



**Illumination Engineering Society
of South Africa
Rules: Continuing Professional Development
and Renewal of Registration**

Council Notice 2 of 2020

Date: 01 September 2020

DOCUMENT CONTROL

REVISIONS

Revision #	Date	Change Overview	Prepared by	Reviewed by
00	31/08/2020	First Issue	B. Smidt-Hart	A. Cremer

APPROVAL

Director 1 Name:		
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Director 2 Name:		
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ISSUE REGISTER

Distribution List	Date Issued	Number of Copies
IESSA Members:		1
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1 INTERPRETATION AND DEFINITION

In this *Rules: Continuing Professional Development and Renewal of Registration* document, any expression or word that has been defined in the *IESSA Constitution* and *Code of Conduct* has that meaning, and unless the context otherwise indicates:

- a) **“Conditions for Renewal of Registration”**, in the context of the *IESSA Accredited Lighting Practitioner Application Criteria*, means those contained in these rules.
- b) These rules are based on the *IESSA Constitution* on Continuing Professional Development and should be interpreted in the context of that constitution, in so far as the constitution supports and augments the principles embodied in these rules.
- c) **“accredited educational institution”** means an educational institution which offers illumination programmes and which have been granted accreditation by the Engineering Council of South Africa (ECSA) or similar authority bodies;
- d) **“approved CPD provider”** means a voluntary association and an “accredited educational institution” which are recognised by ECSA or similar authority bodies for purposes of offering appropriate learning;
- e) **“continuing professional development”** also referred to in these rules as “CPD” means continuing education and training as contemplated in the *IESSA Accredited Lighting Practitioner Application Criteria*, and also means the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person’s lighting practitioner career;
- f) **“expiry date”** as contemplated in the *IESSA Accredited Lighting Practitioner Application Criteria*, means the date marking every third anniversary of the date on which such registered person has been registered by IESSA;
- g) **“Council”** refers to the Board of Directors and Advisory Committee of the *Illumination Engineering Society of South Africa* as defined in the *Constitution, Section 5 - Management*;
- h) **“Code of Conduct”** means the *IESSA Code of Conduct*, as approved by the Directors;
- i) **“IESSA”** is the reference to the name of the body, the *Illumination Engineering Society of South Africa*,
- j) **“information”** means illumination related documents and data produced or relied upon by the Registered Person in the performance of work that form a material part of the related works’ records, including competent person or similar appointments, design calculation, simulations, modelling, reports, material or product schedules, photometrics data, drawings, test reports and certificates and inspection certificates, whether electronic format or otherwise;
- k) **“illumination work”** means the process of applying illumination and scientific principles (based on sound understanding of standards and regulations), concepts, contextual and illumination knowledge to the research, planning, design, implementation and management of work in both the natural and built environments;
- l) **“Registered Persons”** means persons registered in terms of the Constitution, holding a MEMBER (MIESSA) status or higher and have received accreditation as an IESSA lighting practitioner;
- m) **“the Constitution”** means the IESSA Constitution, as approved at the annual general meeting;

- n) “**work**” means any illumination related work normally carried out by Registered Persons in the practice of their profession; and
- o) “**Voluntary Association**” means an association, institute, institution or society which is recognised by IESSA as a voluntary association.

2 EXECUTIVE SUMMARY

The Illumination Engineering Society of South Africa (IESA) makes known that it has under *Section 4.6, Accredited Lighting Practitioner (ALP) of the IESSA Constitution*, defined the *rules of Continuing Professional Development (CPD) and the renewal of registration* for Accredited Lighting Practitioners (ALP’s) in this document, pertaining to an Accredited Lighting Practitioner.

This document shall be referred to as the *Rules: Continuing Professional Development and Renewal of Registration*.

Every IESSA member is required to order their conduct in their individual and business orientated professional activities in line with the *IESA Constitution* and the *Code of Conduct*.

An IESSA member shall maintain accreditation as an IESSA lighting practitioner upon fulfilling and adhering to the *Rules: Continuing Professional Development and Renewal of Registration*.

Registered persons are required to uphold the spirit of the *IESA Constitution* and *Code of Conduct* so as to preserve the confidence of the community in the integrity and judgment of IESSA and on behalf of the Illuminating Industry.

These rules come into operation with immediate effect.

3 APPLICABILITY OF THESE RULES TO REGISTERED PERSONS

3.1 Professional Categories

These rules apply in respect of all persons registered as an Accredited Lighting Practitioner, regardless of practitioner specialisation.

3.2 Registered Persons Resident Abroad

These rules apply in respect of registered persons who are practicing abroad, subject to the following conditions:

- a) Where a system of continuing professional development is being applied in any particular country, such requirements may be accepted by the Council for purposes of these rules, provided that documentary proof of compliance with such CPD requirements is submitted, which may be in the form of a certification by the relevant accrediting authority in the country concerned.
- b) In the absence of such proof of compliance referred to in sub-clause (a), or in the case where a formal CPD system is not in place in the country concerned, documentary proof of CPD activities undertaken abroad must be submitted to the Council for evaluation against the requirements of these rules and the Constitution.

4 EXEMPTIONS FROM THESE RULES

4.1 Retired Registered Persons

- a) Subject to sub-rule 4.1 b), any retired registered person who no longer carries out any lighting practitioner work either in a consulting capacity or in a salaried position, is exempted from these rules: Provided that such retired registered person is listed on the Council's register of retired persons.
- b) Retired registered persons who are listed on the Council's register of retired persons, and who carry out part-time lighting practitioner work within the limits defined by the Council for purposes of listing as a retired person, are exempted from the requirement to accumulate CPD credits specified in sub-rule 5.3a), but must accumulate at least 1 credit per annum: Provided that this exemption must not be construed as prohibiting a registered person from undertaking a Category 1 activity.
- c) In the event that any retired registered person referred to in sub-rules 4.1a) and 4.1b) elects to return to active lighting practitioner practice, such person must apply to the Council for re-admission to the active register and must submit proof that at least 3 credits having been attained during the 12 months immediately preceding the application.
- d) A registered person over 55 years of age, who retire and carry out part-time lighting practitioner work over the limits defined by the council for purposes of listing as a retired person, are exempted from the requirement to **accumulate three credits** in Category 1 specified in sub-rule 5.3a), but must accumulate at least 1 credits per annum: Provided that this exemption must not be construed as prohibiting a registered person from undertaking a Category 1 activity. To obtain this benefit registered persons must apply in writing giving details of their situation.
- e) Registered persons over the age of 55, who remain active as an accredited lighting practitioner and carry out full-time lighting practitioner work, are required to meet the normal requirements.
- f) Registered persons who are 70 years of age or more, who remain active in lighting and carry out full- or part-time lighting practitioner work are exempted from the requirement to **accumulate three credits** in Category 1 specified in sub-rule 5.3a), but must accumulate at least 1 credit per annum: Provided that this exemption must not be construed as prohibiting a registered person from undertaking a Category 1 activity. To obtain this benefit registered persons must apply in writing giving details of their situation.
- g) The Council may, upon receipt of a fully motivated and substantiated application from any registered person, grant exemption from the requirements of these rules for such period within the three year cycle as the Council may deem appropriate and reasonable.
- h) Each application will be considered on its own merits, but the Council will regard the following reasons, although not exhaustive, as justification for submission of an application for such deferment:
 - i. Debilitating physical or mental disability and chronic illness, and
 - ii. Non-existent opportunity to undertake CPD, or provision of CPD in a foreign country.

5 GENERAL CPD REQUIREMENTS

5.1 Three Year Cycle

- a) The CPD system functions in cycles of three years.
- b) In addition:
 - i. The three-year cycle of each registered person commences on the anniversary of the date on which such registered person was registered by the council, which date appears on the person's certificate of registration issued by the council, and which date also constitutes the expiry date, as defined in these rules, when such person is required to apply for renewal of his or her registration.
 - ii. Where a person is registered in more than one professional category, the date applicable to the category in which such person first registered will be recorded as the date on which such person's three-year cycle commences, and which date also constituted the expiry date, as defined in these rules.

5.2 Credits

- a) During each cycle of three years every registered person must accumulate a minimum of credits in order to qualify for renewal of his/her registration.
- b) A registered person may not accumulate less than 2 credits per annum in at least two of the categories of activities referred to in sub-rule 5.3 a), read with Appendix A of these rules, and may accumulate additional credits each year up to a maximum number of credits as prescribed for each activity listed in column 3 of the table in sub-rule 5.3 a).
- c) Additional credits which have been accumulated during any particular year may be carried over to subsequent years of the three year cycle, provided that no more than the maximum permissible credits for the particular activity may be carried over.

5.3 Categories of activities for CPD Credits

- a) CPD credits must be obtained in at least two of the three categories listed below, which categories are more fully described in Appendix A, with at least 3 credits per three year cycle from Category 1. The maximum permissible credits which may be accumulated annually in each category is indicated in column 3, below:

Table 1: Categories of activities for CPD Credits

Categories	Activities	Maximum Credits pa	Hours
Category 1	Developmental Activities	3 credits	30 hours (10hrs/credit)
Category 2	Work-based Activities:		
	<ul style="list-style-type: none"> • Lighting / Illumination Engineering Work • Mentoring of candidate practitioners 	2 credits 1 credit	600 hours (300 hrs/credit) 50 hours (50hrs/credit)
Category 3	Individual Activities		
	<ul style="list-style-type: none"> • Other activities 	1 credit	10 hours (10hrs/credit)



6 RECORDING OF CPD ACTIVITIES

- a) Unless exempted in terms of these rules, all registered persons must, with effect from 1 September 2020, record their CPD activities.
- b) Registered persons may record individual CPD activities on a continuous basis as they occur during each annual cycle, provided that all CPD activities undertaken during each annual cycle must be recorded no later than 30 days after the completion of each annual cycle.
- c) When recording CPD activities under sub-rule 6(a), any person who is registered in more than one professional category must inform the council which category of registration is the most appropriate to his or her area of practice, in which case the council evaluates the appropriateness of the CPD activities so recorded in the context of the registration category preferred by such registered person.
- d) Every registered person must retain documentary evidence of all CPD activities undertaken during each three-year cycle, and be able to present such evidence when requested by the council to do so.

7 AUDITING OF RECORDED CPD ACTIVITIES

- a) The council may conduct random audits as it deems necessary and practicable, but notionally as indicated from time to time in its Policy, of the CPD records of all registered persons who are required to undertake CPD in terms of these rules.
- b) In the event that a registered person is selected for audit, such registered person must send, within four weeks of receiving notification to this effect, documentary evidence of his or her CPD activities, which may be in the form of certificates, a list of results, records of attendance or receipts of course payment.
- c) If a voluntary association or an accredited educational institution provided a CPD activity, written verification from such recognised voluntary association or accredited educational institution will be recognised as sufficient evidence of attendance.
- d) Where a CPD activity was provided by any other person or organisation who is not an approved CPD provider, approval of such CPD activity must be obtained from an appropriate recognised voluntary association and proof of attendance must be submitted.
- e) The council must advise a registered person, within 30 days after completion of an audit, of the outcome of such audit.
- f) If during an audit a registered person is assessed as having failed to meet the requirements, the record and verification documentation of such person must be referred to the Membership Committee for a decision regarding remedial steps, but such candidate will automatically be earmarked for re-audit during the next year.
- g) In the event that a registered person is audited during the third year of a registered person's cycle, the council must consider the remedial steps in the context of the fact that such registered person is due to apply for renewal of his or her registration during that year.

8 RENEWAL OF REGISTRATION

8.1 Application for Renewal and Assessment against requirements

- a) The council must at least five months prior to the relevant expiry date applicable to a registered person, who is required in terms of these rules to apply for renewal of his or her registration, notify him or her of his or her obligation to submit an application for renewal at least three months prior to the expiry date.
- b) The application for renewal must be submitted in the format as determined by the council from time to time.
- c) Upon receipt of an application the council must consider the application and decide whether or not the requirements of these rules have been complied with.
- d) The council may call for such documentary evidence from the applicant as it may deem necessary in order to validate the credits claimed by the applicant.
- e) If the council is satisfied that the applicant has met the requirements of these rules, the council must record such decision in the applicable register maintained by the council and, within 30 days of making the decision, advise the applicant of such decision, and of the fact that his or her registration will, subject to these rules, remain valid for a further period of three years until the next expiry date.
- f) If the council is convinced that the applicant has failed to comply with the requirements of these rules, the relevant provisions pertaining to non-compliance contained in rule 9 apply, and the applicant must be advised of the decision as well as of the implications flowing therefrom within 30 days from the date on which the decision was made.

9 NON-COMPLIANCE WITH THESE RULES

9.1 At Annual Audit Stage

- a) If during an annual audit referred to in rule 7, the council is of the opinion that a registered person has failed to comply with the requirements of these rules, the council may decide whether any remedial steps are necessary at that stage, if any, and inform such registered person of the deficiency, the remedial steps to take in order to comply with the requirements and the period within which to remedy the deficiency.
- b) Unless a shorter period has been prescribed by the council in terms of sub-rule 9.1 a), any registered person who failed to comply with the requirements is automatically subject to re-audit during the following year.

9.2 At Renewal Stage

- a) If after consideration of an application for renewal of a person's registration referred to in rule 8, the council is convinced that the applicant has failed to comply with the requirements of these rules, the council must:
 - i. Record this fact in the applicable register; and
 - ii. Inform the non-compliant applicant of this fact and afford such applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to remedy the deficiency.

- b) If, after consideration of the applicant's response in terms of the sub-rule 9.2 a) i, the council accepts the explanation and remedial measures proposed by the applicant, the council may grant an extension of time to enable the applicant to comply with the requirements.
- c) If the council does not accept the explanation or the remedial measures proposed by the applicant, the council must determine which other remedial measures must be taken to comply with the requirements and also determine the period of extension to be granted in order for the applicant to meet the requirements.
- d) The applicant must, within two weeks before the end of the period determined by the Council in terms of sub-rule 9.2 c), submit documentary evidence of compliance.
- e) If the council is convinced that the applicant is still not compliant with the requirements, the council must refer the matter to the Membership Committee of the Council to consider whether or not renewal of such person's registration should be refused, and the Membership Committee must, before deciding on this matter provide an opportunity to the applicant, in person, to give reasons why renewal of his or her registration should not be refused.

9.3 Refusal to renew a person's registration

- a) If the Membership Committee, after hearing the reasons offered by the applicant, is still convinced that the registered person's application for renewal must be refused, the Committee must confirm its refusal to renew such registration and within 30 days from the date on which such refusal is made inform the registered person of the decision, and, at the same time instruct the registered person to return the certificate of registration, originally issued to such person, to the council within 30 days from the date of such instruction.

9.4 Return of Registration Certificate

- a) The provisions set out in the IESSA Constitution apply mutatis mutandis in respect of a person whose registration has been cancelled as a result of the non-renewal of his or her registration in terms of these rules.

9.5 Refusal by Registered Person to comply with these rules

- a) Any registered person who wilfully refuses to undertake CPD activities or to comply with these rules is guilty of improper conduct, and the provisions set out in the IESSA Constitution and IESSA Code of Conduct apply mutatis mutandis in respect of such person.

9.6 Right of Appeal

- a) The provisions of provisions set out in the IESSA Constitution and IESSA Code of Conduct, apply mutatis mutandis in respect of a person who is aggrieved by a decision of the council to refuse renewal of a person's registration.

APPENDIX A - CATEGORIES OF CPD ACTIVITIES

Category 1: Developmental Activities

- a) Attendance of structured educational/developmental meetings will be credited with one credit per 10 hours of attendance. A full day activity will be regarded as being for 10 hours and a half-day activity will be regarded as 5 hours and hence a half a credit. A maximum of 4 credits (40 hours) may be accumulated annually under this category:
- i. Conferences;
 - ii. Congresses;
 - iii. Large group workshops;
 - iv. Lectures;
 - v. Seminars;
 - vi. Refresher courses; and
 - vii. Colloquiums.

Category 2: Work-based Activities

- a) Since registered persons also improve their knowledge and competence by performing their day-to-day lighting and illumination engineering responsibilities, a weighting of one credit for every 300 hours per year for lighting and illumination engineering related work (including management) is awarded for this category. A maximum of two credits for 600 hours per year may be earned in respect of this activity.
- b) In addition, the mentoring of candidate persons in the workplace will be recognised as CPD with a maximum of 1 credit for 50 hours of mentoring per year. In-house skills training sessions organised by an employer, lighting or illumination company and career guidance for candidates may also be presented under this sub-category.

Category 3: Individual Activities

- a) Other activities include and will be credited as follows:
- i. Part-time lecturing to undergraduate and postgraduate students: one credit for every 10 hours of lecturing.
 - ii. Supervision of students undertaking postgraduate studies: 2 credits per year.
 - iii. Oral examinations of final year and postgraduate students: 1 credit for every 10 hours of active involvement.
 - iv. Evaluation of M dissertations and PhD theses by external examiners: 2 credits per year.
 - v. Publication of research in peer reviewed journals: a single author: 2 credits per publication. Where paper has a number of authors: 1 credit per publication per author.
 - vi. Publication of technical articles: 1 credit per article published.
 - vii. Papers presented at conferences or congresses / poster presentations: 1 credit each
 - viii. Participation in statutory, professional, institutional, technical or non-technical committees or task groups: one credit for every 10 hours of active participation.
 - ix. Evaluation of educational programmes at Universities and Universities of Technology (Technikons) for accreditation purposes: 1 credit for every 10 hours of active involvement.
 - x. Relevant additional qualifications (these are exceptional allocations): A completed postgraduate qualification: 5 credits.
- b) A maximum of 3 credits (30 hours) may be accumulated under this portion of this category, with the exception stated above for postgraduate studies.