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# SAIOSH CPD Points Guide

How CPD points work, and how to earn them online.

CPD means Continuing Professional Development. If you hold a SAIOSH registration, you must keep earning CPD points. This guide explains in plain words how the points work and how to earn them. Always confirm the current rules with SAIOSH, because policies are updated from time to time.

## 1. How many points do you need?

| Membership category | Points per 3-year cycle |
|---|---|
| **Chartered member** | 90 |
| **Graduate member** | 80 |
| **Technical member** | 80 |
| **Associate member** | CPD not compulsory. To upgrade to Technical you must first earn 80 points. |

- A cycle runs for three years, from January to December.
- You should record at least a third (33%) of your points each year. Do not leave it all to the last year.
- If you register after 1 October, your CPD starts in January of the following year.

## 2. Where the points come from

There are five categories. Each category has a limit of 30 points per cycle, so you must spread your points across categories.

| Category | Examples and points | Limit per cycle |
|---|---|---|
| **OHS practice** | 10 points a year for working in OHS (claimed each year) | 30 |
| **Formal education** | OHS-related qualifications: for example a degree 30, a diploma 25, a certificate 15 | 30 |
| **Short courses** | Half day 1 point, one day 2 points, two days or longer 5 points | 30 |
| **Workshops, seminars, conferences** | Half day 1, full day 2, two days 5, presenting a paper 5 | 30 |
| **Other OHS activities** | Committee member 1, case study 2, community service 2, technical assistance 2, research project 5, publishing an article 5, mentoring 5, member of a professional body 5 | 30 |

## 3. How to earn points quickly and properly

- **Do accredited short courses.** A two-day or longer course earns 5 points, and online courses make this easy to fit around work.
- **Claim your annual OHS practice points.** That is 10 points a year, up to 30 in the cycle.
- **Go to SAIOSH events, workshops and webinars.** Points for SAIOSH events are added when you register.
- **Count activities you already do**, such as mentoring, sitting on a committee, or writing an article.
- **Plan across all five categories** so you are not stuck at the 30-point limit in one of them.

## 4. Recording your points and keeping proof

- You record and submit your own points online on the SAIOSH website. Accuracy is your responsibility.
- Keep proof for every activity: certificates, signed registration forms or payment receipts.
- SAIOSH audits records at random every year. If you are chosen, you have four weeks to send proof.
- If you fall short, you are first given time to catch up. Failing to comply can lead to your designation being suspended until the points are earned.
- Illness, career breaks and parental leave can be considered. Send supporting documents.

**Please note:** This guide is a general summary based on the SAIOSH CPD policy (Revision 3, May 2018) and the SAIOSH website. Points, limits and rules can change, so confirm them with SAIOSH at www.saiosh.co.za before you plan your CPD. This is not an official SAIOSH document.


### Earn SAIOSH CPD points online with BlueRisk Academy

All our courses earn SAIOSH CPD points. Study online in your own time, and add the points to your record. Each course page shows its CPD points.

**Enter the BlueRisk Academy to see each course and its CPD points.**