the required review and monitoring

5.6 Submission of false information or failure to resolve deficiencies

If it is confirmed that a Verified CPD Service Provider has submitted false information during the application process or a Verified CPD Service Provider is found to no longer comply with the requirements, the ICMEESA may remove the CPD Service Provider's verification with immediate effect in writing outlining the deficiencies and advising on the time frame in which corrective actions must be implemented.

The ICMEESA must inform ECSA in case of removal of a Verified CPD Service Provider.

If the Verified CPD Service Provider fails to resolve the identified deficiencies within the stipulated timelines, as determined ICMEESA, the CPD verified status is revoked/terminated.

The date of termination is indicated in writing by ICMEESA and henceforth, the CPD Service Provider can no longer provide CPD Services.

5.7 Changes to Verified CPD Service Provider information

The Verified CPD Service Provider must inform ICMEESA of any change within the organisation that affects the information provided in the original application and that would thus affect the status according to this Standard.

This must be communicated within 21 days from the date of change.

5.8 Amendment of verification requirements of CPD Service Providers

If at any stage, ECSA decides to amend the requirements for CPD Service Providers, it will inform ICMEESA who will inform CPD Service Providers of such a decision.

All such amendments will be communicated to Service Providers once approved and put into effect.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

6. VALIDATION OF CPD ACTIVITIES

Only Category 1a CPD Activities can be considered for validation by a verified CPD Service Provider. These validated activities are for the attainment of the CPD credits required for renewal of registration for professional and specified categories as described in the ECSA CPD Rules.

This document applies to Category 1a CPD Activities only.

- Category 1a CPD Activities are structured developmental/educational activities that can be delivered online, face to face or in a hybrid format.
- Activity types can include conferences, congresses, workshops, lectures, seminars, courses, colloquiums and webinars. The award of credits is based on notional hours of the CPD Activity.

In essence, 10 notional hours are equivalent to 1 credit.

- Verified CPD Service Providers are accountable for delivering validated CPD Activities.
- Each validated activity must have a unique validation number.
- This unique validation number must be displayed on all marketing material for the activity, on the website, on confirmation of attendance, on certificates issued to attendees and on any other related documents.
- The unique validation number of the validated CPD Activities for that specific validated activity is not transferable to a third party's activities.
- An activity must be validated prior to hosting the activity.

6.1 Requirements for validation of CPD Activities

The validation of CPD Activities ensures that CPD Activities meet the minimum requirements for CPD credits, which include the following:

Administrative

- 6.1.1 A fully completed application form (ICMEESA-CPD02) must be submitted to the ICMEESA in the format and method prescribed therein.
- 6.1.2 Full details of the CPD activity must be provided: title, duration, location, mode of delivery, scope, learning outcomes and type of activity.

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- 6.1.3 The engineering registration category and discipline for the target audience must be indicated (e.g., Professional Certificated Engineer: Mechanical/Electrical, etc.). If there are multiple categories, these categories must be indicated.
- 6.1.4 Details of the presenter must include the title, name, surname and contact details.
- 6.1.5 The presenter's expertise must be provided in the form of an abridged CV or biography to indicate experience and educational achievements.
- 6.1.6 A copy of the presenter's ID, ECSA registration number or any other form of official identification is also required. If an ECSA registration number is provided as identification, the ICMEESA must verify this. In line with the Protection of Personal Information Act, 4 of 2013 (POPIA), the information can be collected and will be kept in compliance with the act.
- 6.1.7 Availability for the period of the activity must be confirmed by the presenter as a signed agreement, a confirmation email or a contract of employment.
- 6.1.8 Should the presenter be changed due to unforeseen circumstances; the details of the new presenter must be submitted to ICMEESA for review together with the reason for the change.
- 6.1.9 The participants must be made aware of the cancellation procedures (in accordance with the reimbursement policy referred to above).

Core

- 6.1.10 The CPD Service Provider must demonstrate how the quality of the CPD activity is ensured. The quality of the CPD activity includes the entire learning and development process for the activity (e.g., course content, assessments, instructional and learning material, attendance and certification).
- 6.1.11 A process for aggregating notional hours to ICMEESA, credits for the activity.
- 6.1.12 Course Materials (includes course content and assessment tools).
- 6.1.13 The activity's objectives and outcomes must be submitted.
- 6.1.14 Details of pricing activities and costs must be provided to ICMEESA.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

6.2 Marketing of CPD Activities

Verified CPD Service Providers are responsible for marketing CPD activities.

Marketing materials should indicate **unique validation number** of the activity and, ideally, the name of ICMEESA.

If ICMEESA or CPD Service Provider loses its licence or verification status, it must remove all CPD-related marketing and certification from its documents and other advertising platforms, effective immediately.

6.3 Application process

The process for application and approval of CPD Category 1a Activities is as follows:

- The verified Service Provider submits an application form, together with all the requested documentation, to ICMEESA for validation.
- On receipt of the application, it is logged within the allocated file made for each such application.
- The documentation is allocated an unique identifier number and uploaded onto the Google Drive page set out for the purpose.
- Once the documentation has been uploaded, the Secretary of ICMEESA notifies the CPD Committee that the activity has been uploaded.
- The committee deliberates and allocates the activity to an appropriate validator who is suitably qualified to validate the activity. (A time frame of three weeks is allowed for this).
- Once the validator has studied the materials and documentation, s/he will report his/her findings on the ANNEXURE A document to the committee for final comment and or approval.
- Once approval has been reached and the activity is validated, the chairman of the CPD Committee will notify the Secretary and update the findings on the Google Drive spreadsheet.
- The Secretary will then prepare the following.
- A letter of acceptance to the Service Provider, outlining the approval conditions.
- Prepare a Certificate for the activity with the unique identifier reflected on it.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

- The above certificate will be submitted for signing, after which it will be scanned in and filed in the activity folder created for this purpose.
- The letter of confirmation, together with the scanned copy of the certificate will be sent by email to the administrator of the Service Provider.
- The Secretary will then submit to ECSA the form ECPD3, together with form ECPD9 for their records.
- The Secretary will then upload the activity number and title thereof onto the ICMEESA website.
- The original of the activity certificate will then be couriered to the Service Provider.

There are three possible validation application outcomes as follows:

Full validation

ICMEESA agrees that the validation requirements have been met with non-substantive issues that require corrective action or additional submissions.

Restricted Validation

Corrective changes need to be applied or substantive documents are outstanding, preventing validation of the activity. No CPD number will be issued to the CPD Service Provider until the conditions have been met. The CPD Service Provider cannot market this activity as validated.

Rejected Validation

ICMEESA must provide grounds for the rejection.

If the CPD Activity application is rejected by ICMEESA, the CPD Service Provider cannot apply to another Licensed Body.

ICMEESA must provide ECSA with the details of the rejected activity.

6.4 Validation period

The complete validation process is conducted within 30 working days or within a reasonable time subject to submission of all the required documentation or type of evaluation required. ICMEESA will inform the CPD Service Provider should the process require additional time.

The validation status of the CPD Activity is valid for 3 years, provided there are no substantive changes to the original application.

Details of the validated CPD Activities are stored in the ICMEESA databases.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

Should ICMEESA or a CPD Service Provider lose its licensing or verification status, all details of validated CPD Activities must be submitted to ECSA for decision-making. ECSA will make a determination on the continuation of these activities.

6.5 Review and monitoring

The validation and review period for a CPD Activity is 3 years. If any of the aspects (e.g., course contents, presentations, presenter, etc.) presented during the application process change within the validation period, these changes must be submitted to ICMEESA for re-validation.

On receipt of the validation certificate, and annually thereafter, the Service Provider will notify ICMEESA of the scheduled dates and modality of training sessions to allow for the required review and monitoring

6.6 Recordkeeping

Electronic records must be kept by both ICMEESA and CPD Service Providers in terms of an adequate organisational policy on document and data control for a minimum period of 6 years.

The records must include attendance records, date of application and indicate full, restricted or rejected. It must also include details of the outcome and the validation number and renewal date (if applicable).

7. AUDITING AND REVIEW PROCESS

ICMEESA develops and operates a quality assurance system that leads to the recognition of Verified CPD Service Providers. The criteria, policies and procedures that define the verification and validation are defined in **this document**.

These processes assure the public, employers, funders and other stakeholders that the validated activities fulfil their key purpose of providing the attendees with the ability to advance their engineering knowledge and remain proficient in their area of competence.

NOTE: ICMEESA may request that one of the Validation Committee members attend the course, either fully or partially, to verify that the course content as applied for is within the supplied specifications. Such attendance would be at no cost to the individual and s/he should receive a certificate of attendance in order to claim the allocated CPD points should s/he attend the whole course in full.

Such individual would submit a report to the ICMEESA Secretary for record keeping as part of the audit and review process.

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7.1 Auditing duties of ICMEESA appointed CPD Committee

ICMEESA administration must appoint a committee responsible for decision-making with regard to CPD auditing. The CPD Committee will grant verification and validation for a defined period.

In addition, the CPD Committee may authorise provisional verification and/or validation after consideration of the full report from the auditing team and may recommend additional audits at its discretion. The Committee also has the delegated authority to withhold verification and/or validation from the Service Providers.

7.2 Recognition of verification of CPD Service Providers and validation of CPD Activities

ICMEESA respects the autonomy of CPD Service Providers to design CPD Activities to satisfy the prescribed standards, develop teaching and learning processes to achieve the required quality standards and deploy adequate resources to meet these goals.

7.3 Auditing modality

The auditing process may be undertaken by face-to-face, virtual or hybrid methods. The ICMEESA CPD Committee decides on the appropriate auditing method considering several factors, including the availability of documentation, the type of auditing process, the cost and the permissible logistics required.

7.4 Auditing requirements

The auditing requirements are outlined in checklist (Audit Process Checklist).

The entity to be audited is notified at least 3 months before the regular audit.

In the case of an audit triggered by a material change or a complaint, an interim audit will focus on the issue raised. The interim audit will take place as soon as possible after the trigger.

The onus rests on the ICMEESA to provide evidence that the auditing criteria are being satisfied.

The Service Provider must therefore complete and forward all required documentation and supporting evidence, make available specified material, including accessible links to hybrid and online CPD Activities and systems, prior to the auditing and respond to requests for supplementary information before and during the auditing process.

Should relevant information not be provided, the team may report a lack of evidence to comply with the ICMEESA CPD Standard.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

As such, the Service Provider may be considered non-compliant, which could result in termination of the verification. Table 1 outlines the auditing requirements. All relevant information or records must be kept for 6 years for this purpose.

Table 1: Auditing requirements for Service Providers (verification and validation)

Key requirements	Other requirements	Sample percentage	Frequency
Section 5	Records of validated, validated with specific recommendations and rejected CPD Activities.	5%*	Once
Section 6	Records of requirements for validated activities as stipulated in section 6.	5%*	Once

**The auditing team reserves the right to determine the adequacy of the sample size in relation to the entire population size.*

7.5 The auditing team

The ICMEESA CPD Committee will appoint a member of the Committee to carry out the audit.

7.6 Responsibility for reporting

The person carrying out the audit is responsible for the quality of the report. The report must clearly distinguish between matters that affect the auditing decisions and matters identified for improvement.

The reports must provide sufficient detail for the CPD Committee to make auditing decisions. The reports are to be sent to the Service Provider and must clearly indicate matters that require remediation or relate to improvement.

7.7 Appeal process

Should the Service Provider find that there is any item in the report that they disagree with, they may respond to the ICMEESA CPD Committee in writing, providing the item of dispute and the evidence supporting such dispute.

Such dispute process must be dealt with within two weeks of receipt of the dispute by the CPD Committee.

After the decision has been made in terms of the dispute, such report shall be sent to the Service Provider as expediently as possible.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

8. CPD COMPLAINT HANDLING PROCEDURE

The CPD customer complaint handling procedure is indicated in Figure 3 of the ECSA Standard document ECPD-01-STA. Verified Service Providers should keep a record of all complaints and appeals and management thereof in a complaints or quality improvement register. This register is to be shared with ICMEESA from time to time for good accounting purposes.