



Continuous Professional Development (CPD) Policy



PREAMBLE

Policy Statement and Professional Commitment

As members of the Information and Communications Technology Association of Zambia (ICTAZ), we acknowledge the responsibility inherent in the practice of the ICT profession and the obligation to maintain competence, integrity and professional capability at all times.

The ICTAZ Council is mandated under the ICT Association of Zambia Act No. 7 of 2018 to regulate and govern the profession, maintain appropriate and internationally comparable practice standards, protect the public interest and promote professional excellence.

Continuous Professional Development (CPD) constitutes a mandatory regulatory mechanism through which the Council ensures that members maintain ongoing professional competence as a condition of registration and professional practice.

This CPD Policy establishes structured, measurable and enforceable requirements for continuous learning in furtherance of the Association's statutory mandate.

Through this Policy, ICTAZ affirms that continuous learning is a condition of professional standing, a safeguard of the public interest and a defining characteristic of responsible ICT practice in Zambia.

DEFINITIONS AND ACRONYMS

Definitions

For purposes of this CPD Policy, unless the context otherwise requires:

- i. **Act** means the ICT Association of Zambia Act No. 7 of 2018 and any amendments thereto.
- ii. **Accredited Activity** means a CPD activity formally approved by the Council for purposes of awarding Verifiable CPD Points.
- iii. **Affiliate Member** means a member admitted under the Affiliate category as defined in the Constitution or as determined by the Council.
- iv. **Annual Renewal** means the yearly process of renewing membership and/or a Practicing Certificate in accordance with the Act and applicable regulations.
- v. **Association** means the Information and Communications Technology Association of Zambia (ICTAZ).
- vi. **CPD** means Continuous Professional Development.
- vii. **CPD Cycle** means the annual period prescribed by the Council within which members are required to accumulate the minimum prescribed CPD Points.
- viii. **CPD Declaration** means the formal submission by a member confirming CPD activities undertaken during a CPD cycle.
- ix. **CPD Deficit** means the shortfall between the prescribed minimum CPD Points for a member's category and the actual CPD Points earned within a CPD cycle.
- x. **CPD Points** means the unit of measurement assigned to approved learning and professional development activities under this Policy.
- xi. **Council** means the Executive Council which is the governing body of ICTAZ established under the Act.
- xii. **Full Waiver** means complete exemption from CPD requirements for a specified CPD cycle as approved by the Council.
- xiii. **ICT Professional Practice** means the provision of ICT-related services, advisory, technical, managerial, academic, or other professional services requiring ICT competence.
- xiv. **Major Non-Compliance** means a CPD Deficit exceeding twenty-five percent (25%) of the prescribed annual CPD requirement.
- xv. **Member** means a person registered with ICTAZ under any recognized membership category.
- xvi. **Minor Non-Compliance** means a CPD Deficit equal to or less than twenty-five percent (25%) of the prescribed annual CPD requirement.
- xvii. **Non-Practicing Member** means a registered member not currently engaged in ICT professional practice.
- xviii. **Practicing Certificate** means the certificate issued by ICTAZ authorizing a member to practice as an ICT professional in Zambia.
- xix. **Practicing Member** means a member actively engaged in ICT professional practice.
- xx. **Pro-Rated CPD Requirement** means a reduced CPD requirement calculated proportionately for members admitted during the course of a CPD cycle.
- xxi. **Remedial CPD** means additional CPD required by the Council to address non-compliance or restore full compliance.
- xxii. **Verifiable CPD** means CPD activities that are relevant, measurable, and supported by documented evidence in accordance with this Policy.
- xxiii. **Non-Verifiable CPD** means informal or general learning activities that may contribute to professional development but lack formal documentation or measurable outcomes.

Acronyms

For purposes of this Policy:

Acronym Meaning

ICT	Information and Communications Technology
ICTAZ	Information and Communications Technology Association of Zambia
CPD	Continuous Professional Development

SECTION 1: LEGAL & REGULATORY FRAMEWORK

1.1 Statutory Authority

This Continuous Professional Development (CPD) Policy is issued pursuant to the powers and functions conferred upon the Information and Communications Technology Association of Zambia (ICTAZ) under the ICT Association of Zambia Act No. 7 of 2018.

In accordance with Section 4(1) of the ICTAZ Act No. 7 of 2018, the Association is mandated to undertake all acts and things necessary to foster the advancement of the information and communications technology profession in Zambia.

Without prejudice to the generality of the foregoing, Section 4(2) of the Act empowers the Association to:

- Regulate and govern the conduct of its members in the practice of their profession;
- Maintain appropriate practice standards consistent with the principles of self-regulation and the public interest;
- Develop, promote, maintain and improve appropriate standards of qualification;
- Promote integrity and enhance the status of the profession;
- Develop, promote and enforce internationally comparable practice standards;
- Protect and assist the public in matters relating to ICT practice; and
- Do all such things incidental or connected to the foregoing functions.

This Policy is therefore issued as an instrument to operationalize the Association's statutory mandate to maintain and enforce professional competence, integrity, and internationally comparable standards within the ICT profession.

1.2 Registration and Practice Requirements

Pursuant to Section 13 of the ICTAZ Act:

A person may be registered as a practicing Information and Communications Technology Professional if that person:

- Is a Fellow, Full Member, Associate, or any other class as determined by the Association; (refer to the ICTAZ constitution for more classes of membership.)
- Is resident in Zambia or has an established office or appointment in Zambia as an ICT professional; and
- Pays the prescribed application fee.

Applicants for registration are required to submit such documents as may be determined by the Council to support their registration.

In furtherance of these provisions, the Council may prescribe additional conditions necessary to ensure continued professional competence and public protection, including requirements relating to Continuous Professional Development.

1.3 Regulatory and Standard-Setting Mandate

The Act mandates ICTAZ to:

- Maintain and improve standards of qualification;
- Enforce appropriate and internationally comparable practice standards;
- Regulate professional conduct;
- Protect the public interest.

Continuous Professional Development constitutes a core mechanism through which the Association fulfills this statutory obligation by ensuring that registered professionals maintain up-to-date technical competence, ethical awareness, and professional capability in a rapidly evolving technological environment.

1.4 Power to Make Regulations

Section 56 of the ICTAZ Act provides that the Minister may, by Statutory Instrument, on the recommendation of the Council, make regulations for the better carrying out of the provisions of the Act.

This CPD Policy is issued under the authority of the Council in furtherance of its statutory functions.

1.5 Status of the CPD Policy

This CPD Policy establishes mandatory requirements for professional competence and ongoing learning as a condition for maintaining registration and/or practicing status, as may be determined by the Council.

The Policy shall operate in conjunction with:

- Registration and Licensing Regulations;
- The Code of Ethics;
- Disciplinary Procedures;
- Any applicable Statutory Instruments issued under the Act.

SECTION 2: SCOPE AND APPLICABILITY

2.1 Application of the Policy

This Continuous Professional Development (CPD) Policy applies to all registered members of the ICT Association of Zambia, as may be determined by the Council from time to time.

Without limitation, the Policy shall apply to:

- Fellow Members
- Full Members
- Associate Members
- Licentiate Members
- Affiliate Members
- Any other membership class designated by the Council as eligible for professional practice

2.2 Mandatory Nature of CPD

Continuous Professional Development shall be mandatory for all members and registered practicing professionals to whom this Policy applies.

Compliance with CPD requirements shall constitute:

- A condition for annual membership renewal; and
- A condition for the issuance and renewal of a Practicing Certificate.

Failure to comply with prescribed CPD requirements may result in:

- Administrative penalty, carry over or both;
- Refusal or deferral of membership renewal;
- Refusal or suspension of a Practicing Certificate;
- Downgrading of membership status; or
- Such other regulatory action as may be determined in accordance with the Act and applicable disciplinary procedures.
- Suspension of Practicing Certificate;
- Conditional renewal subject to completion of remedial CPD;
- Referral to disciplinary proceedings in accordance with the Act.

2.3 Purpose of Mandatory CPD

The requirement for CPD is imposed in order to:

- Ensure continued professional learning and competence;
- Maintain internationally comparable practice standards;
- Promote ethical and responsible ICT practice;
- Protect the public interest; and
- Strengthen the integrity and credibility of the ICT profession in Zambia.

2.4 Practising vs Non-Practising Members

The Council may classify members as:

- Practising Members – Members actively engaged in ICT professional practice within Zambia;
- Non-Practising Members – Members not currently engaged in professional ICT practice.

Where appropriate, the Council may prescribe reduced or alternative CPD requirements for Non-Practising Members, provided that such differentiation does not compromise professional standards or public protection.

SECTION 3: CPD POINTS STRUCTURE

3.1 CPD Measurement Framework

CPD activities will be rewarded in terms of points, referred to as CPD Points. The smallest unit of measurement shall be 1 CPD Point.

For classification purposes, CPD Points will be grouped into two categories:

3.1.1 Verifiable CPD Points

Verifiable CPD Points: Verifiable CPD Points are awarded for learning activities that can be directly linked to a member's professional development. To qualify as verifiable, the answer to all three of the following questions must be YES:

- Was the learning activity relevant to the learner's career?
- Can the learner explain how they applied the learning in their workplace or professional context?
- Can the learner provide evidence that they undertook the learning activity?

Examples of verifiable CPD include:

- Accredited training courses and certifications
- Participation in formal workshops, seminars, and conferences
- Authored publications, research work, or presentations
- Structured mentorship or coaching programmes

3.1.2 Non Verifiable CPD Points

Non-Verifiable CPD Points: Non-verifiable CPD Points are awarded for general learning activities that may but not directly enhance professional growth but are not linked to a specific, measurable outcome or are difficult to evidence.

Examples of non verifiable CPD include:

- General reading or self-directed study
- Voluntary work not tied to a structured learning programme
- Informal discussions or peer learning without formal documentation

SECTION 4: MINIMUM CPD REQUIREMENTS

4.1 CPD Cycle

The CPD cycle shall run on an annual basis, aligned to the ICTAZ membership renewal period, unless otherwise determined by the Council.

Members shall accumulate the prescribed minimum CPD Points within each CPD cycle as a condition for:

- Annual membership renewal; and
- Issuance or renewal of a Practicing Certificate (where applicable).

Points shall not automatically carry forward to the next CPD cycle unless expressly authorized by the Council under exceptional circumstances.

4.2 Minimum Annual CPD Requirements by Membership Category

Each category of ICTAZ membership will have specific minimum CPD point requirements. Members will be expected to earn the prescribed number of points annually, with a required composition of verifiable and non-verifiable CPD Points as detailed in the CPD Policy Framework.

The composition of the minimum points will be as follows.

i. Fellow and Full Member Categories

To qualify for membership renewal, a member must obtain 40 CPD points per CPD cycle, of which:

- At least 20 CPD points must be obtained from ICTAZ-accredited activities.
- A minimum of 25 CPD points must be verifiable.

ii. Associate and Licentiate Member Categories

To qualify for membership renewal, a member must obtain 30 CPD points per CPD cycle, of which:

- At least 15 CPD points must be obtained from ICTAZ-accredited activities.
- A minimum of 19 CPD points must be verifiable.

iii. Affiliate

To qualify for membership renewal, a member must obtain a minimum of 20 CPD points per CPD cycle, of which:

- At least 10 CPD points must be obtained from ICTAZ-accredited activities.
- A minimum of 13 CPD points must be verifiable.

4.5 Pro-Rated Requirements

Members admitted partway through a CPD cycle by or before 30th September of each year shall be subject to pro-rated CPD requirements based on the remaining months of the cycle.

Members admitted after September 30th shall be given full exemption in the year of admission.

SECTION 5: CPD POINTS ALLOCATION PER ACTIVITY

5.1 General Principles

CPD Points shall be awarded based on the nature, duration, relevance, and verifiability of the activity.

The Council may review and revise point allocations periodically to maintain international comparability and professional relevance.

Where an activity qualifies under multiple categories, CPD Points shall not be double-counted.

5.2 CPD Points Allocation Per Activity

ICTAZ Activity	Point Allocation
Trainings	1 point per hour, capped at a maximum of 5 points
Conferences	
Workshops	1 point per hour for an ICT/relevant conference. 0.5 point per hour for a non-technical conferences
Webinars	
Articles published in a reputable peer reviewed journal or conference proceedings	Up to 5 points per article.
Mentorship with ICTAZ	1 point per hour, with structured reporting.
Relevant panel discussions	Up to 2 points
Speaking, presenting and public lectures	Up to 2 points
Research & development	Up to 3 points
ICTAZ social networking	Up to 1 point
Volunteering with ICTAZ	1 point per event/day
Professional relevant certifications	Up to 3 points for ICT-relevant certifications attained within the year.

SECTION 6: ACCREDITATION OF CPD ACTIVITIES

6.1 Authority to Accredit

The Council shall have the authority to accredit CPD activities, programmes, courses, events, and providers for purposes of awarding Verifiable CPD Points.

Accreditation may be granted to:

- ICTAZ-organized activities;
- Recognized training institutions;
- Professional bodies;
- Universities and higher education institutions;
- Corporate training providers;
- International ICT professional organizations;
- Any other provider deemed suitable by the Council.

Accreditation may be:

- Activity-specific; or
- Provider-based for a defined period.

6.2 Criteria for Accreditation

To qualify for accreditation, a CPD activity must:

- Be relevant to ICT professional practice;
- Have clearly defined learning objectives;
- Be delivered by suitably qualified facilitators;
- Include a measurable duration;
- Provide verifiable proof of attendance or completion;
- Demonstrate alignment with internationally comparable professional standards.

6.3 Duration of Accreditation

Accreditation may be granted for a specified period determined by the Council. The Council may suspend or revoke accreditation where:

- Standards are not maintained;
- Misrepresentation occurs; or
- The activity no longer meets relevance requirements.

6.4 Recognition of External CPD

The Council may recognize CPD activities accredited by reputable international ICT professional bodies, provided that such activities meet ICTAZ standards.

The Council may publish a list of pre-recognized bodies whose activities qualify automatically for CPD Points.

SECTION 7: RECORDING, DECLARATION AND AUDIT

7.1 Member Responsibility

Every member shall maintain accurate and complete records of CPD activities undertaken during the CPD cycle.

Records shall include:

- Description of the activity;
- Date(s) undertaken;
- Duration (hours);
- Category (Verifiable or Non-Verifiable);
- Evidence of completion (where applicable);
- Brief narration on application of learning (for Verifiable CPD).

SECTION 8: NON-COMPLIANCE AND REGULATORY ACTION

8.1 Non-Compliance

A member shall be deemed non-compliant where they:

- Fail to meet the prescribed CPD Points;
- Fail to submit a CPD Declaration;
- Submit false or misleading information;
- Fail to cooperate with a CPD audit.

8.2 Regulatory Consequences

Where non-compliance is established, the Council may impose one or more of the following measures:

- Financial Penalties, carry over or both;
- Refusal or deferral of membership renewal;
- Refusal or suspension of a Practicing Certificate;
- Downgrading of membership status; or
- Such other regulatory action as may be determined in accordance with the Act and applicable disciplinary procedures.
- Suspension of Practicing Certificate;
- Conditional renewal subject to completion of remedial CPD;
- Referral to disciplinary proceedings in accordance with the Act.

8.3 CPD Deficit and Financial Penalties

8.3.1 Determination of CPD Deficit

For purposes of enforcement, a **CPD Deficit** shall mean the shortfall between the prescribed minimum CPD Points for a member's category and the actual CPD Points earned within the CPD cycle.

The deficit shall be calculated as a percentage of the total required CPD Points for the applicable membership category.

8.3.2 Minor Non-Compliance (Deficit CPD points less than or equal to 25% of the required CPD points)

Where a member records a CPD Deficit of twenty-five percent (25%) or less of the required annual CPD Points:

The member shall:

1. Pay a CPD penalty equal to **twenty-five percent (25%) of the applicable Practicing Certificate fee**; and
2. Carry forward the CPD Deficit into the next CPD cycle; and
3. Be required to remedy the deficit within the subsequent CPD cycle in addition to meeting the new annual CPD requirement.

Failure to remedy the carried-forward deficit within the prescribed period shall constitute Major Non-Compliance.

8.3.3 Major Non-Compliance (Deficit CPD points more than 25% of the required CPD points)

Where a member records a CPD Deficit exceeding twenty-five percent (25%) of the required annual CPD Points:

The member shall:

1. Pay a CPD penalty equal to **one hundred percent (100%) of the applicable Practicing Certificate fee**; and
2. Be ineligible for renewal of a Practicing Certificate until the prescribed CPD requirements are fulfilled; and
3. Be required to complete the outstanding CPD Points as determined by the Council prior to reinstatement.

8.3.4 Discretion of Council

Notwithstanding the above, the Council may, upon written application and for good cause shown under Section 9 of this policy (Waivers and Special Circumstances), reduce, defer or waive penalties.

SECTION 9: WAIVERS, EXEMPTIONS AND SPECIAL CIRCUMSTANCES

This section sets out the structured framework within which the Council may exercise its discretion in a fair, transparent, and consistent manner. Discretion shall be applied based on defined criteria, documented evidence, proportionality, and the overarching objective of maintaining professional standards while accommodating legitimate exceptional circumstances.

9.1 Authority to Grant Waivers

The Council may, upon written application, grant:

- Full waiver;
- Partial waiver; or
- Extension of time

for CPD compliance in exceptional circumstances.

9.2 Grounds for Waiver

Waivers may be granted on proven grounds including but not limited to provided there is prior communication:

- Serious and/or prolonged illness or medical incapacity;
- Maternity or parental leave;
- Prolonged unemployment;
- Temporary relocation outside Zambia;
- Other exceptional circumstances as determined by the Council.

9.3 Conditions of Waiver

9.3.1 A waiver shall:

- Be granted on proven ground with supporting documentation
- Be granted in writing;
- Specify duration;
- State any remedial CPD requirements.

9.3.2 A waiver shall not automatically extend beyond one CPD cycle unless expressly approved.

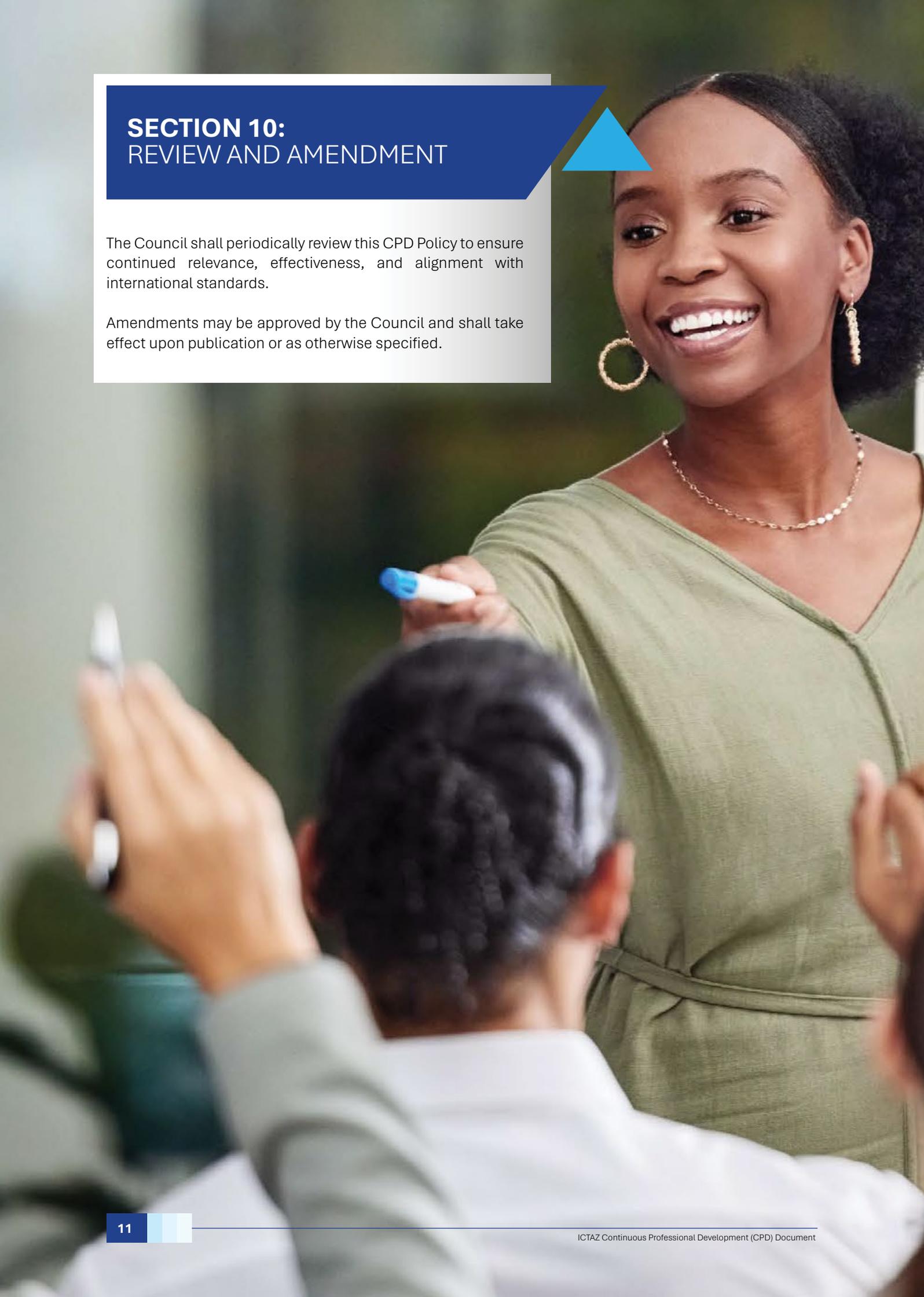
9.4 Remedial CPD

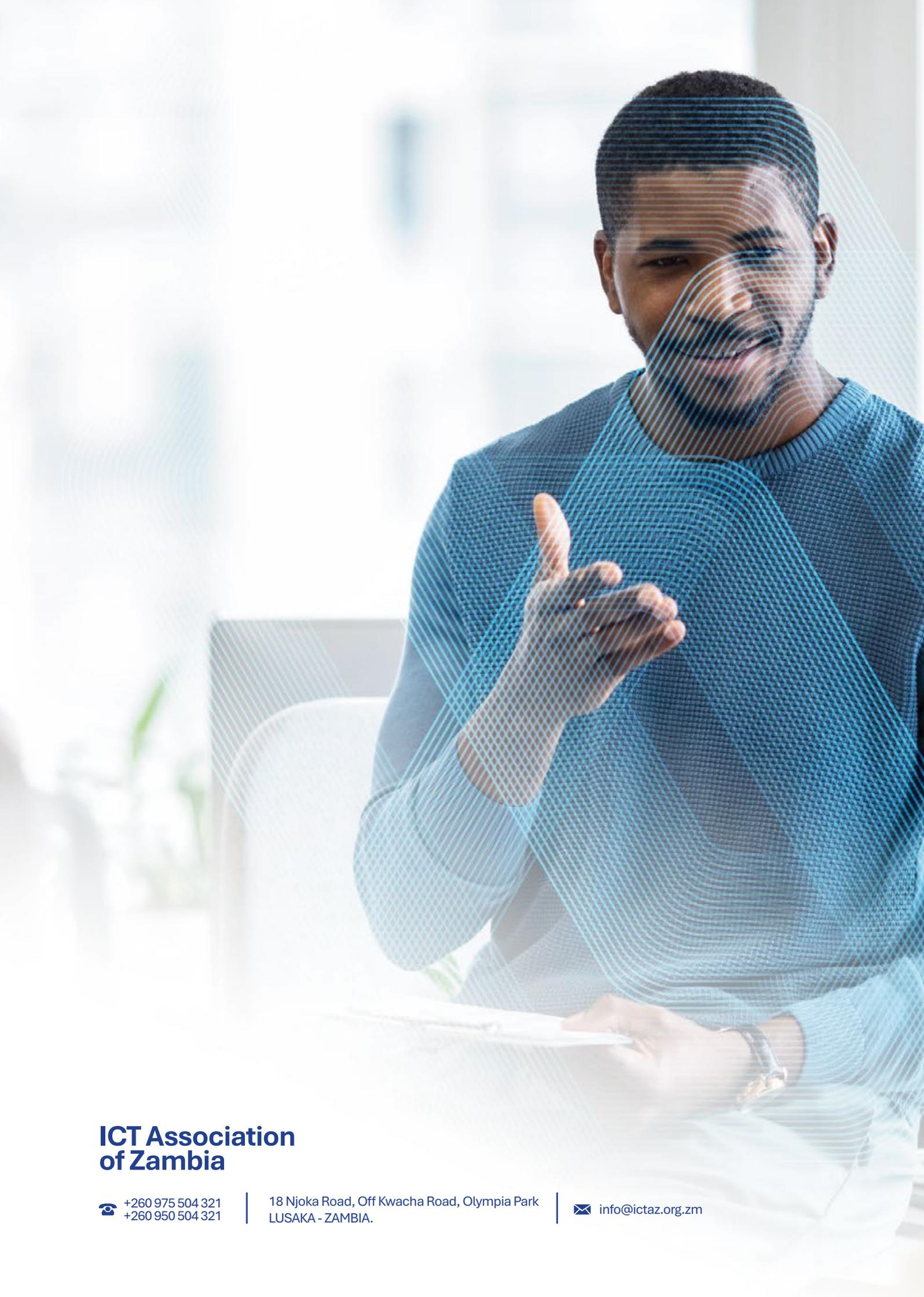
The Council may require a member granted a waiver to complete additional CPD in the subsequent cycle to restore full compliance.

SECTION 10: REVIEW AND AMENDMENT

The Council shall periodically review this CPD Policy to ensure continued relevance, effectiveness, and alignment with international standards.

Amendments may be approved by the Council and shall take effect upon publication or as otherwise specified.





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