



PPRB-CPD GUIDELINES-2025

Continuous Professional Development (CPD)
Points Award in PPRB and other Accredited
Programmes

The Physical Planners Registration Board

P.O Box 30450- 00100, Nairobi

Contents

1. Overview.....	2
2. Who do these Guidelines apply to?.....	2
3. Approved Activities and Award of CPD Points	4
3.1. Minimum Requirements for Award of Points	6
3.2. Accreditation of CDP Programs.....	6
3.3. Excess CPD Points	7
3.4. Non-Compliance	7
3.5. CPD Year	7
3.6. Approval of CPD Program/Activities	7
4. Schedules.....	9
5. Proposed Fees	13

1. Overview

The Physical Planners Registration Board CPD Guidelines support Planners to comply with the Continuing Professional Development (CDP) requirements. CPDs are important for physical planners and help them:

- Stay – up-to-date: CPDs help planners learn new trends and technologies in the industry, conform to policies, laws, and standards,
- Develop new skills: CPDs help planners develop new skills and enhance existing ones
- Identify skills needed for further professional development
- Justify resources for staff development by employers
- To network and promote peer-to-peer learning
- Learn soft skills, like management, problem-solving, policy development, advocacy, and negotiation.
- Better deal with career changes

These guidelines will raise professional competence and improve the recognition of the planning profession. They will also benefit members in their careers progression and support the recognized professional associations in structuring their programs and activities to support their members.

2. Who do these Guidelines apply to?

They apply to all aspiring and registered physical planners at all stages of their careers.

Category	Remarks
Student Member	Is encouraged to participate in CPD programs but there are no requirements for CDP points
Graduate Member	Those aspiring to sit for the PPRB Professional Exams for purposes of registration will be required to acquire a minimum of 10 CPD points.
Registered, non-practicing Planner	A Registered Physical Planner who does not hold a Practicing License due to the nature of his employment terms will be required to acquire a minimum of 10 CPD points. CPD activities ensure registered planners continuously learn new trends, competency, and technology in the practice. This will also encourage peer-to-peer learning
Registered and Practicing Planner	Registered and Practicing Planners are required to acquire a minimum of 30 CPD points. CPD activities should assist in maintaining competency of professional skills and include opportunities to learn new trends, approaches, new

	legal and regulatory requirements as well as opportunities to provide leadership in the profession.
Visiting Planners	A planner registered under Section 14 of the Physical Planners Registration Act will be required to acquire a minimum of 5 CPD points.
Career Break or Sabbatical for Registered Physical Planners	<p>A Registered Physical Planner who has travelled abroad or taken a career break for other opportunities and/or is on an extended maternity/paternity leave is highly recommended to do structured readings or contribute to the profession in other ways such as mentorship.</p> <p>Required to inform the Board in writing of the planned career break or sabbatical or extended maternity/paternity leave. There will be no minimum requirement for CPD Points during the period of the break/leave.</p>
Retired Physical Planner	A Physical Planner who is above 65 years of age is highly recommended to do structured readings or contribute to the profession in other ways such as mentorship. There will be no minimum requirement for CPD Points

3.Approved Activities and Award of CPD Points

The PPRB Board will consider an activity if it contains significant intellectual or practical content related to the practice of physical and land use planning. The list of approved activities and recommended CPD points to be awarded are as follows:

Activity	Points		Maximum points/year
Active Professional Practice: Provide a letter from the employer/supervisor or Submit proof of related practice work undertaken	5		5
Seminars/Webinars by PPRB (Participant)	2- Day	10	10
	1-Day	5	
	Half Day (Min 3 Hours)	2.5	
	90 Mins	1.5	
Accredited Seminars/Conferences by Recognized Professional Associations (Participant)	2- Day	10	10
	1-Day	5	
	Half Day (Min 3 Hours)	2.5	
	90 Mins	1.5	
Tutor/Speaker in Seminars/Conferences organized by PPRB or recognized professional associations	5 per event		10
PPRB Professional Examinations	Candidate Briefing Session (s)		5
	Lecturer/Examiner		5
	Oral Exam Panelists		10
	Supervisor/Mentor for a minimum 24 Months to a Candidate		5

Activity	Points	Maximum points/year
Academic Staff serving an administrative role at a recognized University by the Board	5	5
Academic Staff teaching an accredited course	2.5 per Semester	5
A Short Course related to the practice or management. (Student/Tutor) 1-6 Months	2.5	5
Local Study Tour	2.5 per Trip	5
International Tour/Site Study	5 per Trip	5
International Conferences, Symposium or Colloquium	10	10
A Member of the PPRB Board	5	5
The Committee Chair (s), Vice-Chair and Chair of the PPRB Board	10	10
National/County Service Nomination to service in a statutory Board, Committee, Taskforce or Commission. County Directors of Physical and Land-Use Planning, Chief Officers, CECMs etc	10	10
Elected officials in Professional Associations recognized by the Board	5	5
Community Service in areas related to the Practice (Neighbourhood Associations, Farmers Cooperatives, School Boards, Voluntary planning services etc)	2.5 per activity/organization	5
Publication or co-author of a book related to the practice	10 per book	10
Preparation and publication of peer reviewed articles or papers.	5 per article	10
Preparation and delivery of presentations, Non-peer-reviewed papers and publications	2.5 per article	10

Activity	Points	Maximum points/year
Publication of articles on newspapers with national wide circulation	2.5 per article	10
Appearance in Radio, TV or other online platforms to contribute to topical discussion on issues related to the practice	2.5 per appearance	10

3.1. Minimum Requirements for Award of Points

1. All CPD points must come from activities that have been presented and approved by the Board.
2. An activity such as writing or articles, community services, or national/county service among others must be supported by evidence such as appointment letters, published articles, and link to mainstream media content among others.
3. The recognized professional organization and other providers will be required to submit a brief report after each CPD event detailing out the summary of the proceedings, including photos of the event (1-2 pages), list of speakers/tutors, and list of participants with their signatures.
4. At the time of renewal of registration and practicing licenses one will be required to make a declaration in the CDP-record sheet stipulated in this guideline
5. A minimum of 10 CPD points must be obtained from the PPRB seminar or event for the Registered and Practicing Physical Planners
6. A minimum of 5 CPD points must be obtained from the PPRB seminar or event for Visiting Registered Planners or graduate planners aspiring to sit for professional exams.
7. Graduate planners will be awarded 5 Points for participating in the briefing session and any other preparatory training organized by the Board to prepare for examinations. The awarded points will be carried forward for a maximum of Two (2) examination cycles.
8. A minimum of 5 CPD points must be obtained from either the Architectural Association of Kenya (Town Planners Chapter) or the Kenya Institute of Planners

3.2. Accreditation of CDP Programs

PPRB will consider CDP Programs from recognized professional associations, institutions that have programs that would be beneficial to the practice in topical areas such as:

- Environment and Climate issues
- Transportation planning
- Feasibility studies
- Policy and Legal Issues

- Financing and Project Management
- Communication skills
- Management and Leadership
- Technology such as GIS, AI Intelligence, Modelling software etc

It is highly recommended that such programs be led by a Registered Physical Planner, in addition to any other relevant professionals as may be required.

The recognized professional associations must submit an annual CPD plan by the 20th of every January and submit their planned activities for accreditation of CPD points every quarter of the year in the prescribed form.

An individual wishing to participate in an approved activity that is not accredited such as an international conference or study tour is encouraged to apply in the prescribed form for an award of CPD points.

3.3. Excess CPD Points

If a person accrues more than the mandatory CPD points for the respective category, the excess shall not be carried over to the next CPD year.

3.4. Non-Compliance

- a) The Board may decline to issue a Registered Physical Planner a renewal of their registration or practicing license if they fail to meet the minimum CPD points.
- b) The Board may decline to consider a graduate for taking the professional examinations if they fail to meet the minimum CPD points.

3.5. CPD Year

The CPD Year means from 1st January to 31st December of every calendar year.

3.6. Approval of CPD Program/Activities

Annual and Quarterly Plans

These will be submitted to the Registrar, the Annual CPD Plan before 20th of every January and Quarterly Plans to be submitted before the 5th of every Quarter (January, April, July and October).

The Education Committee will consider the submitted plans and table them before the Full Board for deliberation and approval. Upon approval the Board will communicate through an official letter confirming the approved activities and CPD Points to be awarded.

Approval of Activities

For activities and programs that had been approved in Quarterly Plans, the same will be submitted through the Registrar with a final Program/schedule. The Chair of the Education Committee will confirm the application against the approved plan.

For activities that had not been presented in the approved Annual/Quarterly Plans. The Registrar will call for an Education Committee meeting to consider the application. The verdict will be communicated through an official letter.

The Chair of the Education Committee will, thereafter table all submitted CPD activities and reports from the CPD-accredited providers to the Board.

Approval of CPD Record Sheets and renewal of Registration and Licenses

The Registrar will receive and present a summary to the Education Committee of the applications for approval of CPD points for members in the various categories. The Committee will verify and recommend for approval by the board for issuance of renewal of registration and licenses. The submission will be done online, through the Website or the submission of Google CPD Form 1 or scanned CPD Form 1. Submission of CPD Record Sheet by members should be done before 15th January of every year.

4.Schedules



The Physical Planners Registration Board

2nd Ngong Avenue
Ardhi House
5th Floor, Room 502

P.O Box 30450-00100, Nairobi, Kenya
Tel: +254 726 907 181
Email: physicalplannersboard@gmail.com

CPD FORM 1: THE CPD RECORD SHEET

Name: **CPD Year:**

Reg. No: **Telephone No:**

Physical Address: **Email:**

CPD Date	Activity	Duration	CPD Provider/Host	CPD Points	(OFFICIAL USE ONLY) Verified CPD Points
Total CPD Points per Year					

Applicant Signature: **Date**

Verified by: Chair Education Committee (Signature) **Date**

Verified by: The Registrar (Signature) **Date**

Logo of the CPD Provider
Address of the CPD Provider

CPD FORM 2: CPD Annual/Quarterly Plan

Month	Proposed Activity	Description	Resource Persons	Duration	CPD Points

Submitted by: (Full Name and Title) Signature Date



The Physical Planners Registration Board

2nd Ngong Avenue
Ardhi House
5th Floor, Room 502

P.O Box 30450-00100, Nairobi, Kenya
Tel: +254 726 907 181
Email: physicalplannersboard@gmail.com

CPD FORM 3: CPD APPLICATION FOR AWARD OF POINTS FOR AN ACTIVITY

Name (Individual or Institution): CPD Year:

Reg No (Individual): Telephone No:

Physical Address: Email:

Activity Title: **Points to be Awarded:**

Duration of the Activity: **Description:**

Resource Persons

Name	Qualification/Expertise	Registered Professional (Yes/No)	Years of Practice

Attach the full program or itinerary of the activity with dates and timings.

Submitted by: (Full Name and Title) Signature Date:

Verified by: Chair Education Committee (Signature) Date

Verified by: The Registrar (Signature) Date

5. Proposed Fees

	Description	Cost
1.	Submission of Annual (by 20 th of every January) and Quarterly Plan for CPD Program by 5 th of every January, April, July and October).	Free
2.	Late Submission of Annual and Quarterly Plans for CPD Program	5,000
3.	Application for CPD award of points which is in the Annual/Quarterly Plan provided by the recognized professional associations	1,000
4.	Application for CPD award of points not provided for in the Annual/Quarterly Plan provided by the recognized professional associations	3,000
5.	Award of CPD points for an approved activity	
	1.5 Points	2,000
	2.5 Points	3,000
	5 Points	4,000
	10 Points	6,000
6.	Application and Award for CPD award of points for international Events or Events organized locally by international PPRB-recognized organizations	
	2.5 Points	5,000
	5 Points	7,500
	10 Points	10,000
7.	CPD program costs will be dependent on the venue/location and duration of the CPD as determined by the provider/host	