



CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

1. INTRODUCTION

The Board is empowered by the Surveyors Registration Act Cap 275, to regulate, control and guide activities conducted by Registered Surveyors, through regulations, byelaws and practice notes among others. The other control measure to ensure professional practice and ethical conduct is to establish a robust CPD Policy and system.

The use of a Continuous Professional Development (CPD) gives both Surveyors Registration Board (SRB) and all professional associations recognized by the board the opportunity to ensure that all surveyors comply and meet all professional and practise requirements.

Furthermore, the development of the CPD policy and system by SRB is to ensure that all surveyors maintain their membership status including facilitating the annual renewal of practising certificates.

2. OBJECTIVE

The primary objectives of the CPD policy and system are to: -

- a) Meet the requirements of the Act
- b) Serves as one of the means for renewal of practicing certificate; and
- c) Develop the surveying profession through professional skills enhancement

3. ADMINISTRATION

The CPD policy is administered by the SRB in terms of its obligations under the Act. All Registered Surveyors (RSUs) and Non-Registered Surveyors (NRSUs) are to submit annual CPD records, activities and hours to the SRB together with copies of evidence of the hours accumulated.

4. CPD CATEGORIES

The CPD hours shall be obtained for the following categories: -

- a) Professional Development Activities (PD); and
- b) Formal Learning Activities (FL).
- c) Professional Practise Activities (PP)

5. CPD ACTIVITIES AND HOURS

5.1. Professional Activities

Professional development activities that contribute to personal professional development are those that do not involve attendance of formal learning, including but not limited to: -

1) Conferences, Workshops or Seminars (Nationally or Internationally)	3 POINTS
2) Built Environment and Surveying related CPDs	3 POINTS
3) Short Courses (Less than 5 months)	5 POINTS
4) Publications in peer-reviewed journals	3 POINTS
5) Presentation of Papers (Nationally or Internationally)	3 POINTS
6) Professional Skills Training (Training, Facilitating, Coaching, Supervision, Mentoring, Preparing Training Materials, Setting/Evaluating Examinations or APC Assessments)	5 POINTS
7) Accreditation Activities (Accrediting and assessing Surveying Courses or Inspecting Education Facilities)	3 POINTS
8) Professional Administration (Attending Committee Meetings, Board Meetings, Taskforce, Annual General Meetings, SRB Meetings, Activities in which surveyors volunteer manhours or where professional built-environment and surveying related presentations are made)	5 POINTS
9) Contributing to Professional Leadership (within Professional Bodies recognized by the SRB or other recognised entities)	5 POINTS

5.2. Formal Learning Activities

Formal learning activities are those that involve formal learning through an accredited tertiary institution or organisation including but not limited to: -

1) Organised in-house Training	3 POINTS
2) SRB Organised Training	5 POINTS
3) Training Organised any Professional Association recognized by the board (ISU, AREA, etc)	3 POINTS
4) Self study which includes resources not formally evaluated	5 POINTS
5) Formal training and tertiary studies (In person, On line or Virtual Classes)	5 POINTS
6) Under graduate or post graduate teaching	3 POINTS
7) Supervision or evaluation of undergraduate or post graduate research studies	3 POINTS

5.3. Professional Practise Activities

Professional practise activities seek to improve and ensure that all surveyors practise ethically and professionally. These activities shall be mandatory, they shall not involve formal learning and shall be limited to: -

5.3.1. Non-Registered Surveyors

1) Ethics, Professional Conduct and Practise Training conducted separately or jointly by the SRB and any other Professional Associations recognized by the board.	10 POINTS
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5.3.2. Registered Surveyors

1) Professional Conduct and Ethics Assessment by the SRB.	10 POINTS
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For activities including developmental, educational or otherwise that do not fall directly within those listed herein, such shall be submitted to SRB for approval and accreditation.

6. ANNUAL SUBMISSIONS

All Registered Surveyors (RSUs) and Non-Registered Surveyors (NRSUs) shall be required to record their CPD activities and submit their returns to the SRB annually not later than December 30 of each year.

7. CPD ANNUAL REQUIREMENTS

- a) All Surveyors effective from January 1, 2025 will be required to accumulate a minimum of 30 hours of CPD activities per annum as follows: -
 - i) Professional Development (PD)- Minimum 10 CPD Hours annually; and
 - ii) Formal Learning (FL)- Minimum 10 CPD Hours annually; and
 - iii) Professional Practise (PP)- Minimum 10 CPD Hours annually.
- b) All Candidates for registration shall be required to comply with the CPD requirements for purposes of registration and shall have to submit their CPD Log to SRB.
- c) All Registered Surveyors (RSUs) shall for the purpose of renewing Practising Certificates be required to accumulate a minimum of 15 CPD hours of which professional practise CPD Activities shall be mandatory.
- d) All Registered Surveyors (RSUs) who are deregistered by the SRB and in due course, seek to apply for re-registration, shall be required to submit 50 hours of CPD activities.
- e) All surveyors who for some reason or another were not in good standing with any professional association recognized by the board, ISU, AREA among others, and, in due course, seek to apply for re-instatement as a member, shall be required to submit 30 hours of approved CPD activity prior to finalisation of their re-instatement.
- f) All Surveyors Registered and Non-Registered shall be required to attend an annual CPD on Ethics and Code of Professional Practise either by SRB or any Professional Association recognized by the board annually.

8. RENEWAL OF PRACTISING CERTIFICATES

The annual renewal of Practising Certificates is a legal requirement in line with Section 19 of the Act. However, for SRB to issue a PC, all Registered Surveyors (RSUs) must meet the CPD requirements in Clause 7 herein including paying Practising Certificate and Membership fees for all Professional Associations recognized by the board.

9. EXEMPTIONS OF CPD ACTIVITIES

The acceptable reasons for exemption may include: -

- a) Temporary withdrawal from active professional practice
- b) Physical disability, illness or pregnancy, with documented proof of such condition
- c) Other extenuating circumstances as reviewed and approved by SRB

All Registered Surveyors (RSUs) who are practising abroad shall meet the same requirements as those in Uganda and will not be granted any exemptions. Documentary proof of compliance with CPD requirements in any particular country will be accepted for CPD accreditation purposes in Uganda.

10. NON-COMPLIANCE

In case of non-compliance of surveyors as at December 30 of that calendar year, the following steps shall be taken: -

- a) The surveyors shall be advised of their non-compliance by SRB/ISU in writing of the need to comply to the CPD Policy and grant a further 1-months to regularise or normalise the situation.
- b) If, after the 1-month extension the surveyors CPD submission (or nonresponse) is still not satisfactory, SRB shall not issue a Practising Certificate until the requirements of the CPD are all met.

11. REVENUE SHARING

For CPD activities organized and conducted jointly by SRB and any Professional Association recognized by the board (ISU, AREA, etc) the envisaged costs and revenue generated shall be shared equally. Otherwise all revenue from all CPD activities by the board shall be for the board.

12. ENQUIRIES

All correspondence and enquiries related to the CPD system should be addressed to: -

Registrar

Surveyors Registration Board

Plot 19, Lumumba Avenue, 2nd Floor, North wing; Rume Towers.

P.O Box 9575 Kampala

Telephone: +256393254146

Email: registrar@srb.go.ug

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