Institution of Surveyors of Uganda, Continuing Professional Development Policy *(Issued December 2016)*

1. All members of the Institution of Surveyors of Uganda (ISU) have the responsibility to themselves and their fellow members to ensure they stay professionally relevant, in order to protect the reputation of their qualification. By doing this, they will continue to offer to their clients, employers and the general public, services which conform to the highest standards of quality.

2. Continuing Professional Development (CPD) is required annually for each member to maintain his membership status.

3. All members (excluding students) must achieve a minimum of 30 points for CPD activities by 31st December of each year. There is no limit to the maximum number of points achieved in the year, but excess points (above the minimum) shall not be carried over to the next year.

4. Renewal of membership is achieved by accumulating a prescribed number of continuing professional development points within the certification period through participation in the following surveying-related professional development activities:

Item	Activity	Points
1	**Seminars and Workshops, local or international**	
1.1	Organized by ISU/SRB, (2 Hours – Half-Day)	3
1.2	Organized by ISU/SRB, (Full Day)	6 per day
1.3	Organized by other Recognised Entities, (2 Hours – Half-Day)	1.5
1.4	Organized by other Recognised Entities, (Full Day)	3 per day
2	**Personal development activity leading to a qualification or predetermined learning outcome**	
2.1	Less than 3 Months	5
2.2	3 – 6 Months	7.5
2.3	Over 6 Months	10
3	**Professional leadership activities**	
3.1	Within ISU/ SRB Programmes	5
3.2	Within other Recognised Entities	2.5
4	**Acting as a resource person (facilitator, trainer, coach, speaker)**	
4.1	Within ISU/ SRB Programmes	3
4.2	Within other Recognised Entities	1.5
Item	**Activity**	**Points**

5	**Industrial Training and Mentorship**	
5.1	For less than 2 Months (ISU/SRB Programmes)	3 per person
5.2	For more than 2 Months (ISU/SRB Programmes)	6 per person
5.3	For less than 2 Months (Other Recognised Entities)	1.5 per person
5.4	For more than 2 Months (Other Recognised Entities)	3 per person
6	**Technical and Professional Authorship (Newspapers, Newsletters, Magazines & Journal Articles; Research Papers; Conference Papers)**	
6.1	ISU/SRB Programmes	3 per publication
6.2	Other Recognised Entities	3 per publication
7	**Professional Conduct & Good Standing**	
7.1	Keeping in good standing with ISU/SRB (payment of subscription fees, no arrears, no misconduct, attending AGM, etc.)	2
7.2	Sponsoring ISU/SRB Events and Programmes	3

5. All members (excluding students) have until 31st January of each year to submit a completed CPD Records Sheet/ Form, listing all earned CPD points, for the previous year.

6. Information provided on CPD Records sheets/ forms will be processed as follows:

   6.1. Information provided will be reviewed for understandability, applicability, and comprehensiveness. Clarifications may be requested.

   6.2. Members shall substantiate the claims made on their application forms by way of reproduction of supporting documentation and/or written statements from reputable persons verifying particular activities.

   6.3. Members shall record the CPD points equivalent to their time of participation, which shall be verified and awarded in accordance to the requirements of section 4 of this policy.

ISU Policy on Continuing Professional Development, December 2016

Continuing Professional Development Record Sheet (Template Only: use extra sheets as necessary)

NAME:					SIGNATURE:	
ISU MEMBERSHIP NUMBER:						
YEAR OF ACTIVITY:						
E-mail:						
S/N	**Activity**	**Your Role or Contribution**	**Date/ Period of Event**	**Time in Hrs/ Half-Day/ Full Days**	**CPD Points Claimed**	**CPD Points Awarded (FOR OFFICIAL USE ONLY)**
					TOTAL	