ASSOCIATION OF COMPUTING PRACTITIONERS-KENYA(ACPK)

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FREQUENTLY ASKED QUESTIONS – FAQS

LEGAL STATUS, GOVERNANCE AND MEMBERSHIP

1. What is the legal status of ACPK?

The Association of Computing Practitioners Kenya (ACPK) is registered under Kenya's Societies Act (Cap. 108), registration number R 52046, as recorded in the Association's existing FAQ. Its operations are governed by applicable law and its duly adopted constitution and by-laws.

2. Who can join ACPK?

ACPK welcomes eligible computing, ICT, information systems, Cybersecurity, digital technology, academic and related practitioners, as well as students and qualifying institutions, subject to membership requirements.

3. Which membership categories are available?

There is proposed in the amendments to have Fellow, Professional, Chartered, Technologist, Corporate, Honorary, Student, Associate, Affiliate and Prospective. However, the current membership categories are 5: Professional, Associate, Fellow, Affiliate and Student.

4. Is the joining fee paid once or annually?

The Previous entry fee of KES 1,000, was changed to KES 1,500 following an AGM resolution and adoption of revised by-laws. An admission fee is distinct from recurring annual subscriptions and therefore its once.

5. How much is the annual subscription?

Annual dues depend on the approved membership category and current fee schedule as determined by the Council on the resolution of the members AGM. Members should consult the portal or official ACPK communication for the applicable amount and avoid relying on historical quotations.

6. When must I renew my membership?

The membership arrangements envisage annual renewals, with a 31 December 2026 renewal milestone communicated to members and anniversary-based renewal cycles thereafter where applicable. Members should rely on the due date displayed on their individual portal record and official renewal notices.

7. How are constitutional or by-law changes approved?

Changes must follow the Association's constitution, applicable statutory requirements and validly convened decision-making processes. A proposal or website update is not, by itself, proof that a constitutional amendment has been adopted.

8. How can I obtain the constitution and AGM notices?

Request the current approved constitution and by-laws through ACPK's official contacts or member communication channels. Member only resources shall be always published and accessible in the member portals. Formal AGM notices shall specify the meeting arrangements, agenda and any proposed resolutions in accordance with the constitution.

9. How can members raise concerns or participate in decisions?

Members may submit written questions, proposals or complaints to the Secretariat, help-desk or forum blog, participate in eligible general meetings, and use established committee or electoral processes. Governance decisions should be communicated with their approval status and effective dates.

DIGITAL MEMBERSHIP PLATFORM AND ACCOUNT SERVICES

10. Where do I register as a new member?

Visit https://acpk.or.ke/register or follow the registration link from https://acpk.or.ke/. The live registration form is structured into Bio-data, Work Information and Membership steps.

11. I am already a member. Should I register again?

Already registered members need not to register again. Use the existing-member login or account recovery process first, preferably with your previously registered email address. Avoid duplicate accounts; contact support if your legacy record cannot be located. An old member not in the register, needs to contact secretariat.

12. What information is required during registration?

The form requests a full name, email address, telephone number, ID or passport number and a short professional biography, followed by work and membership information. Supply accurate details and only information needed for the stated purpose.

13. How do I log in or recover access?

Open the member portal, select Login and use your registered email address. If you cannot access your account, use any available password-recovery function (Forgot password) or contact the Secretariat for identity-verified assistance.

14. Why should I update my member profile?

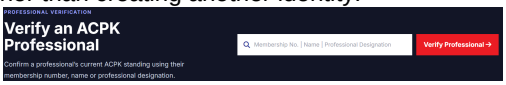
An accurate profile supports member communication, appropriate professional records, event invitations and institutional correspondence, as well accurate verified records during employment background check. Members should review their employer, role, contact details and relevant professional information when changes occur.

15. What institutional information should members update for invitation letters?

Where relevant, complete the ***Accounting Officer Title, Official Email Address and Postal Address fields accurately*** so ACPK can address conference nomination or release letters to the correct institution.

16. How can I check my membership status?

Use https://acpk.or.ke | Verify Professional. The public verification page provides fields for a registration number, ID number and email address. If verification fails, contact ACPK support rather than creating another identity.



17. Can I download a membership certificate or card?

Availability of downloadable certificates, cards or other credentials should be checked inside the authenticated member portal. ACPK shall publish clear issuance and verification rules; do not assume a feature is operational solely because it is stated.

18. How are subscriptions and payments confirmed?

Use the official portal payment instructions and retain transaction references. Confirm that a payment is reflected against your membership account; escalate any discrepancy with proof of payment. Do not pay into unofficial personal accounts.

19. What if my portal record or membership category is incorrect?

Submit the discrepancy and supporting evidence to the Secretariat via help-desk or member forum feedback. Changes affecting membership rights, grades or fees should follow the applicable approval and verification procedures.

PROFESSIONAL DEVELOPMENT, RECOGNITION AND BENEFITS

20. What benefits does ACPK membership offer?

ACPK's member benefits from networking, professional development, career advancement, industry recognition, access to resources, research, advocacy, community support, negotiated discounts, leadership opportunities and professional ethics. Particular benefits depend on active programmes and partnerships.

21. What professional learning opportunities are available?

Members can look for ACPK conferences, seminars, workshops, webinars and other programmes covering ICT governance, cybersecurity, privacy, cloud computing, artificial intelligence and emerging technologies.

22. What are CPD points and how do I earn them?

Continuing Professional Development (CPD) records structured learning and professional growth. Event-specific CPD points, evidence requirements and recognition rules should be stated on the applicable event or member record; attendance alone does not guarantee a particular number of points.

23. What are the proposed professional recognition bands?

ACPK has considered a five-tier recognition framework: **Bronze, Silver, Gold, Platinum and Fellow**. Eligibility combines professional experience, membership continuity and contribution. These bands remain interim until formally adopted by the AGM and published with assessment criteria.

24. Is Fellow status automatically awarded after years of service?

No automatic entitlement presumed. Under the ACPK governance framework, Fellowship is a selective professional distinction requiring documented achievement, assessment and formal approval, publicly recognized and awarded not simply the passage of time.

25. Will ACPK issue digital badges?

Digital badges are part of the professional recognition value proposition. ACPK shall publish eligibility, verification, expiry or renewal rules, appeal processes and protections against misrepresentation.

26. Are job opportunities, mentorship and negotiated discounts guaranteed?

No. These are areas of member value, but individual opportunities depend on the availability of programmes, partners and published terms.

CONFERENCES, EVENTS AND INSTITUTIONAL PARTICIPATION

27. Where can I find ACPK events and registration details?

Start from https://acpk.or.ke/ platform and the official ACPK events pages. Event listings may show dates, location, delivery mode, fees and CPD information. Verify that the listing is current before making travel or payment arrangements.

28. Does viewing an event page mean I am registered?

No. An event information page describes the programme; registration requires completion of the designated event registration process and any applicable payment or confirmation steps.

29. Can my employer nominate or release me to attend?

Yes, where the employer's policies allow. Members should update their institutional contact information so ACPK can prepare accurately addressed invitation or nomination letters; the employer remains responsible for authorizing attendance.

30. Are there different rates for members and non-members?

Yes. ACPK event listings distinguish member and non-member rates. The applicable amount is event-specific and should be confirmed on the current registration page before payment.Other events may be free for members and costed for non-members.

31. How do I obtain event participation evidence or CPD records?

Follow the event organiser's attendance-validation and certificate procedures. Retain your registration and payment confirmations and contact the Secretariat if a promised certificate or CPD entry is missing.

DATA PROTECTION, SUPPORT AND TRANSPARENCY

32. How does ACPK protect personal data?

ACPK processes personal data for stated association purposes in accordance with Kenya's Data Protection Act, 2019, including appropriate notices, access controls, retention rules and mechanisms for exercising data-subject rights. Members should review the published privacy notice when submitting information.

33. Who can see my personal or professional profile?

Access to profile is limited by role and legitimate purpose. Individual profile pages are accessible by individual members. ACPK has configured PII fields as private, and masked, which may be displayed in a member directory and what choices members have regarding visibility.

34. How can I correct or request access to my data?

Contact the Secretariat through official channels with sufficient details to verify your identity and describe the correction or access request. Members has the ability to manage their own profile and make changes except where it is limited. Sensitive identity documents should not be shared in public groups.

35. What should I do if I suspect a phishing message or fake payment request?

Do not follow suspicious links or share passwords, one-time codes or payment credentials. Verify the request using ACPK's independently accessed website or official contact details, and report suspected impersonation.

36. How do I contact ACPK for assistance?

Website: https://acpk.or.ke/; email: info@acpk.or.ke; postal address: P.O. Box 28209–00100, Nairobi; office: Coop House, Haile Selassie Avenue, Nairobi. Published phone contacts: +254 724 064 794, +254 720 343 201 and +254 722 942 376.



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