The *Victorian Architects Code of Professional Conduct* provides that architects must maintain their architectural skills and knowledge. Under the *Architects Act 1991,* the ARBV can require architects to complete CPD activities. These activities should reflect the performance criteria in the *National Standard of Competency for Architects*. Registered architects (practising) for the full registration year must complete at least 20 hours of CPD activities, of which, at least 10 hours are formal activities. If registered as an architect (practising) for part of the registration year, an architect must complete CPD activities equivalent to the proportion of the year they are registered as practising.

Architects (practising) are required to maintain a record of their CPD activities throughout the year and they may be requested to provide evidence of completed activities to the ARBV. CPD records should be retained for at least 5 years. At renewal each year, an architect (practising) must make a declaration that they have completed the required CPD hours in the preceding year.

Architects may choose to complete this form or maintain a similar record of CPD activities. This is to be kept as a personal record and does not need to be submitted to the ARBV unless requested.

For more information refer to the ARBV website <https://www.vic.gov.au/continuing-professional-development-architect> or contact the ARBV office on (03) 9417 4444.

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| Name: Registration Number: Period: July to June | | | | | | | | |
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| **Date** | **CPD Activity** | **CPD Provider** | **Units of Competency** | | | | **Informal hours** | **Formal hours** |
| **Practice Management and Professional Conduct** | **Project Initiation and Conceptual Design** | **Detailed Design and Construction Documentation** | **Design Delivery and Construction Phase Services** |
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| **Total hours accrued** | | | | | | |  |  |

Please disclose any special circumstances or exemptions during this period which have impacted your ability to satisfactorily meet the required CPD hours.