

## INSTRUCTIONS: Log CPD Hours through ARBV Website

### TO LOG A NEW ACTIVITY:

1. Log into your profile on the ARBV [website](#).  
**Username:** Practising architect registration number e.g. 10234
2. Under the '**Content & Features**' sub-heading CLICK '**Professional Development**' to access the professional development journal.

**Manage Profile**

**My Profile**

- » Profile Home
- » Public Profile
- » Manage Profile
- » Groups
- » Messages
- » Membership Info

Quick Links

**Information & Settings**

- Edit Bio**  
Update your information and choose privacy settings for individual fields.
- Preferences**  
View and manage preferences and notification settings for your account.
- Membership Card**  
View or print your personalized membership card.

**Invoicing, Payments & History**

- Invoices**  
View, print and pay your invoices.
- Membership**  
View your membership status and view membership renewal options.

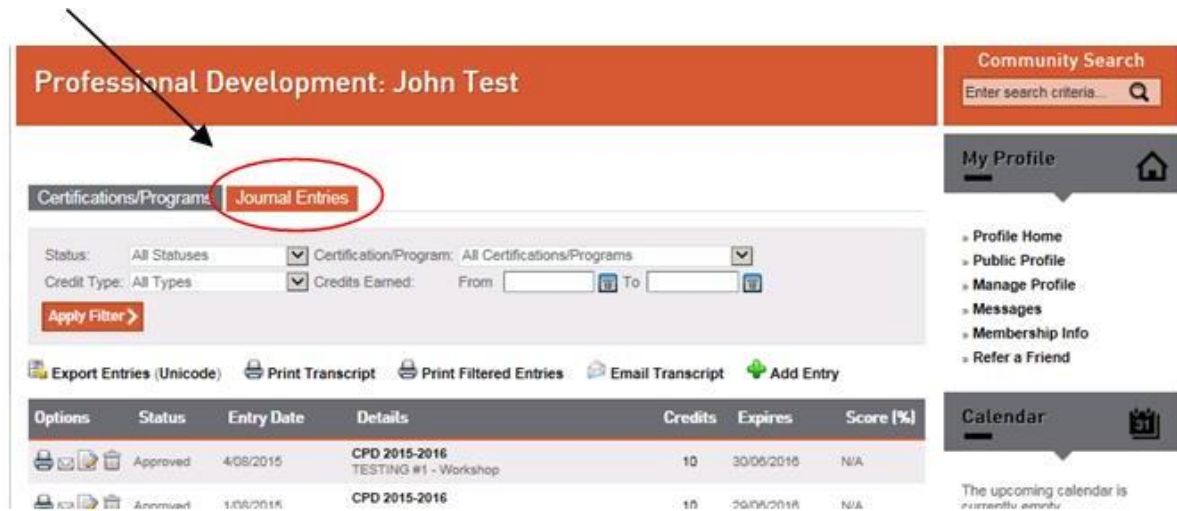
**Content & Features**

- Photo Gallery**  
Post photos, manage albums, update captions and view your photos.
- Professional Development**  
View current entries and professional development journal.

**Community**

- Groups**  
View and manage group membership, configure group options.

- You will see two tabs '**Certifications/Programs**' and '**Journal Entries**'. Please CLICK Journal Entries.



- CLICK '**+Add Entry**' which you will find on the right hand side. A pop up form will appear for you to fill out and log your CPD credits/hours. **NOTE: '1 Credit = 1 Hour / 1 point'**

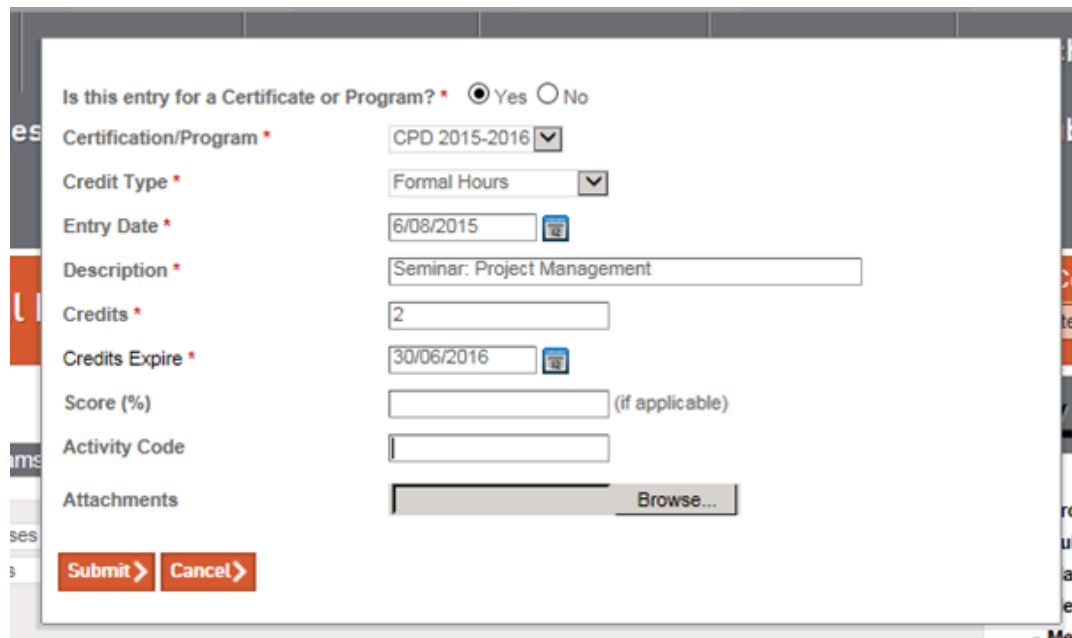
- FILLING OUT FORM (see example below):

- '**Is this entry for a Certificate or Program?**' Please select  Yes
- '**Certification Program**' From the drop-down menu please select the current year e.g. '**CPD 2017-2018**'
- '**Credit Type**' From the drop-down menu please select either '**Formal Hours**' or '**Informal Hours**', depending on which of the two you are logging.
- '**Entry Date**' Please enter the date that you completed the CPD activity with the format: **DD/MM/YYYY**.
- '**Description**' Please type the heading and a clear description of the CPD activity. What and how much detail you enter is at your discretion.
- '**Credits**' Please enter the amount of credits/hours you are logging (1 credit is equal to 1 hour). **NOTE: You may only log a maximum of 2 credits (hours) per activity. This applies to both formal and informal hours.**
- '**Credits Expire**' You must enter the date of the last day of the current financial year (e.g. **30/06/2018**) for every activity you log. *This is the collective expiry date for all CPD activities logged by all architects in the financial year.* Please use the format DD/MM/YYYY.

- h. **'Score'** this field is optional and may remain blank.
- i. **'Activity Code'** this field is optional and may remain blank.
- j. **'Attachments'** field is optional and may remain blank. If you would like to have any documents that correlate with the CPD activity you are recording, you may CLICK **'Browse...'** to upload documents.
- k. Once you have completed the form please CLICK 'Submit'.

You will then see your new entry on the journal list; **congratulations** your entry is complete.

**EXAMPLE FORM:**





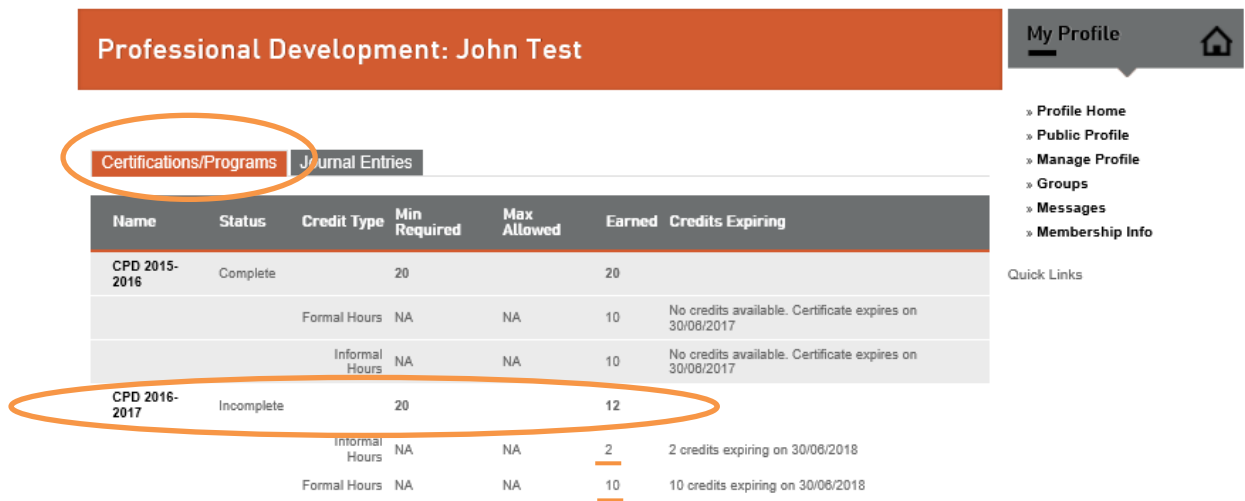
The screenshot shows a web form for entering a CPD activity. The form includes the following fields and options:

- Is this entry for a Certificate or Program? \*** with radio buttons for **Yes** (selected) and **No**.
- Certification/Program \*** dropdown menu showing **CPD 2015-2016**.
- Credit Type \*** dropdown menu showing **Formal Hours**.
- Entry Date \*** date field showing **6/08/2015**.
- Description \*** text field containing **Seminar: Project Management**.
- Credits \*** text field containing **2**.
- Credits Expire \*** date field showing **30/06/2016**.
- Score (%)** text field with the note **(if applicable)**.
- Activity Code** empty text field.
- Attachments** section with a **Browse...** button.

At the bottom of the form are two buttons: **Submit >** and **Cancel >**.


**NOTES & TIPS:**

- **EDITING:** If you make a mistake on an entry after you have submitted and saved it don't worry, it can be edited. CLICK the 'edit'  icon under 'Options' for that entry. This will take you right back to the form. Make your changes then submit the form again.
- **DELETING:** If you would like to delete an entry CLICK the forth icon  under the heading 'Options' which will entirely delete an entry.
- **ACCRUAL OF CREDITS:** Keep logging each CPD activity as you complete them. CLICK the 'Certifications/Programs' tab to have a clear view of how many credits you have accrued for both formal and informal hours. Under this tab, you will also find if you have logged 20 hour (minimum 10 hours Formal).



Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
CPD 2015-2016	Complete		20		20	
		Formal Hours	NA	NA	10	No credits available. Certificate expires on 30/08/2017
		Informal Hours	NA	NA	10	No credits available. Certificate expires on 30/08/2017
CPD 2016-2017	Incomplete		20		12	
		Informal Hours	NA	NA	2	2 credits expiring on 30/08/2018
		Formal Hours	NA	NA	10	10 credits expiring on 30/08/2018

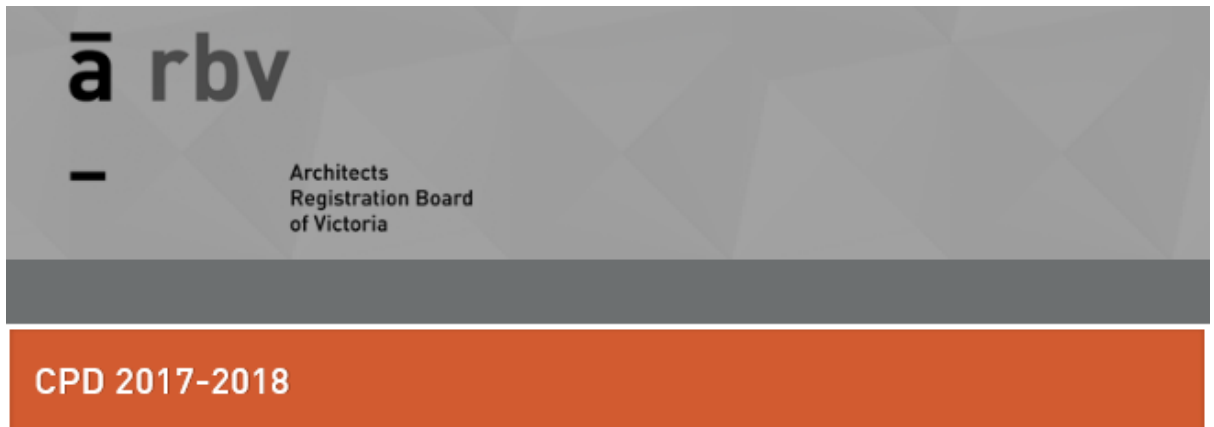
Once 20 hours has been logged the status of the certification will be complete, having logged the CPD recommendations for the year. This will appear on your public facing profile on the ARBV website.

- **PRINT TRANSCRIPT:** At any point during your accrual of CPD credits/hours you may print off a transcript of activities logged so far or if completed an absolute list. Under the 'Journal Entries' tab you will find '  **Print Transcript** ' CLICK this icon to print your transcript.

**NOTE:** *The hours of CPD acquired in Victoria may be used in another state or territory if applicable with their CPD requirements. This transcript may be used as evidence. There is no CPD compliance requirement in Victoria. The hours used for compliance in another state or territory can be used to meet the Victoria CPD recommendations.*

- **PUBLIC VIEW:** Once you have completed and logged the suggested 20 hours of CPD activity for the financial year, e.g. 'CPD 2017-2018' will show on your public profile. This is a hyperlink and when a browser clicks it, it will take them to a page advising them that the

architect has completed the ARBV's recommended CPD activity for that particular year (see below).



## Continuing Professional Development 2017 – 2018

### Recommended CPD Activity complete

This architect has completed the Architects Registration Board of Victoria's recommended CPD activity for the financial year 2017-2018.

The Board uses the phrase Continuing Professional Development (CPD) to describe the requirement in the Code for practising architects to *maintain the appropriate level of knowledge, skill and competence*.

These recommendations are as per the Victorian Architects Code of Professional Conduct, set out in the Architects Regulations 2015.