NSW Architects Registration Board

protecting consumers • registering architects • informing the public • promoting architecture

NSW Architects Continuing Professional Education Record

NSW Architects Code of Professional Conduct requires architects to undertake continuing professional education (CPE). The minimum commitment is 20 hours of which 10 hours must be formal. An architect will be required at annual renewal to declare that they *have taken all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of the architectural services that the architect normally provides*.
Architects may choose to complete this form or provide similar records of CPE activities including date, activity, location, category of activity (formal or informal), relationship to the National Competency Standards in Architecture – Design, Documentation, Project Management and Practice Management, and hours claimed. Records of CPE activities should be kept for at least five years. For more information about CPE for architects see www.architects.nsw.gov.au.

Name :

Architects Registration Number:

Year of Activity:

Formal activities should relate to practice as an architect, have stated learning outcomes that are formally assessed or have significant interaction between the presenter and the learner. **Informal activities** also relate to practice as an architect; learning outcomes can be identified, but do not include any form of assessment.

Record of CPE Activity

Date	CPE Activity	CPE Provider	Design	Docum-entation	Project Man.	Practice Man.	Informal Hours	Formal Hours

Date	CPE Activity	CPE Provider	Design	Docum-entation	Project Man.	Practice Man.	Informal Hours	Formal Hours

At annual renewal of your registration as an architect in NSW (31 March each year) please check one of the statements below

__ **I have undertaken a minimum of 20 hours CPE, at least 10 hours of which is formal. (If you check this statement you do not have to send in your record of activity with your annual renewal form unless requested as part of a random audit, but should keep this record for a minimum of 5 years.)**

OR

__ **I have taken all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of architectural services I normally provide but have not met the minimum requirement of 20 hours, at least 10 of which are formal. (If you check this statement you must send this record form together with the reason/s why you have not met the minimum commitment. See *Information Sheet 7 Architects and CPE* for more information.)**

I hereby declare that the above information is correct

Date:

Signature:

Total Informal	Total Formal