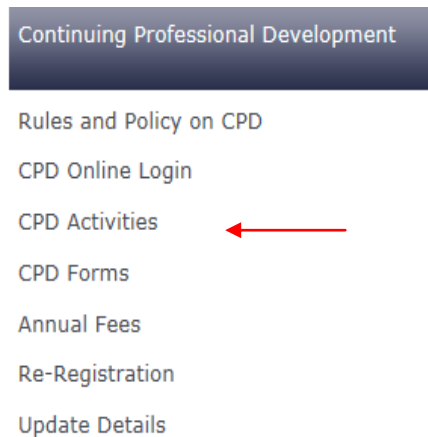
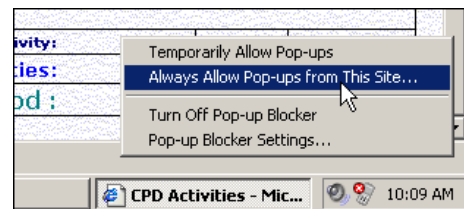
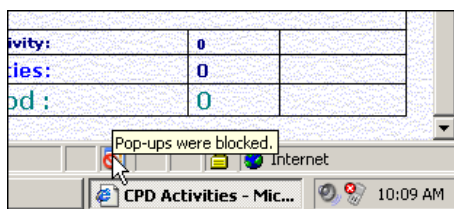


## USING THE ELECTRONIC SYSTEM FOR ENTERING YOUR CPD RECORDS

1. Access the ECSA website at [www.ecsa.co.za](http://www.ecsa.co.za). Internet Explorer is the preferred browser for this site.
2. Select “**CPD Online login**” from the “**Continuing Professional Development menu**” on the Home Screen.



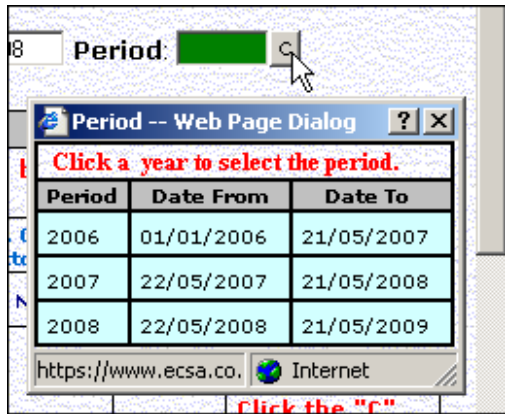
Please note that pop-ups must be allowed for [www.ecsa.co.za](http://www.ecsa.co.za) in your browser in order to access the CPD site and display the various selection tables. If the CPD site or the pop-up tables are not appearing, right click on the pop-up icon in the status bar of Internet Explorer, select “**Always Allow Pop-ups from this Site...**” and confirm your selection when prompted.



3. Enter your ECSA Registration No and your South African Identification or Passport number in the corresponding boxes and then press “**Enter**”.
4. Your name and registration number will be displayed as well as your original registration date and your current CPD cycle. Please note that **your** cycle starts from your original registration date. i.e. If your registration date is 11 May 2001, your first period runs from 11 May 2006 to 10 May 2007 and your second from 11 May 2007 to 10 May 2008, and so forth.

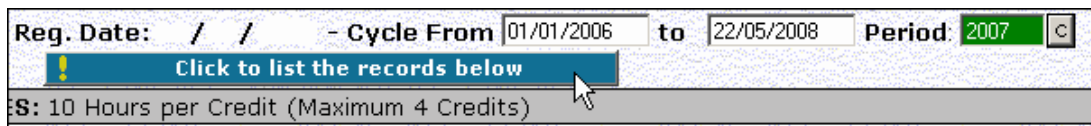
1<sup>st</sup> Cycle: 11 May 2006 to 10 May 2011  
 2<sup>nd</sup> Cycle: 11 May 2011 to 10 May 2016  
 3<sup>rd</sup> Cycle: 11 May 2016 to 10 May 2021

- Only Category 1 Activities (Developmental Activities) need to be validated – the rest rely on your integrity and adherence to the ECSA Code of Conduct.
- Above Category 1 on the screen there is a green block titled “**Period**”, click the button alongside it, marked **C**, to select the period.

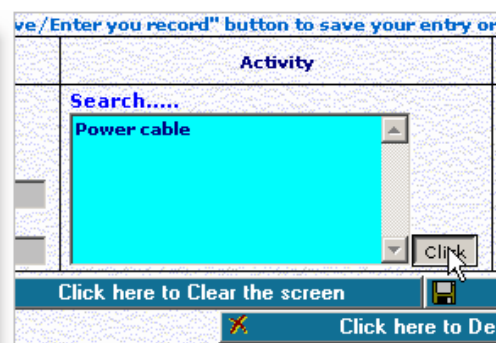
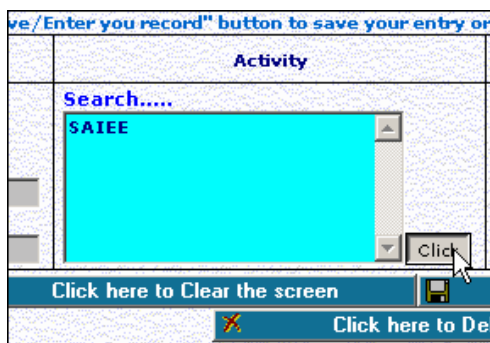


This brings up a pop-up table listing **your** current CPD cycles (periods). Select the cycle you wish to update, e.g. 2007, by clicking on the corresponding row.

- Select **Click to list the records below**



- The screen is updated to display all the activities that you have entered for the period that you have selected. If you have not entered activities for the period previously, the form will be blank.
- When registering Category 1 Activities, you can search by Activity name, Activity number or the Provider. If you type **SAIEE** in the blue “**Search...**” box under activity and click on **Click**, all SAIEE Validated Activities will be listed. If you type a part of the activity title, e.g. **Power cable**, matching activities will be displayed in the pop-up table



Similarly you can list validated activities for other Voluntary Associations, Tertiary providers and ECSA (only for ECSA and overseas activities).

- By clicking on the required validation number on the pop-up table (e.g. SAIEE-0001-V); the activity will be automatically entered into your record page.
- Select period in right-hand column. By clicking on **C** a pop-up table will appear. Select the period for which you wish to record the activity.

Activity	Hours Claimed	Provider	Validation Nr.	Credits Claimed	Period
Search..... Electric Power Cables	10	Aberdare Cables 011 4564414	SAIEE-0001-V	1	Click the "C" button to select a period.
Click here to Clear the screen      Click here to Save/Enter each record					
Click here to Delete each record					

- Save the record by clicking on the "click here to save/enter each record" button:

Dates	Activity	Hours Claimed	Provider	Validation Nr.	Credits Claimed	Period
From 16/03/2006 To 16/03/2009	Search..... Electric Power Cables	10	Aberdare Cables 011 4564414	SAIEE-0001-V	1	Click the "C" button to select a period. 2007 c
Click here to Clear the screen      Click here to Save/Enter each record						
Click here to Delete each record						

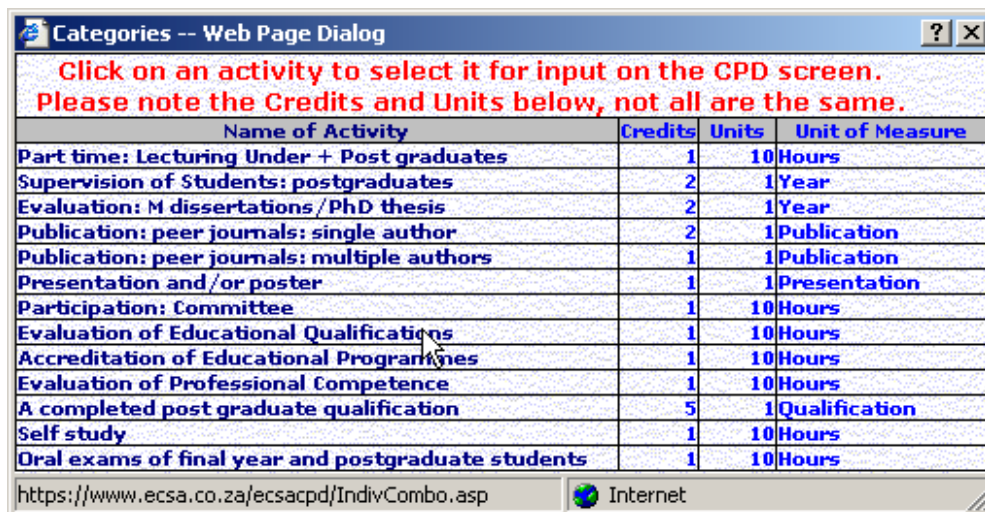
- Note that there are also buttons to clear the screen or to delete a record if you have made an error and wish to correct it. To delete or update an activity record, click on the title of the activity in the activity table (shown highlighted below). The corresponding record will be displayed above the table.

Courses or Lectures	01/12/2006 30/11/2009	2 Day Introduction to lighting with attendance certificate	20	IESSA	IESSA INTRO 002/06	2	2007
Courses or Lectures	01/12/2006 30/11/2009	1 day Relux computer Design software course	5	IESSA	IESSA Relux 003/06	0.5	2007
Seminars	21/02/2008 21/02/2008	SAIEE KZN Centre	2	Life Side of Light	SAIEE-0190-S	0.2	2007
Seminars	07/02/2008 07/02/2008	Protection Relay Tutorial	10	SAIEE KZN Centre	SAIEE-0184-S	1	2007
Seminars	11/02/2008 11/02/2011	Energy Coping Forum	5	SAIEE Eskom	SAIEE-0188-S	0.5	2007
Courses or Lectures	17/04/2007 17/04/2007	SAIEE Presidents	1	Ian McKechnie	SAIEE-0094-S	0.1	2007
Total Credits for this Activity:						4.3	
Total Credits for Developmental Activities:						4.3	

Either edit the entry in the form boxes above the table or click "Click here to Save/Enter each record" to save your changes, or click "Click here to Delete each record" to delete the activity record permanently.

- Repeat the above procedure (items 9 to 12) for each developmental activity you wish to record.
- Overseas Activities validated by ECSA will be uploaded by ECSA administrative personal.

15. Category 2 Activities (Work-based Activities) are entered by typing in the details in the designated rows. Pop-up pages are again available to assist with dates and the period.
16. The record needs to be saved as described in item 12.
17. Under Category 3 (Individual Activities) one can claim 1 CPD credit for being a member of a voluntary association. By clicking on **Click** next to the blue "Search..." box under "Name of Voluntary Association" a list of the recognized voluntary association will appear in the pop-up table. Click on the one required and it will be selected. Enter the rest of the required information, namely your membership grade/your membership number and the period after that you can save the above
18. Additional Category 3 Individual Activities are entered by clicking **C** under **Type of Activity** and selecting the type of activity from the pop-up table.



Name of Activity	Credits	Units	Unit of Measure
Part time: Lecturing Under + Post graduates	1	10	Hours
Supervision of Students: postgraduates	2	1	Year
Evaluation: M dissertations / PhD thesis	2	1	Year
Publication: peer journals: single author	2	1	Publication
Publication: peer journals: multiple authors	1	1	Publication
Presentation and/or poster	1	1	Presentation
Participation: Committee	1	10	Hours
Evaluation of Educational Qualifications	1	10	Hours
Accreditation of Educational Programmes	1	10	Hours
Evaluation of Professional Competence	1	10	Hours
A completed post graduate qualification	5	1	Qualification
Self study	1	10	Hours
Oral exams of final year and postgraduate students	1	10	Hours

You then need to capture the date range for the activity by selecting the start and end dates on the pop-up calendar and manually entering the number of hours you are claiming for the activity in accordance with the hours apportionment given for that activity in the CPD guidelines (also shown in the pop-up table). Enter a description of the undertaken during that activity and then select the CPD cycle (period) for which it is being claimed.

19. Please note that one needs to repeat the above procedure for each period.  
A new period is selected by following the procedure in item 6.
20. Once you have finished all updating and editing your activity records, you can either print a printer friendly version by clicking on the wording (see below) or log out of the CPD system by clicking **Log Out** at the top of the page. Your session will be closed and you will be returned to the login page.



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	Compiled by: C. Jacobs	December 2016