



ASSOCIATION OF COMPUTING PRACTITIONERS-KENYA(ACPK)

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ASSOCIATION OF COMPUTING PRACTITIONERS KENYA (ACPK)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

36 CPD POINTS PER CALENDAR YEAR

Policy Owner	National Council / Secretariat
Policy Status	Draft for approval and adoption
Version	1.0
Effective Date	Upon approval by the National Council
Review Cycle	Every three (3) years, or earlier where necessary
CPD Year	1 January - 31 December

Policy Statement

ACPK is committed to lifelong learning, ethical professional practice and the continuous maintenance, improvement and broadening of competence among computing and ICT practitioners. This Policy establishes a transparent framework for planning, undertaking, recording, verifying and enforcing Continuing Professional Development (CPD).

Association of Computing Practitioners Kenya (ACPK)

Professional Excellence | Ethical Practice | Lifelong Learning

1. Purpose

The purpose of this Policy is to establish a consistent and auditable CPD framework through which ACPK members maintain and enhance the knowledge, technical competence, professional judgement, ethical awareness and leadership capabilities required in a rapidly changing computing and ICT profession.

2. Policy Objectives

- Promote lifelong learning and continuous improvement among ACPK members.
- Ensure that members remain competent, current and professionally relevant in their areas of practice.
- Strengthen ethical, secure and responsible computing practice in Kenya.
- Provide a fair and measurable framework for awarding, recording and verifying CPD points.
- Link professional development to membership renewal, professional recognition and good standing.
- Encourage knowledge creation, mentoring, research, innovation and service to the computing profession.

3. Scope

This Policy applies to all ACPK members in professional membership grades for which the National Council prescribes CPD compliance. Student members may participate voluntarily unless the Council determines otherwise. Corporate members shall encourage their professional staff to participate in ACPK-recognised CPD activities.

4. Definitions

Term	Meaning
CPD	Continuing Professional Development: planned or self-directed learning that maintains, improves or broadens professional knowledge, skills, judgement and personal qualities.
CPD Point	The unit used by ACPK to recognise qualifying professional development activity. Unless otherwise prescribed, one hour of active, relevant learning equals one CPD point.
Structured CPD	Planned, measurable and verifiable learning with defined objectives, content and evidence of participation or completion.
Unstructured CPD	Self-directed or informal professional learning that contributes to competence but may not involve formal assessment or certification.
CPD Year	The calendar year from 1 January to 31 December.
Good Standing	Membership status indicating compliance with applicable membership obligations, including the CPD requirement, subscriptions and professional conduct requirements.

5. Annual CPD Requirement

Every member subject to mandatory CPD shall attain a minimum of 36 CPD points in each calendar year.

Category	Minimum / Maximum	Requirement
Structured CPD	Minimum 24 points	Formal, verifiable learning relevant to professional practice.
Unstructured CPD	Maximum 12 points	Self-directed and informal learning supported by a member declaration or other reasonable evidence.
Ethics & Professional Conduct	Minimum 2 points	Included within the 36 points; must address professional ethics, responsible computing, governance or public-interest obligations.

Category	Minimum / Maximum	Requirement
Cybersecurity / Privacy / Emerging Technology	Minimum 4 points	Included within the 36 points; may cover cybersecurity, data protection, AI, cloud, digital trust or other emerging ICT risks.
TOTAL	36 points	Annual minimum requirement.

Members are encouraged to plan CPD across the year and across more than one competence domain rather than accumulating all points from a single event or subject area.

5.1 Carry-forward

A member who exceeds 36 CPD points may carry forward a maximum of six (6) excess structured CPD points to the immediately following CPD year only. Mandatory ethics and cybersecurity/privacy/emerging-technology minimums must still be satisfied in the current year and cannot be met solely through carried-forward points.

6. Recognised CPD Activities and Points

Activity	CPD Award	Annual Cap / Conditions
ACPK or approved conference, seminar, workshop, webinar or masterclass	1 point per active learning hour	No cap, subject to relevance and verification
Formal short course / professional certification training	1 point per learning hour	Maximum 18 points per course unless specifically accredited by ACPK
Successful professional certification or assessed programme	As approved by ACPK	Evidence of successful completion required
Postgraduate study relevant to ICT/computing	Up to 12 points	Per year of active study; evidence required
Presentation / facilitation at a professional or technical forum	2 points per presentation hour	Maximum 8 points per year
Peer-reviewed paper, technical article, book chapter or substantial professional publication	3-8 points	Maximum 10 points per year; award based on depth and contribution
Mentoring / coaching of computing practitioners or students	1 point per 2 verified hours	Maximum 6 points per year
Service on ACPK technical committee, standards group or approved professional taskforce	1 point per 2 verified hours	Maximum 6 points per year
Structured workplace technical training	1 point per hour	Maximum 8 points unless ACPK-accredited
Self-study, professional reading, podcasts, technical videos or independent research	1 point per 2 hours	Unstructured; maximum 8 points per year
Professional networking / community-of-practice sessions	1 point per 2 hours	Unstructured; maximum 4 points per year

The National Council may publish a CPD Points Schedule and may revise activity caps or introduce mandatory subject areas from time to time without changing the core annual requirement unless the Policy itself is amended.

7. CPD Competence Domains

Qualifying activities should contribute to one or more of the following competence domains:

- **Technical competence:** software engineering, data, AI, cybersecurity, networks, cloud, infrastructure, enterprise systems and other computing disciplines.
- **Governance, risk and compliance:** ICT governance, enterprise architecture, audit, risk, privacy, data governance, resilience and standards.
- **Ethics and responsible technology:** professional conduct, AI ethics, public interest, digital inclusion and responsible innovation.
- **Business and leadership:** strategy, project/programme management, finance, procurement, communication, leadership and change management.

- **Research and innovation:** applied research, emerging technology, publications, standards development and knowledge transfer.
- **Professional contribution:** mentoring, teaching, technical committees, peer review and service to the profession.

8. Accreditation of CPD Providers and Activities

ACPK may deliver CPD directly or recognise external providers and activities. Accreditation shall consider relevance to computing practice, learning objectives, facilitator competence, duration, delivery method, assessment where applicable, participant verification, quality assurance and evidence of completion.

Accredited providers shall maintain attendance and completion records and shall issue evidence indicating the activity title, date, duration and CPD points awarded. ACPK reserves the right to audit a provider or withdraw recognition where standards are not maintained.

9. Member Responsibilities

- Identify professional development needs and maintain an annual CPD plan.
- Complete at least 36 CPD points within the applicable CPD year.
- Maintain accurate and truthful records and supporting evidence.
- Upload or declare CPD activities through the ACPK member portal within the prescribed timelines.
- Retain supporting evidence for at least three (3) years after the relevant CPD year.
- Cooperate with CPD verification, sampling or audit.
- Ensure claimed activities are relevant to current or reasonably anticipated professional responsibilities.

10. Recording, Evidence and Annual Declaration

Members shall maintain an electronic CPD record through the ACPK member portal. The record should identify the activity, provider, date, learning outcome, competence domain, duration, points claimed and supporting evidence.

Acceptable evidence may include certificates, attendance records, transcripts, examination results, programme agendas, appointment letters, published works, presentation materials, mentoring logs or other verifiable records.

Annual declaration deadline: CPD records for the preceding calendar year should be completed and declared by 31 March of the following year, unless the National Council prescribes another date.

11. Verification and Audit

ACPK may verify CPD through automated validation, provider records, documentary review or risk-based/random audit. A member selected for audit shall provide requested evidence within the period communicated by ACPK. False, misleading or fabricated CPD claims may be referred for action under ACPK's applicable code of ethics, disciplinary framework or membership rules.

12. Non-Compliance

CPD compliance is intended to support competence and professional standing. Where a member does not attain the annual requirement, ACPK shall apply a proportionate compliance process, subject to the Constitution, by-laws and decisions of the National Council.

- **Stage 1 - Notice:** the member is informed of the shortfall and given an opportunity to regularise the record.
- **Stage 2 - Remedial period:** the member may be required to complete the outstanding points within a period determined by ACPK and may be restricted from representing themselves as CPD-compliant.
- **Stage 3 - Membership consequence:** persistent or material non-compliance may affect good-standing status, renewal, professional designation or other privileges, subject to due process.

- **Misrepresentation:** fraudulent CPD declarations may constitute professional misconduct.

Any sanction affecting membership status shall be applied only in accordance with ACPK's governing instruments and applicable due-process requirements.

13. Exemptions, Deferrals and Special Circumstances

A member who is unable to satisfy the annual CPD requirement because of prolonged incapacity, parental leave, retirement from active professional practice, extended unemployment, exceptional assignment outside normal professional access, or other serious circumstances may apply in writing for exemption, reduction or deferral.

The National Council or a delegated committee shall determine applications on their merits, may require supporting evidence, and may impose a return-to-practice or catch-up CPD plan. Exemptions are not automatic.

14. New Members, Reinstatement and Membership Grade Changes

- A person admitted during the year may have the annual requirement prorated at three (3) CPD points for each full remaining month, capped at 36 points.
- A member returning after a prolonged lapse may be required to complete a prescribed re-entry CPD programme before restoration to full good-standing status.
- Where a member changes grade during the year, ACPK shall apply the requirement appropriate to the higher grade prospectively and avoid double counting.

15. Governance and Administration

The National Council has overall authority for this Policy. It may delegate operational administration to the Secretariat and CPD oversight to an appropriate committee. The responsible function shall maintain the CPD framework, accredit programmes/providers, maintain member records, undertake compliance monitoring, hear first-level CPD reviews and report periodically to the National Council.

The National Council may issue procedures, forms, schedules and guidance necessary to implement this Policy, provided such instruments remain consistent with the approved Policy.

16. Appeals

A member or provider aggrieved by a CPD assessment, accreditation decision or compliance determination may request an internal review within thirty (30) days of notification. A further appeal may be made to the National Council or its designated appeals mechanism in accordance with ACPK governance instruments.

17. Data Protection and Confidentiality

CPD records shall be processed only for legitimate professional, membership, quality-assurance and compliance purposes. ACPK shall apply appropriate access controls, retention rules, confidentiality safeguards and data-protection requirements to member CPD information. Public verification, where provided, shall disclose only the minimum information necessary to confirm professional status.

18. Monitoring and Policy Review

ACPK shall periodically assess CPD participation, member feedback, competence trends, emerging technologies, professional risks and the effectiveness of accredited programmes. This Policy shall be reviewed at least once every three years or earlier where professional, technological, legal or governance developments require revision.

19. Transitional Arrangements

On first implementation, the National Council may prescribe a transition period, member sensitisation programme and system cut-off dates. CPD points earned from qualifying activities during the approved transition year may be

recognised where adequate evidence exists.

20. Approval

Approval Item	Details
Approved by	ACPK National Council
Approval date	_____
Effective date	_____
National Chairperson	_____
National Secretary	_____

Appendix A - Annual CPD Compliance Summary

Requirement	Annual Threshold
Total CPD	Minimum 36 points
Structured CPD	Minimum 24 points
Unstructured CPD	Maximum 12 points
Ethics & Professional Conduct	Minimum 2 points within total
Cybersecurity / Privacy / Emerging Technology	Minimum 4 points within total
Carry-forward	Maximum 6 excess structured points to next year
Annual declaration	By 31 March of following year, unless otherwise prescribed
Evidence retention	Minimum 3 years

Implementation note: This policy is drafted for ACPK adoption. Any linkage between CPD compliance and membership suspension, professional designation, licensing or statutory recognition should be harmonised with ACPK's Constitution, by-laws and any applicable Kenyan legal or regulatory framework before approval.

Appendix B - Benchmarking Note

The 36-point annual model is an ACPK policy choice. It has been structured using recognised professional-body practices: defined annual requirements; structured and unstructured learning; ethics; verifiable evidence; provider accreditation; member declarations; audit; exemptions; and proportionate compliance. Kenya's ICT Authority defines CPD as systematic maintenance and broadening of professional knowledge and skills and requires certified professionals to maintain documented CPD. Kenyan professional regimes for accountants, engineers and human-resource practitioners similarly use measurable CPD, evidence, provider/programme recognition and compliance mechanisms.

Reference sources used in developing the policy framework include: ICT Authority Government ICT Human Capital and Workforce Development Standard (ICTA.7.003:2023); Kenya Law professional CPD frameworks for accountants, engineers and HR professionals; and international professional-body CPD practices. These benchmarks inform the governance structure but do not substitute for ACPK's own governing instruments.