

Engineering Council of India

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES*

1. Each Professional Engineer is expected to meet minimum CPD requirement before being considered for registration or renewal of registration. While it may be difficult to get evaluate past CPD before first registration, it may be advisable to prescribe and evaluate CPD after first registration. Nature of the programmes constituting CPD activities are as follows.

These include but are not limited to the following:

- Educational upgrade
- In-company training and presentations
- Technical papers writing and books publication
- Seminars with focus on education / knowledge
- Workshops with focus on professional training
- Technical articles, books, research reports, papers etc.
- Attendance at meetings of technical or professional chapters etc.
- Task forces, committees, review teams for codes and standards
- Thesis
- Research proposals
- Design submissions
- Computer-based training
- Mentoring
- Conferences, congresses, symposia etc.
- Giving lectures and conferences

The Standards for Accreditation of CPD Program shall cover the above topics but it shall not be limited to these

2. **Organizations recognized for conducting CPDs'**

The Program should be conducted by an organization recognized with ECI for the delivery of continuing education programs. These CPD providers are required to have an identified unit, group or individuals with clearly defined responsibilities for the development and administration of the program. These providers may send necessary information to ECI for the recognition of the programmes.

3. **Guidelines for the conduct of the formal education and training programme**

- a. The Programme must be designed to meet learners' needs. It includes determine training requirements, defining desired learning outcomes, identify course instructors, designing course content and instructional methods, scheduling the resources needed

- for the projected outcome and preparing feedback questionnaire and a post-assessment action plan.
- b. Each program must specify its objectives and how it will benefit the learner.. The outcome objective should emerge from the needs assessment and provide the learning framework, which focuses on specific goals.
 - c. Each program should be planned by the professionally competent instructors. They should be responsible for the needs assessment, instructors' selection, program contents, instructional methods, course delivery, testing, and evaluation. Further the curriculum vitae of the instructors should accompany each program.
 - d. Each program must have a mechanism to demonstrate that it has attained the planned learning outcomes. Where individual proficiency is a goal, the participant must be tested for the skill or knowledge acquired in the program. Oral or written examinations may in some cases be the best method to adequately evaluate learning outcomes
 - e. The program providers must have a systematic evaluation procedure to know if and where improvements are needed.
 - f. The Program providers are responsible for arranging the appropriate learning environment and support services. The EIC is responsible for the review of continuing education proposals and activities for the assurance of compliance to the standards established by EIC.

4. Mechanism for the evaluation of the CPD of PEs.

The Continuing Professional Development and Professional Management Skills programmes includes 'Technical Educational Knowledge Update through added qualifications, training and experience and professional management skills upgrade through added training and experience. Each of these categories can be further broken down into significant parts and each part can then be assigned weightage and achievement value. The quality of CPD shall be assured by the development assessment method indicated below. It is the aggregate of credit hours earned in 5-years that will determine as to whether a PE has secured at least 250 credit hours within his/her five years registration validity period or not, for re-registration.

The hours of an applicable CPD are counted by multiplying the actual hours of CPD by the Weight Factor, which indicates the extent of effect of each CPD activity. The following table shows the details:

Classification	Type	Applicable CPD Program	CPD Weight Factor (Multiplier) (*1)	Applicable Hours	Remarks
Formal Education Upgrade in Engineering / Management duly recognized by ECI	(1)	Award of Doctorate	2	60	All achievements shall be supported with records and certificates. Limit for total of all = 120 hrs for 5 year
		Award of Post Graduate Degree	2	50	
		Award of Post Graduate Diploma (Full Time)	2	40	
		Post Graduate Correspondence / Part Time course (including those gained through the internet)	1	40	
		Authoring books on field of specializations published by a reputed:			
1. National Level Publisher	2	40			
2. International Level Publisher	2	50			
Formal Education and Training Activities (No limit)	(2)	Participation in lecture Participation in lecture	2 1	Actual hours of attendance	Lectures in programme conducted by associate members and supported with ECI certification Other lectures supported with ECI certification
	(3)	Participation in lecture, symposium, in-house training, studying tour, conference * etc.	1	Actual hours of attendance	* Applicable conference are international conference and professional convention that includes assignments to be acquired as CPD
Grant of a Patent		a patent is granted on a research/ project related subject	2	60	All achievements shall be supported with records and certificates.

Presentation Papers and other Activities (No limit)	(4)	Lecture*, Symposium Panelist	3	Required hours for giving a lecture	* Excluding continue teaching at institutions and university
	(5)	Participation in an academic meeting	3	Hours spent at an academic meeting	In case an applicant writes the thesis and makes the presentation at an Academic meeting, they are counted as (5) and (6) respectively.
	(6)	Writing thesis, technical reports and others	1	Required hours to write a report	
	(7)	Attending a committee * etc.	2	Hours of attendance	* This is applied only when an applicant participates in active decision (such as at round-table)
Presentation Papers and other Activities (No limit) Professional Practice (Upper limit)	(8)	Part of social contribution such as emergency risk judgment works	3	Hours spent for social contribution	Only those with urgency and for the public interest such as building emergence risk judgment works after earthquake.
	(9)	Practical experience of “over two years in responsible charge of significant engineering work” (*2)	1 / 10	Actual hours of activities (*2)	Limit: Total 75 Hours/ 5 years

Notes. *1. The number of credit hours will be calculated by multiplying the number of hours actually spent for the CPD activities by a pre-determined weighted factor.

*2. These are equivalent to practical experience “Spent of over least two years in responsible charge of significant engineering work” requirement for Professional Engineer such as:

- a. Planned, designed, coordinated and executed a small projects;
- b. Undertaken part of a larger project based on an understanding of the whole project.
- c. Undertaken novel, complex, and / or multi-disciplinary work.

5. Qualitative assessment

The National Committee will also undertake a qualitative review of the CPD record and may require the candidates to appear for interviews. The review may also cover whether based on the qualitative assessment the candidate meets the requirements even in cases where there is shortfall in quantitative assessment

6. Renewal of Registration.

The registration of only those candidates who fulfill the development assessment criteria will be renewed by BRPE. The candidate not fulfilling the CPD requirements for renewal of registration can reapply for renewal of the registration after necessary further professional development

**Based on the Report on CPD in 2003*