



The NSW Architects Code of Professional Conduct requires architects to undertake continuing professional development (CPD). The minimum commitment is 20 hours of which 10 hours must be formal. At annual renewal, an architect is required 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 CPD activities including date, activity, location, category of activity (either formal or informal), relationship to the National Standard of Competency for Architects including; Design, Documentation, Project Delivery or Practice Management, and the hours claimed.

Records of CPD activities should be kept for at least five (5) years.

**Name:**

**Architects Registration Number:**

**Year of activity:**

# CONTINUING PROFESSIONAL DEVELOPMENT Activity Record

**Formal activities** should relate to practice as an architect, and have stated learning outcomes that are formally assessed or have significant interaction between the presenter and the learner.

**Informal activities** should also relate to practice as an architect; learning outcomes can be identified, but do not include any form of assessment.

Date	CPD Activity	CPD Provider	Design	Documentation	Project Management	Practice Management	Informal hours	Formal hours
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Date	CPD Activity	CPD Provider	Design	Documentation	Project Management	Practice Management	Informal hours	Formal hours
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NSW  
Architects  
Registration  
Board



**AT ANNUAL RENEWAL OF YOUR REGISTRATION AS AN ARCHITECT, YOU MUST CHECK ONE OF THE FOLLOWING STATEMENTS**

Total hours

**I have undertaken a minimum of 20 hours CPD, at least 10 hours of which is formal.**

*Upload your record when you re-register in June.*

**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 in your record of activity together with the reasons why you have not met the minimum requirement. See Information Sheet 7 - Architects and CPD - for more information.*

**I hereby declare that the above information is correct**

**Got questions in completing your activity record?  
Email: [mail@architects.nsw.gov.au](mailto:mail@architects.nsw.gov.au)**

Date

Signature