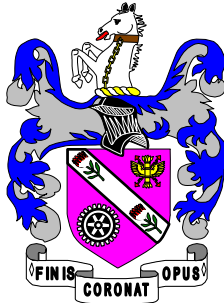


**The Institution of Certificated  
Mechanical and Electrical  
Engineers, South Africa**



**Die Instituut van Gediplomeerde  
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Annexure B

## **GUIDELINE FOR SERVICE PROVIDERS MAKING APPLICATION TO HAVE AN ACTIVITY VALIDATED**

This guideline is for any person or organization wanting their activity to be award credits for CPD. The following procedure must be complied with if validation by ICMEESA is required. The ECSA document ECPD 2 should be read in conjunction with these guidelines. Copy attached as Annexure A

1. EVERY APPLICATION SUBMITTED TO ICMEESA FOR THE VALIDATION OF CPD ACTIVITIES MUST COMPRISE AN ELECTRONIC COPY ON A CD (OR EMAILED) CONTAINING THE FOLLOWING:
  - 1.1. Completed ECSA Form ECPD 2.
  - 1.2. Full copy of the presentation in .pdf (adobe) format and/or a copy of Power Point presentation with sufficient speaker's notes to cover the salient points of the slide contents.
  - 1.3. Proof of payment of fees for the application (see par 2 below).
  - 1.4 Credentials of the course/activity presenter (presenters should have proven practical and academic experience and be good communicators).
  - 1.5 Sufficient information to enable ICMEESA to allocate CPD credits, including all course material and a description of the method of presentation should be provided.
  - 1.6 A sample copy of the certificate to be issued to attendees.
  - 1.7 A sample of the feedback questionnaire to be obtained from attendees.
  - 1.8 Agreement to a maximum of 2 ICMEESA representatives to attend the Activity free of charge.
  
2. FEES FOR APPLICATIONS AS FOLLOWS:-
  - 2.1. R2000.00 for applications submitted at least 3 months before the starting date of the Activity.
  - 2.2. R3000.00 an accelerated assessment for less than 3 months notice.
  - 2.3 Proof of payment must accompany the application form.

### 3. RESULTS OF VALIDATION PROCESS

- 3.1 Formal assessment reports will be returned to ICMEESA from the appointed Reviewers whereupon a formal reply will be made in a letter to the applicant within a month of the application being received. CPD points awarded to the Activity will be advised in the letter.
- 3.2 The Reviewer reports are confidential and will become the property of ICMEESA.
- 3.3 The Reviewers appointed sign a confidentiality clause and will return all documents to ICMEESA on completion of the review.
- 3.4 Approval will be provisional until feedback has been reviewed. See 9 below.

### 4. NON APPROVAL OF ACTIVITY

- 4.1 In the event of ICMEESA not approving the activity for CPD credits, the applicant may add to the content or introduce changes to the activity and may resubmit the application within two weeks to be reassessed. Each applicant will be allowed to resubmit an application only once. Thereafter it will be considered to be a new application and fees will have to be paid as for any new application.

### 5. APPEALS

- 5.1 Appeals against a decision by ICMEESA can be lodged at the ICMEESA Observatory office where it will be referred to the CPD Sub Committee, whose decision will be final.

### 6. ATTENDANCE REGISTERS

- 6.1 It is the responsibility of the person or organization presenting the activity to keep a register of everybody attending the activity. The register must provide the name, surname, verification details and contact details of each attendee. A South African ID number, ICMEESA membership number or ECSA registration number will be regarded as sufficient for verification. An e-mail address or telephone number will be regarded as sufficient contact details.
- 6.2 After the activity, the Service Provider is responsible to ensure that the organizer provide the ICMEESA Secretariat with a copy of the register within 2 weeks.

### 7. CERTIFICATE OF ATTENDANCE

- 7.1 The Service Provider will be responsible to ensure the organizer give each attendee a certificate as proof of attendance to the Activity. Registered persons may attach the certificates to their professional registration renewal application to ECSA. The certificate must display the name, time(s) and date(s) of the Activity, as well as the number of CPD credits that the Activity has been awarded.

An example of the certificate given to attendees must be supplied with the Application (see item 1.6 above).

### 8. ATTENDEE FEEDBACK

- 8.1 The Service Provider is responsible for ensuring the organizer obtains feedback from attendees of the Activity (the feedback form to have a space where validation number can be quoted). A sample of the questionnaire must be included in the application. Ideally comments eliciting satisfaction around enhancing the competence and professionalism of attendees is required to be sought in the questionnaire in addition to a list of questions with tick boxes which must accompany the application.

- 8.2 The Service Provider must make provision to allow a maximum of two ICMEESA representatives to attend the activity. The purpose is to allow appointed officials to feedback to the CPD Sub Committee on quality, compliance or any other aspect to ensure the aims and objectives of the ECSA Policy on CPD are achieved.

## 9. PROVISIONAL APPROVAL

### FOR COURSES.

- 9.1 Applications will be provisionally validated for 3 months until the feedback above has been received.
- 9.2 The feedback will be reviewed and if satisfactory, the course will be validated for three years from the date of the first Activity.
- 9.3 If the feedback is considered unsatisfactory, the provisional validation will be withdrawn.
- 9.4 Service Providers who have their Activities validated for 3 years and during this time make minor changes, additions and enhancements to the content or structure of the Activity without changing the objective must submit the revised programme to ICMEESA before being implemented. A review of the changes will be done by the appointed Reviewers at no charge and if no concerns are raised, ICMEESA will confirm that the validation remains in force to the original validation date. This process is to ensure the Activity records at ICMEESA are updated but will not extend the original period of validation.

### FOR CONFERENCES, SEMINARS & WORKSHOPS

- 9.5 These functions are subject to the same processes as above, however, the cost structure and period of validity is different. Each such application shall be treated at its own merit.

Application to be submitted to:

**The Chairman  
Continuing Professional Development Sub Committee  
The Institution of Certificated Mechanical and Mechanical Engineers of South Africa  
18A Gill Street  
Observatory, Johannesburg  
2198**

**Or postal address:**

**PO Box 93480  
Yeoville  
2143**

**Tel: 011 487 1683  
Fax: 086 671 8533**