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**Frequently Asked Questions**

To: Meadow

**1. When will the system be implemented?**

The official date for the launch of the CPD system will be in 2017.

**2. Will everybody start at the same time?**

No, the system will be integrated according to your registration date and year of registration.

**3. How many credits do I need?**

You need 25 credits over a 5-year cycle.

**4. How can I accumulate my credits?**

There are 3 categories in which you can earn credits:

Category 1 – Developmental activities

This category is compulsory.

Category 2

A – Work based activities.

B – Mentoring.

Category 3

A – Belonging to a voluntary association.

B – Individual activities.

**5. Explain the categories please?**

Category 1

Developmental activities.

In this category you need to attend validated events, meaning events that are validated by the various voluntary associations.

Training providers submit their material (training events, conferences etc.) to the appropriate VA (e.g. SASAS) for validation. The VA’s validate the material and issue CPD credits for the event.

Note. For a one-day event you will earn 1 CPD credit.

Category 2

A - Work based activities.

For going to work you also get CPD credits, every 400 hours spent at work you get 1 credit.

B - Mentoring.

If you mentor staff you also get 1 credit for every 50 hours of mentoring.

Category 3

A – Belonging to a VA.

If you belong to a VA (SASAS) then you get 1 CPD credit per year.

B – Individual activities.

There are various “other” activities that you can claim from for example:

Subscribing to industry magazines.

Research, as defined by the VA.

Informal training. (Not validated)

Participating in VA activities and meetings.

In-house training.

Further studies.

The list will be updated and communicated to you.

**6. What records do I need to keep?**

In category 1 you must receive a certificate of attendance form the training provider. Also make sure you sign the attendance register.

In category 2 you should at least have a contract in place stipulating your hours of work.

If you mentor staff you should have some sort of record or minutes of meetings or training plans in place.

In category 3 you should have a VA membership number.

You, or your company, should have some sort of proof of your other activities.

e.g. Subscription to industry magazines or attendance records or confirmation of further studies etc.

**7. What are the minimum requirements?**

To be safe you need 5 credits per year. (25 over a 5-year cycle)

Category 1 – at least 1 credit per year.

Category 2 – at least 2 credit per year.

(You don’t have to mentor it is not a requirement).

Category 3 - at least 2 credits.

**8. Can I carry credits over to the next year?**

Yes you can carry credits over to the next year. Note there is also a limit on how many credits you can earn in a year.

Category 1 – max 4 credits.

Category 2 – max 2 credits for work and 1 credit for mentoring.

Category 3 – max 1 credit for belonging to a VA and 3 for individual activities.

**9. Can my company also submit training events for validation?**

Yes companies can register and submit training events for CPD validation.

**10. Is there a website where I can submit my events for validation?**

Yes, go to [www.sacnaspcpd.org](http://www.sacnaspcpd.org) and register your events there.

**11. Do I have to keep a record of everything or will SACNASP assist in this mater?**

Yes, SACNASP will create a website for you to upload your information – Portfolio of evidence.

**12. How will I know when to renew my registration?**

The website will send you notifications on renewal dates and credits you need.

**13. Will we be audited?**

Yes, 10% of the database will be audited.

**14. Do I have to submit everything?**

No, you only need to keep your portfolio of evidence up to date, you will only need to submit everything when you get audited.

**15. If I don’t keep up to date, due to illness, will SACNASP cancel my registration?**

No, SACNASP will assist you to meet the requirements.

**16. Is this system legal?**

Yes, it is Gazetted and the SACNASP act makes provision for CPD.

This is the first draft and will be updated on a regular basis, so please feel free to submit your questions to either Lientjie Mogano [lmogano@sacnasp.org.za](mailto:lmogano@sacnasp.org.za) 0126487500 or Johan van Schalkwyk, [johan@6cds.co.za](mailto:johan@6cds.co.za) / 0827375532.