

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR CPENG

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CPD Requirements for CPEng

Registering as a Chartered Professional Engineer (CPEng) is the highest available technical credential for engineers. It is an indication of an engineer's ability to deal with complex engineering problems requiring expert technical knowledge.

CPEng is a mark of *current* competency, that is both nationally and internationally recognised and signifies a defined level of skill and professionalism.

To demonstrate you possess current, up to date engineering knowledge within your area of practice, you will need to undertake annual Continuing Professional Development (CPD) activities. CPD must be completed to show evidence that you have taken reasonable steps to maintain the currency of your professional engineering knowledge and skills within your current practice area over the past six years or since graduation/your last CPEng assessment.

What counts as CPD?

Activities in which you gained new knowledge that contributed to your professional development can be considered CPD. It's important you capture the learning outcome from the CPD activity you're recording. We recommend you write about what you learned, and how you have/will apply the new knowledge you've gained in your engineering work.

Types of CPD

CPD can be tertiary courses, short courses, workshops, seminars, discussion groups, conferences, technical inspections, and non-routine technical meetings that contribute to your development as an engineering professional.

Self-learning, which could comprise a mixture of self-reading, self-research, watching technical informative videos, can also be counted towards CPD – ***but this should be limited to no more than half of your total CPD for each year.*** Examples of CPD activities include:

Professional body activities: You could go to a lecture, webcast, workshop or site visit, or join a committee. If you deliver a paper or presentation, or promote engineering in schools or colleges, that counts too. You can also consider volunteer work and applying successfully for registration as a Chartered Professional Engineer as professional body activities.

Courses, seminars and conferences: Keep track of the courses, seminars or conferences you attend, what you learnt and whether you delivered a presentation. You don't have to have attended in person for it to count, so keep a record of your e-learning and computer-based learning, too.

Professional engineering engagement/contribution to the profession: For example, mentoring, guiding, assessment of others, service on branch committees, accreditation panels – are all good ways to develop professionally and gain deeper technical understanding.

Self-directed learning: Reading or watching relevant content is a great way to boost your learning and to get a broad view of your industry. If you publish a journal article, you can include that in your CPD. Remember, self-directed learning should account for no more than 50% of your annual CPD hours.



Work-based learning: This might include formal induction training, workplace knowledge sharing or on-the-job training.

Further education: If you study towards a relevant Bachelor’s degree, Master’s degree, PhD, Diploma or Certificate, you can count it towards your CPD hours.

Defining acceptable CPD for CPEng

You need to have done at least 40 hours of CPD per year over the past six years or since graduation.

IMPORTANT: Effective 1 January 2023, if you are applying for more than one practice field, you will need an additional 15 hours per year of CPD for each additional practice field.

	<p><i>Evidence of learning linked to the application of contemporary knowledge of the engineer’s practice area</i></p> <p><i>CPD activities across different categories (we recommend at least 15 hours related to each of their practice fields, a few hours addressing risk management and business processes, courses on professional ethics, cultural competency and then a range of activities across career interests)</i></p> <p><i>CPD can be tertiary courses, short courses, workshops, seminars, discussion groups, conferences, technical inspections, and technical meetings that are non-routine and contribute to your development as an engineering professional. Private study and service to the engineering profession can also be counted towards CPD.</i></p> <p><i>Where applicable, relevant seminars hosted by a Collaborating Technical Society (CTS)</i></p>
	<p><i>40 hours of ‘on the job reading’</i></p> <p><i>40 hours of ‘mentoring’</i></p>

If you have been on a **career break** that we need to know about, please make this clear in the self-assessment area of your application.

If you haven’t been able to meet the required CPD hours for any reason, it is recommended that you provide a plan for catching up on your CPD over the next 12-18 months, for your assessors to consider.

CPD Requirements for CPEng

A good mix of CPD is a requirement for CPEng Registrants, and your CPD activities must demonstrate your new learnings in your chosen practice area. The table below sets out the *ideal* mix of CPD for CPEng applications:

CPD Areas	Recommended hours
<p><u>Technical:</u></p> <ul style="list-style-type: none"> • Attending recognised technical group meetings, external or internal technical training courses and/or technical conference papers • Developing new technical standards or revising technical codes • Preparing and presenting papers at conferences, and presenting technical training courses 	<p>No upper limit on number of hours.</p> <p>Minimum of 15 hours of technical CPD activities per practice field.</p>
<p><u>Professionalism:</u> E.g. courses on professional ethics, cultural competency, climate, sustainability and others.</p>	<p>Minimum 2 hours (5% of total)</p>
<p><u>Business/Leadership</u> E.g. Commercial Training Project Management, 3910 Contracts, business management skills, managerial training</p>	<p>Maximum 20 hours (no more than 50% of your total)</p>
<p><u>Professional engineering engagement/contribution to the profession</u> E.g. mentoring, guiding, assessment of others, service on branch committees, accreditation panels</p>	<p>Maximum 8 hours (no more than 20% of total)</p>
<p><u>Training courses in Health and Safety</u> including requirements of the Act, First Aid, Site Safe, restricted access training. Delivering such courses. Development of Health and Safety procedures</p>	<p>Maximum 5 hours (no more than 13% of total)</p>

What are assessors looking for?

CPD Review Questions	Yes/No
Is there evidence of a planned approach to continuing professional development?	
Has the engineer completed 40 hours of CPD each year? Are the CPD records provided diverse and broad?	
Is the CPD relevant to the engineer's practice area?	
Is the CPD considered sufficient for the engineer to have maintained currency of knowledge?	
Have all areas in CPD records been completed? (ie learning outcomes have been populated)	

How to record CPD

It's essential to consistently track your CPD to prevent feeling overwhelmed when it comes time to apply for registration, ensuring you don't struggle to recall and log all your activities over an extended period.

You'll need to keep track of all your CPD activities to show you've met your annual target of a minimum of 40 hours (if you are only registered/applying for registration in one field). If you are a member of Engineering New Zealand, using your member area is the simplest way to do this. It will give you a career-long summary of all your CPD activities, so you can look back at what you've learnt as an engineer.

If you are not a member of Engineering New Zealand, you'll need to come up with your own way of keeping track of CPD. We recommend you make use of the [CPD Activity Report](#) spreadsheet, available on the [Assessment Guidance Page](#). It's important to record the learning outcome for each CPD activity – write about what you learned, and how you have/will apply this knowledge in your work.

Your CPD year

We'll count your CPD year from 1 January to 31 December – a calendar year.