

HPAS requires that all accredited members renew their accreditation every year, and complete and maintain a record of their Continuing Professional Development (CPD). It is a commitment of each Accredited Individual to continually update skills and knowledge to remain professionally competent. The process to manage this has been made easy!

Any accredited person due for annual renewal just needs to complete one short form; ‘[CPD DECLARATION & ACCREDITATION RENEWAL FORM](#)’. This form includes a **CPD declaration** and payment of the **renewal fee**, all which serves to confirm that the professional has kept their CPD records up-to-date, up to the renewal date.

A. MAINTAINING HPAS ACCREDITATION | AUDITING

Undertaking CPD is mandatory in order to maintain accreditation - see below for further details on required time and qualifying CPD activities. Once a professional is accredited with HPAS, that professional must proactively start to undertake the requisite CPD and maintain his/her own record of activities in the CPD Log. An example logbook can be [downloaded from the website](#) – or an equivalent can be used.

- i) Completion of the Form validates the professional at the level of accreditation they currently hold.
- ii) All renewed professionals may be subject to a CPD logbook audit review by the HPAS Panel. A random group of 10% of accredited persons (representing all registration categories), who undertake renewal, will be selected by the HPAS Panel for auditing. They will be informed by the Coordinator, and will have to submit their personal CPD Logbook, evidence of activities and competences across the necessary time requirements. The auditors check that the evidence supports the requirements, and if this is the case, the certificate will be retained after the initial term.

B. RENEWAL DATE & FEE

HPAS Fees	Accreditation Fee (non-member/member)	Annual Renewal Fee (non-member/member)
Level Ø	€200.00 / €100.00	€100.00 / €50.00
Level 1	€200.00 / €100.00	€100.00 / €50.00
Level 2	€140.00 / €70.00	€60.00 / €30.00
Affiliate	€20.00 / Free	€20.00 / Free

- i) Your renewal date is provided to you by the HPAS Coordinator or can be found on your Accreditation certificate.
- ii) Renewing accreditation incurs a fee (see grid above) and this will be **valid for 1 year**. The Level and Member/Non Member fee type can be selected at the point of payment. Individual Members of Societies receive a discount.
- iii) The Accreditation Certificate originally provided is not replaced as part of the renewal process.
An updated certificate is only produced if / when the individual transitions and changes levels

C. CPD REQUIREMENTS FOR TRANSITIONING LEVELS AND APPLYING FOR LEVEL Ø

If applying for level Ø or transitioning from Affiliate or any level to a higher level, an up-to-date CPD logbook should be provided as a mandatory document as part of the submission. When applying for transition, it is treated as a full reapplication, therefore it can take up to 15 weeks to be able to confirm an outcome. Applying to transition does not guarantee that it will meet the requirements, and a new level be granted. Just to note – the CPD and renewal process are mandatory for accredited individuals and is a separate process to any ongoing transition process and cost.

CPD REQUIREMENTS – IMPORTANT

FROM SECTION 7 OF THE HPAS SCHEME FRAMEWORK

Continuing Professional Development (CPD) For an individual to retain their Accreditation they must demonstrate that their competencies remain current. To do this the individual must commit to the CPD requirements and achieve the minimum CPD hours required each year. The CPD includes themes that cover the IBSC S-5 syllabus subjects. At least three different subjects must be covered and recorded each year in the CPD. The CPD requirements are outlined in more detail below, and involve both informal and formal quotas of time for each. Overall an Accredited Hydrographic Professional should accumulate a minimum of 40 hours per year. Where a candidate has not been able to maintain the required CPD levels during any particular year due to deployment circumstances, a career break or similar, a rolling average CPD over a period of up to three years may be used instead. Examples of formal CPD include evening courses and short training modules where a stated learning objective can be obtained, and a certificate provided to those successfully completing the module or event. Informal CPD is very flexible and could be the revision and study involved in preparing a presentation to colleagues or work associated about a particular technology, data challenge or other hydrographic related topic. CPD record Forms require to be signed by the meeting or event Chairperson/ Manager

FROM APPENDIX N OF THE HPAS SCHEME FRAMEWORK

N.1 Overview

HPAS requires that all enrolled members complete and maintain a record of their relevant professional, educational or volunteering activity related to Hydrography and HPAS framework. Such records is currently designated as Continuing Professional Development (CPD). It involves maintaining and enhancing the knowledge, skills and experience related to your professional activities following completion of your formal training. Just as importantly, it involves the development of those personal qualities that are required for carrying out professional and technical duties during a professional's life. Both technical and nontechnical skills can be included into an individual CPD record. It is a commitment of each Accredited Individual to continually update skills and knowledge to remain professionally competent. Although the CPD should include various IBSC S-5 Standard subjects being covered, it is expected that the ethical and professional aspects of an individual's activity be included.

N.2 Objectives

The objective of maintaining CPD is to ensure members of HPAS maintain currency of knowledge and practical experience of the latest developments in survey technology and the requirements and uses for data. To manage progression through the levels of the Scheme such that an Accredited Individual following the CPD guidelines would be building the evidence of experience required to move to the next level.

N.3 Qualifying Summary

Members will need to show that they have been employed in hydrographic related activity for at least 6 months of the last 12. Evidence of employment and professional experience will be in the form of employment records and professional logbooks/journals. In addition to a stated related activity through professional logbooks, members should have accumulated at least 40 hours of CPD related to hydrography (qualifying activities) in the previous 12 months. In each calendar year the Accredited professional surveyor must complete both formal and informal CPD time. The time is recorded in hours with the minimum set as 40 hours of which a minimum of 20 hours must be formal or structured with an outcome and supporting attendance or completion certificate. The remaining 20 hours of CPD may be made up from a variety of activities and is very flexible. The examples below describe several of the possible activities that could be included in a CPD diary. The list is not exhaustive but provides some examples to assist in understanding the difference between informal and formal activities.

Where a candidate has not been able to maintain the required CPD levels during any particular year due to deployment circumstances, a career break or similar, a rolling average CPD over a period of up to three years may be used instead.

N.4 Formal CPD

Formal CPD can be any form of structured learning that has a clear learning objective. A professional course, technical authorship or a learning activity that includes assessment measures. This can include self-managed learning so long as it has a clear link to the member's development needs and the IBSC Standards. The HPAS Panel may request to see evidence of a formal CPD activity such as supporting documentation.

N.5 Informal CPD

Informal CPD is a self-managed learning that is relevant or related to your professional role. This could include activities such as private study, on-the-job practical training, attendance at informal seminars or events where the focus is on knowledge sharing.

N.6 Qualifying Activities

To qualify as CPD an activity must be related to the job of providing hydrographic services. This does not mean that it must be specifically on surveying; workshops on human resources, procurement, general management and so on can also be beneficial, particularly for levels 0 and 1.

The following is a list of the most common qualifying events that one would expect to attend and the maximum number of hours allowed.

- Conferences, workshops, exhibitions and seminars. Day 6 hrs, evening 2 hrs;
- Generic training courses (e.g., UNB MBES). Day 6 hours;
- Manufacturers training courses. Day 6 hrs, part day 3 hours;
- Equipment demonstrations. Up to 6 hours per day;
- Reading professional publications (Hydro Intl, IHR, Soundings). Up to 12 hours p.a.;
- Lecturing/training. Day 6 hrs, part day 3 hours.

The online training CPD log shall detail the date, venue, organiser, subject matter, time claimed and learning outcomes. The Scheme provides a pro-forma logbook (As shown below with link to download) for members to use.

N.7 Non-qualifying

CPD Activities Any CPD activity, whether formal or informal, should be planned wherever possible and be relevant to your role or sector. An activity that does not have a clear learning objective that relates to your role or sector would not be considered as an appropriate CPD. Other activities such as networking, social events, informal team building or planning events and involvement on boards, committees or clubs that have little or no relevance to your hydrographic professional activities and sector will not be able to count towards CPD.

CPD LOG EXAMPLE (Logbook example is [Downloadable from the HPAS website](#))

Hydrographic Professional Accreditation Scheme
Continuing Professional Development Activity Log



ACTIVITY CODES
Formal CPD
 A1. Courses, conferences, seminars, workshops attended
 A2. Training/studying for credential(s)
 A3. Distance-education courses/modules you completed
 A4. Presentations you gave, articles/books published, posters presented, courses you taught
 A5. Other
Informal CPD
 B1. Consulting with peers, informal rounds with colleagues, mentoring (mentor or mentee)
 B2. Reading journals/texts, CVO publications; reviewing videos/DVDs for specific goals
 B3. Independent research or using other resources
 B4. Professional contributions (committee work, peer reviews)
 B5. Other

Name.....
 Membership Number.....
 Period From..... To

LEARNING OUTCOME CODES
 1. I changed or modified/plan to modify my practice based on this learning activity
 2. I pursued/will pursue additional information
 3. The findings of this activity reaffirmed or enhanced my knowledge, and no change to my practice is needed at this time

Date	Activity Venue / Organiser	Activity Code	Subject Matter	Learning Outcome	Code (1,2,3)	Hours (Formal)	Hours (Informal)
Total hours for this page							

Continuing Professional Development Activity Log



Date	Activity venue / organiser	Activity Code	Subject matter	Learning Outcome	Code (1,2,3)	Hours (Formal)	Hours (Informal)
Total hours for this page							
Total hours claimed							

I declare that the information provided in this Record is true and correct. (Note: Proof of attendance may be requested)

SIGNATURE: _____ DATE _____

All information on CPD and renewal guidelines are outlined in full within HPAS reference documents:

HPAS Framework:

https://hydrography.earth/wp-content/uploads/2022/10/HPAS_Framework_Sep_2022_revE.pdf

HPAS Application Guide:

https://hydrography.earth/wp-content/uploads/2022/10/HPAS_Applicant_Guide_Sep_2022_revE.pdf