



CIQS CPD FAQs 2025

Introduction

This Continuing Professional Development Program may be found on CIQS's website (www.ciqs.org) and may be amended and updated, in CIQS's sole discretion, from time to time.

Mandatory continuous professional development is common to many professional associations. Having a CPD program has allowed CIQS to be recognized as an organization that promotes continual learning and professional development. By CIQS having a CPD program, has fostered relationships through reciprocity agreements with international organizations representing cost professionals.

The CIQS CPD program establishes an annual process and a minimum benchmark of effort. Members have the flexibility to achieve CPD points through a wide range of activities in four distinct categories. CIQS encourages all Members to assess their own personal development goals and needs, and work towards achieving the knowledge that best suits them while adhering to the minimum and maximums for program categories.

Note the minimums and maximums for each category. These changes are applicable starting for the 2025 calendar year recording and onwards.

1.1 Mandatory Participants

The CPD program is a mandatory requirement applied to the following CIQS Members:

- Professional Quantity Surveyors, PQS
- Professional Quantity Surveyor Fellow PQS(F)
- Construction Estimator Certified, CEC
- Construction Estimator Certified Fellow, CEC(F)

Newly registered Members, who have been granted one of these designations, are exempted from the CPD program from the time they register and pay their initial membership dues until the first renewal of membership dues is required.

Retired, Honourary Life, Members are not required to participate in the CPD program.

1.2 CPD Categories

The following are the four categories in which Members may earn points for professional development:

1. CIQS Learning Activity
2. Structure Learning
3. Self-Directed Learning
4. Professional Participation (Volunteer)



1.2.1 CIQS Learning Activity

Structured events organized by CIQS, both in-person and virtual, including the annual congress, in-person technical sessions, virtual events or webinars, podcasts, and networking meetings; 1 hour of CIQS activities equals 1 CPD point, with a minimum of 5 CPD points per year.

1.2.2 Structured Learning

May include any structured courses provided by universities, colleges, associations, and technical societies related to the industry; 1 hour of formal learning equals 2 CPD points, up to a maximum of 10 CPD points per year.

1.2.3 Self-directed Learning

Encompasses any self-directed learning that pertains to your professional role. This may involve activities such as self-study, professional training, attendance at other conferences, technical sessions, seminars, virtual events or webinars related to the profession; 1 hour of self-directed learning equals 1 CPD point, up to a maximum of 25 CPD points per year.

1.2.4 Professional Participation (Volunteer)

Volunteer service on CIQS boards, chapters, committees, and other CIQS volunteer roles, or other industry-related boards and committees, including delivering technical and professional presentations at conferences, meetings, workshops, seminars, participation in CIQS Advocacy initiatives, and courses related to the profession; 1 hour of professional participation equals 1 CPD point, up to a maximum of 20 CPD points per year.

2.0 RECORDING & REPORTING

2.1 Recording Activities

Members who are required to participate in the CIQS CPD program must maintain a detailed online record of their professional development activities annually in the CIQS CPD module. The CPD module is available in the CIQS Member's profile. Members are required to retain their CPD records and backup for a minimum of two years.

Your detailed activity record should include the following information:

- A detailed description of the activity
- Date the activity occurred
- The organizer/provider of the activity (if applicable)
- The CPD category in which the activity belongs
- The number of CPD points achieved by the activity
- A copy of a certificate/diploma from the activity (if applicable)

The number of hours in the detailed record should support the hours recorded in the CPD module.



2.2 Reporting Annually

At the time a Member receives their annual membership renewal invoice, all CPD activity must be recorded in the online module in order to proceed with renewal. The online recording is mandatory and must be completed by each Member in order to process their membership renewal.

2.3 The CPD Declaration

The CPD module is available online in the Member's profile.

3.0 AUDIT

PROCESS

What do I do if I am audited?

You will receive a letter from CIQS stating that you have been selected for an audit. Audit submissions would include: copies of certificates and diplomas for courses attend, presentations developed, articles written or a brief description of informal activities where no documentation is available. If you read articles, do not submit the articles read but provide a list of articles read.

4.0 Discipline

If the Member does not submit or is unwilling to submit proof of their CPD declaration immediate dismissal may be the result.

Failure to reach the required 30 points may also result in dismissal.