



**Institute of Certified Public Secretaries of Kenya
(ICPSK)**

Continuous Professional Development (CPD) Policy

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1. INTRODUCTION

The professional world has become not only dynamic but also very competitive. Significant changes and challenges can be observed in the environment and more specifically in the regulatory background within which the Certified Secretary must operate. To keep in pace with these changes and challenges, the CS has to continuously update and also increase his/her knowledge so as to be current in all aspects of his/her professional career. ICPSK has a duty to its members and the public at large, in ensuring that the highest standards of professionalism are maintained by its members and this is done through the Continuous Professional Development (CPD) Programmes. Every member of the Institute is expected to actively participate in the programmes and functions and attain the minimum CPD credits required. CPD is concerned with systematic maintenance, improvement and broadening of knowledge, skills, personal qualities and professional ethics necessary for execution of professional and technical duties throughout the CS's working life. The overall aim of CPD is to develop and enhance the value of the CS as a professional.

The CPD Credits are in two categories; structured and unstructured. The unstructured credits are earned from activities of other recognized institutions while the structured credits are earned from activities and functions that are organized by the Institute OR by other independent institutions accredited by the ICPSK. Currently, the only accredited institution to offer structured CPD Programs is the Institutional Consultants Limited.

2. STRUCTURED CPD REQUIREMENT

2.1 Every member is required to attain on average a minimum of **twenty (20) structured CPD credits per year.**

2.2 For purpose of determining a members' Structured CPD Hours Status in a particular year, the structured CPD Status shall be averaged over a three-year period (i.e. 60 structured CPD credits hours in a 3 year rolling cycle) as illustrated below:

No.	Title of CPD Activities Undertaken in Current Year	Dates and Venues of the Activities	CPD Units Allocated
1.			
2.			
3.			
Total CPD Earned in the Current Year			
Add CPD Earned in previous 2 years (out of 40)			
Total Current Structured CPD Status			

3. ACTIVITIES AND EVENTS FOR STRUCTURED CPD CREDITS

Event & Activities	Number of CPD Credits
More than three days	20
Three days	18
Two days	12
One Day	6
Half day (including Annual General Meeting)	4
Evening	2
Breakfast	2
Council meetings	2
Publication of articles and documents for the Institute	5
Facilitation in Institute events	6
Video Shows	1

For purposes of CPD allocation, the following definitions shall apply:

- a) An event is considered as full day if it runs for 6 hours or more in a day;
- b) An event is considered as half day if it runs for 4 hours and above but less than 6 hours in a day.
- c) Council meetings refers to meetings held by the Council of the Institute, its Committees, Taskforces or subsidiaries/establishments of the Institute.
- d) To earn the full CPD points allocated for an event, a member should attend all the sessions, otherwise, the CPD units will be prorated based on the hours attended.

4. MEMBERS WHO FACILITATE IN INSTITUTE'S SEMINARS/EVENTS

Members who make presentations in Institute's seminars/events will be awarded at maximum a total of six (6) Structured CPD credits for every seminar/event for which they facilitate. This is in recognition of the inputs made for preparations and the actual presentation.

5. MEMBERS WHO WRITE ARTICLES

Members who write articles touching on the profession and that are published either in the Institute journal or other reputable local dailies will be awarded five (5) Structured CPD credits, on condition that in their articles they have declared that they are members of the Institute.

6. UNSTRUCTURED CPD

6.1 Members are encouraged to participate and attend other programs apart from those being run by the Institute, in order to development themselves 'horizontally'. It is the duty of a member to inform the Institute as soon as they participate in such events for purposes of updating their unstructured CPD Reports.

6.2 Examples of Unstructured CPD activities include:

- a) Workshops, Seminars, Conferences and other professional meetings.
- b) Mentorship and internship programs
- c) Publishing articles that are not directly related to the profession.
- d) Further qualifications, e.g. MBA, CFA, CISA, CPA
- e) Serving as an Examiner for KASNEB or other professional examining bodies.
- f) Reading business sections of newspapers and professional journals
- g) Watching technical Videos and DVDs
- h) Self-Study that results in Professional Development

6.3 Every member is required to attain on average a minimum of **ten (10) unstructured CPD credits** per annum.

6.4 For purpose of determining a members' Unstructured CPD Hours Status in a particular year, the unstructured CPD Status shall be averaged over a three-year period (i.e. 30 structured CPD credits hours in a 3 year rolling cycle) as illustrated below:

Total Unstructured CPD Earned in the Current Year	
Add Unstructured CPD Earned in previous 2 years (out of 20)	
Total Current Unstructured CPD Status	

6.5 For purposes of updating the unstructured CPD Report, a member shall inform the Institute on any CPD activities they have been involved in during the year, other than those organized by the Institute. This can be done by sending the Unstructured CPD Return to the Institute using the below format, or updating the information online via the Institute's website.

UNSTRUCTURED CPD RETURN				
No.	Title of Course Attended or Activity Involved in	Dates and Venues	Organizer	Where applicable, CPD Units Allocated by the organizer. Otherwise, brief description of the Activity/Course and Hours Taken.
1				
2				
3				
Total Unstructured CPD Credit Hours				
Name			
Reg. No.			

7. MEMBERS ABOVE 60 YEARS OF AGE

- 7.1 Members who are above 60 years of age and are still in active practice will be required to clock $\frac{1}{2}$ of the annual CPD requirement, which is **10 structured CPD credits**, in recognition of their accumulated skills and competencies, while at the same time it is considered that there is need to keep up with new developments in the profession.
- 7.2 If a member receives exemption but is still professionally active, he/she has the responsibility to inform the Institute.
- 7.3 Upon written request to the Institute's Secretary, members who are above 60 years of age shall;
- 7.3.1 Be fully exempted from CPD requirements if not in practice
 - 7.3.2 Be entitled to a 50% discount of applicable seminar fees for Institute's events.
- 7.4 The exempted members are however encouraged to attend all Institute events including the AGM and other Social Events and share their wisdom with the "younger" members.

8. MEMBERS BELOW 25 YEARS

Upon written request to the Institute's Secretary, members who are below 25 years of age shall be entitled to a 50% discount of applicable seminar fees for Institute's events.

9. STUDENTS PURSUING CERTIFIED SECRETARIES COURSE

- 9.1 Upon furnishing the Institute with evidence that a person is a current student pursuing Certified Secretaries Course, such person shall be allowed to pay seminar fees at the same rate as applicable to members of the Institute.
- 9.2 Upon written request, current student pursuing Certified Secretaries Course and who are below 25 years of age shall be entitled to a 50% discount of applicable seminar fees for Institute's events.

10. MEMBERS WHO ARE OUT OF THE COUNTRY.

- 10.1 Upon written request to the Council, Members who are out of the country for nine (9) months and over may be exempted from the CPD requirements for that particular year that they were out of the Country. However, such members are encouraged to continue participating in Institute affairs in different ways; e.g. Writing Articles; obtaining literature from such countries on the profession and forwarding such literature to the Institute for benchmarking purposes.

10.2 However, this exemption is on condition that such members furnish the Institute with adequate evidence to prove that they are out of the country, indicating for how long.

11. PUBLICATION OF MEMBERS IN GOOD STANDING

The Institute shall, at least annually, publish a list of all members in good standing on its website, journals or local dailies. The good standing status in this regard shall refer to payment of full subscriptions, attainment of minimum CPD and absence of any disciplinary matter at the Institute.

12. CPD REPORTS

The Institute shall update the online CPD reports of members at least quarterly. Members can obtain their CPD reports and print their letters of good standing by logging on to the online accounts accessible via www.icpsk.com

13. APPROVAL DATE

The Policy was approved by the Council of the Institute on October 12, 2016

14. REVIEW OF POLICY

The Policy may be reviewed from time to time by the Council at its discretion and subject to the laws.

15. EFFECTIVE DATE

The Policy shall come into effect from January 1, 2017.