

Global Network Group

Rules for CPD (Continuing Professional Development)

All references in this document are made against the approved (valid) version of the applicable document.

All public documents are published on our websites.

Questions? Contact us!

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GENERAL CLAUSES

The following applies to this document GNG.PD.008.INT Rules for CPD:

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

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RULES FOR CONTINUING PROFESSIONAL DEVELOPMENT

OBJECTIVES

1.1. The objectives of these rules and regulations are:

1.1.1. IN GENERAL

1.1.1.1. to achieve a permanent process of education, schooling, and training.

1.1.2. FOR THE PROFESSIONAL GROUP

1.1.2.1. to promote the quality of the professional group

1.1.2.2. to promote the image of the professional group

1.1.2.3. to promote confidence in the professional group

1.1.2.4. objectify expectations, standards (requirements), testing and maintenance

1.1.3. FOR THE CERTIFICATE HOLDER

1.1.3.1. give support to personal intensification and broadening of the scope of the certificate holder(s)

1.1.3.2. maintain and keep up-to-date the personal expertise, the knowledge and the skills of the certificate holder(s)

RELEVANCE

2.1. These regulations apply to all certificate holders.

2.2. Suspension does not release the certificate holder from the obligations which result from these regulations.

2.3. When the certificate holder falls short of the obligations which result from these regulations this is reason for suspension and/or dispossession of certification and/or the non-assignment of (re)certification.

CATEGORIES

3.1. The regulations distinguish five CPD categories:

3.1.1. CATEGORY ONE: EDUCATION

3.1.1.1. To participate in qualified education or training and rounding off this education by means of an exam or test.

3.1.2. CATEGORY TWO: IN-DEPTH ACTIVITIES & TRAINING

3.1.2.1. To attend or take part in exhibitions, conferences, congresses, inter vision groups, seminars, specific meetings, workshops.

which are not rounded off with an exam or a test, all within the scope of the certificate holder.

3.1.3. CATEGORY THREE: PROFESSIONAL ACTIVITIES

3.1.3.1. To act as supervisor, teacher, speaker, researcher, tutor, patron, or trainer within the scope of the certificate holder, this also includes offering opportunities for training, study, experience, and research.

3.1.4. CATEGORY FOUR: SCOPE DEVELOPMENT

3.1.4.1. To publish articles, research papers, reports, and accounts in popular or scientific magazines, specialist journals or specialist periodicals, all within the scope of the certificate holder.

3.1.5. **CATEGORY FIVE: GENERAL INTEREST**

- 3.1.5.1. To execute activities or duties for the purpose of the branch or the occupational group within the scope of the certificate holder, such as: executing public duties and responsibilities, executing administrative duties and responsibilities, executing other duties and responsibilities within organizations, public administration, clubs, and foundations.

RATING OF SCORES

- 4.1. CPD will be considered as an educational development model.
- 4.2. CPD is a dynamic process of education which will develop over time and with experiencing insight.
- 4.3. CPD will be marked on the basis of a scoring system.
- 4.4. The CPD activity can belong to one or more CPD categories.
- 4.5. The CPD scoring system only recognizes full marks (CPD points).
- 4.6. Every CPD point equals :
- 4.6.1. 1 contact shift
- 4.6.2. 1 client assignment
- 4.7. One shift is made up of one hour on the clock. Global Network Group awards the number of clock hours to each CPD activity, education or training. For this purpose, Global Network Group can base themselves either on the actual number of hours on the clock (shifts), a fixed number of hours on the clock (shifts) or a combination of both.
- 4.8. Global Network Group awards every client assignment for 1 CPD point. For this purpose, Global Network Group can base themselves either on the assignment itself, the actual numbers of hours on the clock (shifts) related to the assignment, the net turnover of the assignment or a combination.
- 4.9. Global Network Group can set further conditions or impose limits to the CPD evaluation of points.
- 4.10. CPD evaluation of points can be awarded for a certain or on-going period and can be withdrawn, changed or suspended (interrupted) at any time.

ACKNOWLEDGEMENTS AND GRANTS

- 5.1. Global Network Group is in charge of the acknowledgement of CPD.
- 5.2. Auditors are authorized to acknowledge on behalf of Global Network Group.
- 5.3. Qualifying for acknowledgement are:
- 5.3.1. scope related activities
- 5.3.2. practice assisting or facilitating activities
- 5.3.3. client assignments handled according to the code of conduct, process- and procedure requirements
- 5.4. An objection against a CPD acknowledgement, or the refusal, can be lodged with Global Network Group.
- 5.5. Further conditions can be laid down against CPD acknowledgements and costs may be charged.
- 5.6. CPD acknowledgements can be awarded for a certain or ongoing period and can be withdrawn, changed and suspended (interrupted) at any time.

REGISTRATION

- 6.1. Global Network Group (ADR Register) is obliged to start a CPD registration infrastructure.
- 6.2. The certificate holder is obliged to register its CPD per CPD period. For this purpose, the certificate holder keeps records of the CPD in the personal CPD registration system and the certificate holder is obliged to retain the underlying CPD evidence for the duration of the entire current certification period increased by two continuous calendar years as well as show the accompanying CPD evidence at first request to Global Network Group or to an auditor or supervisor appointed by Global Network Group.
- 6.3. The following items will be acknowledged as CPD evidence:
 - 6.3.1. original certificate, diploma, certificate or proof of attendance
 - 6.3.2. admission ticket
 - 6.3.3. statements
 - 6.3.4. copies of articles and documents
 - 6.3.5. evidence originating from the company's administration and files
 - 6.3.6. all other evidence that is acceptable to Global Network Group
- 6.4. The CPD registration per certificate holder is not open to the public and can only be accessed by the certificate holder him/herself, by Global Network Group (ADR Register) and by Global Network Group appointed auditors and supervisors.

PERIODS AND REQUIREMENTS

- 7.1. The CPD period equals the:
 - 7.1.1. associate period (associate certificate holders)
 - 7.1.2. full period (full certificate holders)
 - 7.1.3. re-certification period
 - 7.1.4. by Global Network Group determined period.
- 7.2. The CPD period starts and ends as determined by Global Network Group.
- 7.3. The CPD year starts on 1 January and ends on December 31st.
- 7.4. No CPD obligations till December 31st apply in the 1st calendar year of registration and certification.
- 7.5. The certificate holder must comply with the CPD obligations as determined by Global Network Group and stated in these Rules.
- 7.6. Global Network Group determines on the CPD obligations for all certificate holders.
- 7.7. CPD obligations for all registers can vary for:
 - 7.7.1. Certification schemes
 - 7.7.2. main scopes
 - 7.7.3. sub-scopes
 - 7.7.4. sub-types
 - 7.7.5. specialisms
 - 7.7.6. combination of the before mentioned options
 - 7.7.7. other options to the discretion of Global Network Group.

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- 7.8. CPD obligations include obtaining CPD points and other CPD obligations, such as the registration of a specific number of client assignments.
 - 7.9. A CPD point qualifies exclusively for one period.
 - 7.10. Global Network Group might decide to award CPD points to the previous period (carry-back) or upcoming period (carry-forward).
 - 7.11. Associate certificate holders will be audited on CPD when an upgrade request is filed for the full level, or on other occasions or indications, such to the discretion of Global Network Group.
 - 7.12. Full certificate holders will be audited on CPD when recertification is due, or on other occasions or indications, such to the discretion of Global Network Group.
 - 7.13. If the certificate holder has not met the obligations as laid down in these regulations, the auditor or supervisor notes a non-conformity, including a restore period. The restore period is limited to one calendar year. If a non-conformity is determined, the level upgrade or the recertification will be denied, put on hold or provisionally awarded, which is to be decided by Global Network Group, based on the advice of the auditor or supervisor.

EXEMPTIONS AND CONCURRENCE

- 8.1. A complete or partial exemption of the obligations can be granted to the certificate holder according to these regulations.
- 8.2. Certificate holders with the status 'honorary', 'excellence' or 'specialist' are exempt for the CPD obligations.
- 8.3. Concurrence can be seen as the compliance of the certificate holder to the none Global Network Group CPD programs for other professions, activities or quality systems than for which the certificate holder has been certified by Global Network Group. At the request of the certificate holder, Global Network Group can decide to accept parts or the full of none Global Network Group CPD programs instead of the Global Network Group CPD in order to meet the obligations of the certificate holder, or grant the certificate holder full or partial exemption(s).
- 8.4. A request of exemption or concurrence can, among other things, be tested against the objective as stated in article four of these regulations.
- 8.5. To this effect, the certificate holder needs to submit a request to Global Network Group. A thorough motivation and justification have to be included in this request.
- 8.6. A request can be:
 - 8.6.1. denied
 - 8.6.2. accepted
 - 8.6.3. partially accepted
 - 8.6.4. conditionally accepted
- 8.7. An objection against the decision on the request can be lodged with Global Network Group.

ARCHIVE AND INFORMATION

- 9.1. Global Network Group is in charge of registering all documents (the archive) which are linked to these regulations and its execution.
- 9.2. The archive mentioned in herebefore article is not accessible for third parties and non-certificate holders.