



ECSCA

ENGINEERING COUNCIL OF SOUTH AFRICA



An Effective Regulator Assuring Engineering Excellence

Master the CPD Module of the Self-Service Portal

A Step-by-Step Guide

ENGINEERING COUNCIL OF SOUTH AFRICA

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1. Purpose

This guideline explains how to accurately record Continuing Professional Development (CPD) credits in the registered person's profile in accordance with the requirements set by the Engineering Council of South Africa (ECSA). It is essential to refer to the most recent version of the Rules for Continuing Professional Development and Renewal of Registration (CPD Rules) for a comprehensive understanding.

2. Roles and Responsibilities

- Registered Person: To record their CPD activities, ensure the correctness of personal and CPD details, upload supporting documentation, and renew registration through the system.
- CPD Service Provider: Responsible for the planning, development, delivery, and administration of CPD activities. They must also ensure that these activities are validated in accordance with the CPD Standard (ECPD-01-STA) and that attendees receive a confirmation of attendance document displaying the attendee's name and surname, the activity validation number, the provider's name, the activity name, the credit allocation, the attendance date and the validation period of the activity.
- Virtual Panel Member (internal or external): To review, verify, approve or decline the exemption or non-validated activities applications as recorded against the registered person's profile.
- CPD Officer: is responsible for managing the CPD compliance of the registered person, providing support and guidance to the registered person, maintaining accurate records and reports of compliance data, identifying system defects and improving the CPD systems and processes.
- System Administrator: To maintain system functionality, troubleshoot issues, and ensure data security.

3. CPD Categories and Credit Allocation

Below is a summary of the CPD categories along with their minimum and maximum credit requirements:

Category	Activity	Credits
Category 1: Formal Educational/Developmental Activities	a) Educational/Developmental activities (validated and non-validated)	Minimum of five credits per 5-year cycle
	b) Self-study	A maximum of three credits per year

Category 2: Work-based Activities	a) Engineering work	Maximum of two credits per year (300 notional hours/1 credit)
	b) Mentoring of candidate engineering practitioners	Maximum one credit per year (50 notional hours)
Category 3: Engineering Communities of Practice	a) Membership of the ECSA Voluntary Association	Maximum one credit per year
	b) Contributing to an engineering community of practice	Credits as listed in the latest CPD Rules

The Fundamental Rules of Continuing Professional Development (CPD):

- 1) During each **5-year cycle**, a registered person must accumulate **at least 25 credits** to qualify for registration renewal.
- 2) A registered person must accumulate **at least five credits per 5-year cycle** from **Category 1: Educational/Developmental activities**. There is no annual mandatory requirement.
- 3) A **minimum of three** CPD credits **must** be obtained **per year**.
- 4) CPD credits must be obtained in **at least two of the three categories per year**.

Every registered person must ensure that the Category 1 Activities attended have been validated in accordance with ECSA requirements. ECSA will not recognise activities that do not meet these requirements.

① The difference between validated and non-validated activities:

A validated activity is one that has been approved in accordance with the CPD Standard (ECPD01-STA) and is presented by an ECSA-verified CPD Service Provider. These activities have a unique validation number, and their validity can be confirmed by following the steps outlined in Section 8 of this document.

In contrast, a non-validated activity is an activity provided by an international provider that may be attended either abroad or online. This category also includes relevant additional or postgraduate qualifications, as well as activities offered by the South African Qualifications Authority and will be validated by ECSA for the registered person on application. Refer to Step 2, below, for the application process.

4. CPD Notifications and Reminders

A total of **four** automated notifications and reminders will be sent to the registered person at different stages of the renewal process. These reminders will be sent before the ECSA initiates the cancellation of the registration due to non-compliance. Below is a breakdown of the timing for these notifications and reminders:

- i. Five months prior to the registered person's renewal is due.
- ii. Three months prior to the registered person's renewal is due.

- iii. Deadline or on the day reminder, this reminder will be sent out on the day the registered persons' renewal of registration is due, and lastly
- iv. A final or non-compliance reminder, this reminder will be sent out 30 days after the deadline reminder, indicating that ECSA will start the process to cancel the registered person's registration.

① *This cancellation process requires the Council's approval and may take anywhere from 1 to 3 months. The registered person will remain liable for the payment of their annual fees until they receive confirmation of the cancellation of their registration with ECSA.*

Other notifications/reminders that will be sent out:

- Annual reminder: this reminder will be sent annually on the registered person's renewal anniversary, reminding him/her to record at least 3 credits in two of the three categories for the year (fundamental rule nos. 3 and 4).
 - Automated acknowledgement and outcome notifications will be sent at various stages for the following processes: validation of non-validated activities, exemption application, confirmation of renewal, CPD audit post-renewal and confirmation of cancellation due to non-compliance.
 - Valid for renewal notification: This notification will be sent as soon as the registered individual has met the minimum CPD requirement for the cycle. They will be informed that they can now access the "Renew Your Registration" tab to complete their registration renewal (please refer to step 4).
- ① *If you do not receive notifications, please log in to your profile and update your contact details. It is the responsibility of the registered person to ensure ECSA has their latest contact information.*

5. Retired Persons

Registered Persons' registration status is linked to two aspects: substantive employment within the engineering profession and age.

- A registered person shall be considered to no longer be in substantive employment within the Engineering Profession if they do not receive professional fees, salary, or other forms of payment for work totalling more than 30 hours in any calendar month, or more than 300 hours in a year, or if they have not worked for twelve consecutive months.
- The registered person is 55 years of age or older.

Persons registered under this exemption are not required to comply fully with CPD credit requirements. However, they **must annually apply for a CPD exemption** through the self-service portal (step 3). Additionally, they **must renew their registration** in compliance with the CPD Rules every five years (step 5).

Overview of the Aged Groups and the CPD requirements for each group:

Aged	Substantive Employment	Annual CPD Credits Required	Supplementary Details
Aged 55 to 64	More than 300 hours per annum	Minimum 3 credits per annum in two of the three CPD categories	The registered person cannot be classified as retired and must fully comply with the CPD Rules.
	Less than 300 hours per annum	1 credit per annum in any CPD category	Must be listed as "Retired"* on the ECSA database.
Aged 65 and above	More than 300 hours per annum	None	The registered person must remain competent in their practice area if they are involved in engineering work.
	Less than 300 hours per annum	None	The registered person must remain competent in their practice area if they are involved in engineering work.

① *A registered person can apply for retirement through the ECSA Self-Service portal. Once their application is approved, they will: (i) maintain their registration status and the right to use their registration title, which allows them to continue practising within their designated areas of engineering competence as outlined in the Retirement Policy, and (ii) pay a reduced annual registration fee determined by the Council. However, these retired registered persons remain subject to ECSA's Code of Ethics and are accountable for all engineering decisions, both past and future.*

6. Exemptions

Registered persons who are eligible to apply for partial exemption from CPD requirements include:

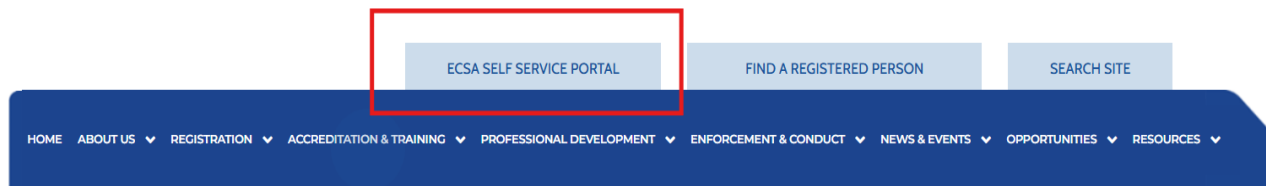
- those who are unemployed (including those with reduced or no pay),
- who are temporarily incapacitated, or
- persons facing extenuating circumstances that limit their access to CPD activities.

Registered persons seeking exemption must submit a formal application, in the form of a sworn statement detailing the circumstances of the request, along with supporting documentation, annually via the self-service portal (see Step 3).

7. Self-Service Portal: Step-by-Step Recording Process

Step 1: Log in to your account (profile)

- Access the ECSA website (<https://ecsa.co.za/>) and click on “**ECSA SELF-SERVICE PORTAL**”



- Click on the “**SIGN IN/SIGN UP TAB**”



- Log in to your account (profile) by using your registered username and password.

ECSA Members Log-in

Enter username & password

Remember me? [Forgot password?](#)

① Should you experience any difficulty with the login process or resetting your password, don't hesitate to get in touch with the ECSA Customer Care Centre at engineer@ecsa.co.za or on 011 607 9500

Step 2: Navigate to the CPD Submission Section

- On the dashboard, click on “**CONTINUING PROFESSIONAL DEVELOPMENT**”



- Then select CPD Cycle and click on **“VIEW MORE”**



CPD Cycle

Record your CPD credits and upload your supporting evidence.

[View More](#)

- Based on your registration date, you may have one or more cycles, but only one cycle can be active at a time. Click the three dots next to the active status and then select Edit.

① Cycles that have been renewed will be marked “inactive” and will be available under the CPD Score Summary.

Start Date ↓	End Date	Year 1 Score	Request	Year 2 Score	Request	Year 3 Score	Request	Year 4 Score	Request	Year 5 Score	Request	Cycle Total Score	Status
			Exemption Year 1		Exemption Year 2		Exemption Year 3		Exemption Year 4		Exemption Year 5		
12/9/2025	12/9/2030	0.00	Yes	1.00	Yes	1.00	Yes	5.00	Yes	6.00	No	13.00	Active ⋮

- The start and end dates for the active cycle will be filled in; please click "Next."

CPD Cycle | 29 Mar 2045 - 29 Mar 2050

ENGINEERING COUNCIL OF SOUTH AFRICA

01 Cycle Info

Start Date

End Date

02 Category 1

NEXT

- To record your Category 1A validated activity, click on the **“ADD CATEGORY 1A – VALIDATED ACTIVITY”**.

01 Cycle Info

Add Category 1A - Validated Activity

02 Category 1

Year ↑	Activity Name	Provider	Date Attended From	Date Attended To	Credits Earned	
1	2-Day Course on	IESSA	30/6/2025	24/7/2025	2.0	⋮

- To continue, click the magnifying glass under "CPD Activity" to display the lookup records page.
- To narrow your search, enter the activity validation number without spaces and click the search results button.
- The details of the activity will be displayed.

- Select the record you attended and click on "Select" to proceed.

Create ✕

CPD Activity * SAIEE-3234-V Q

Choose one record and click Select to continue

✓	Name ↑	Validation Number	Provider	Course Category	City
<input checked="" type="checkbox"/>	18th Annual SAEEC Conference	SAIEE-3234-V	Southern Africa Energy Efficiency Confederation	Conferences	Johannes

- The details of the activity will be displayed.
- Select the year, activity attended, from date, to date, upload the supporting evidence, and click on submit.

① *If the activity is not submitted, follow the steps outlined in Section 9 to verify whether it has been validated for the ECSA CPD program. This will help you obtain the correct validation number.*

CPD Activity * 18th Annual SAEEC Conference ✕ Q

Year * 1

Date Attended From * 28/7/2025 🗓

Date Attended To * 30/7/2025 🗓

Notional Hours * 20

Credits Earned * 2

Supporting Documents

Select Your File 📁

ECSA Letter.pdf 🗑

Year ↑	Activity Name	Provider	Date Attended From	Date Attended To	Credits Earned	
1	18th Annual SAEEC Conference	Southern Africa Energy Efficiency Confederation	28/7/2025	30/7/2025	2.0	⋮

- The activity will now be displayed in your profile under Category 1A - Validated Activity.

- ① *Only activities that have undergone a formal validation process, as determined by ECSA, and possess a validation number can be recorded as Validated Activities.*
- ① *If your activity has a validation number but is not listed in the pre-validated section, please contact ECSA. It is the responsibility of the ECSA-recognised CPD Licensed Bodies to ensure this information is recorded in the ECSA database.*
- ① *Please note that if the dates of attendance fall outside the designated validation period for the activity, the system will not allow you to submit it for the selected year.*
- To record your Category 1A non-validated activity, click on the **“ADD CATEGORY 1A – NON-VALIDATED ACTIVITY”**

Add Category 1A - Non Validated Activity

Year ↑	Provider	Activity Name	Activity Type	Notional Hours
There are no records to display.				

- Record the activity information, including the provider’s name, activity name, and type of activity, and upload the supporting documentation as specified on the second page before submitting.

Create ×


<p>Year *</p> <input type="text" value="1"/>	<p>Provider Name *</p> <input type="text" value="Test"/>
<p>CPD Activity Name *</p> <input type="text" value="Test"/>	<p>CPD Activity Type *</p> <input type="text" value="International"/>
<p>Notional Hours *</p> <input type="text" value="20"/>	
<p>Date Attended From *</p> <input type="text" value="28/7/2025"/>	<p>Date Attended To *</p> <input type="text" value="30/7/2025"/>

- Only activities that comply with the CPD Rules and Standards, and are supported by complete, relevant, and verifiable documentation, will be considered for approval.
- The application will be reviewed by ECSA, and feedback will be provided within 15 days of the application date.

① *Required documents for validation: A sworn statement affirming that the information*

provided is true and correct. A synopsis of the activity, written in the registered person's own words and confirmation of attendance and the time spent on the activity are required.

- To record a Category 1B activity, click on the **“ADD CATEGORY 1B – SELF STUDY”**

Add Category 1B - Self Study					
Year ↓	Activity	Notional Hours	Activity Description	Credits Earned	
1	Self Study	30.00	Test	3.00	

- Select the year, record the hours, provide a description of the activity, and add supporting documentation before submitting it.
- Once submitted, click on **NEXT** to move to Category 2
- To record a Category 2A activity, click on the **“ADD CATEGORY 2A: WORK BASE ACTIVITIES”**
- To document your engineering-related work, select the year, indicate your employment status, record the hours, and attach supporting documentation before submitting the activity.
- To record a Category 2B activity, click on the **“ADD CATEGORY 2B: MENTORING ACTIVITIES”**
- To document the mentoring you provided, either internally or externally, please select the year, record the hours spent, specify the type of mentorship, and include supporting documents.


01 Cycle Info

02 Category 1

03 Category 2

04 Category 3

05 Request Exemption

Add Category 2A - Engineering Work Activity					
Year ↑	Hours	Employment Status	Employer	Credits Earned	
1	600.00	Employed	Test	2.00	

Add Category 2B - Mentoring Activity					
Year ↑	Hours	Mentorship Type	Candidate Name	Candidate Surname	Credits Earned
1	50.00	Internal	Test	Test	1.00

① Mentees do not need to be registered with ECSA, nor do they have to be from South Africa. However, a letter from the mentee is required to confirm that they were mentored by the registered person for the specified duration. This letter will serve as valid supporting evidence.

- Once submitted, click on **NEXT** to move to Category 3

- To record a Category 3A activity, click on the “**ADD CATEGORY 3A: VOLUNTARY ASSOCIATION**”
- Select the year, voluntary association, and membership type. Please add your membership number and any support documentation before submitting the activity.
- To record a Category 3B activity, click on the “**ADD CATEGORY 3B: INDIVIDUAL ACTIVITY**”
- Select the year, grouping, and activity type, and add the rest of the requirements before you submit.

01 Cycle Info

02 Category 1

03 Category 2

04 Category 3

05 Request Exemption

06 Summary

Year/ Period	Voluntary Association	Membership Grade	VA Membership Number	Credits
1	South African Institute of Agricultural Engineers	Member	test	1.00

Year ↑	Grouping	Activity Type	Activity Description	Notional Hours	Credits Earned
1	Capacity building	Training ECSA assessors	test	10.00	1.00
1	Course and programme development	Developing of educational programmes and/or developmental activities	test	10.00	1.00

- Once you have confirmed that you have submitted all individual activities completed for the year, click **NEXT** to proceed to the Exemption section.

ⓘ The uploading of supporting documentation, such as certificates, attendance, proof of registration, research papers, presentations, and signed log sheets, is not compulsory, but ECSA does encourage the registered person to upload these continuously.

ⓘ Supporting documentation is ALWAYS compulsory when a registered person applies for validation of a non-validated activity or exemption.

Step 3: Capture a request for an exemption.

- Registered persons seeking an exemption from a Continuing Professional Development (CPD) requirement must submit a formal application by clicking on “**ADD REQUEST EXEMPTION.**” When the page opens, please select the year for which you are applying, choose the relevant category or categories, select the reason for the exemption, and attach a **sworn statement** detailing the circumstances of the request, along with any additional documentation that supports your application.

01 Cycle Info

Add Request Exemption

02 Category 1

Year ↑	Category(s)	Exemption Reason	Exemption Approval Status
1	Category 1A - Validated Activity;	Retired Exempted	Approved

- Once the applicant clicks "Submit," the application will be automatically sent to ECSA for review. ECSA will decide whether to grant an exemption, and the result will be communicated to the applicant. If the application is approved, the system will automatically adjust the required credits for that year.

① *Holding an exemption does not affect your registration status, but you remain responsible for maintaining competence and reapplying for exemptions annually (if applicable).*

- Once you are satisfied with your submission, you may click on **NEXT** to move to the **"SUMMARY"**

On the **"CPD SUMMARY"** page, you will typically see a snapshot of your compliance status for the current 5-year cycle:

- Total CPD credits earned to date are broken down per year and per category.
- How many credits are required versus how many have been obtained to date.
- Indication of shortfall (in red) per year for the current cycle, etc.
- Status of Exemption Applications.

⚠ Year 5: Credits must come from at least 2 different categories (currently 1)

01 Cycle Info

Year 1 Credits

Category 1A

0.00

Category 1B

—

If an indication of a shortfall remains visible in your **"CPD SUMMARY"**, the system will not allow you to proceed or renew your registration. In that case, move back by clicking the **PREVIOUS** button at the bottom of the page to correct the shortfall. Once the shortfall is corrected, the system will update the **"CPD SUMMARY"** status to **"All CPD requirements have been met!"**

✓ All CPD requirements have been met!

01 Cycle Info

Year 1 Credits

Category 1A

Category 1B

You can now renew your registration.

❗ To navigate between the various pages, click on **PREVIOUS** or **NEXT** at the bottom of the recording page.



Step 4: Renewing your Registration Process

- Log in to your account (profile) as defined above
- Click on Renew Registration
- Click on **“VIEW MORE”**



Renew Registration

CPD can be defined as the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's engineering career. Section 22(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) requires that a registered persons must, at least three months prior to the expiry date of his or her registration, "apply, in the prescribed manner, to the Council for the renewal of his or her Registration". Council decided that the most appropriate way for ECSA to give effect to the legislation would be to link Renewal of Registration with Continuing Professional Development (CPD). CPD will therefore be the mechanism through which all registered persons would have to renew their Registration and have published Rules to define the CPD requirements. ECSA have developed a Brochure that explains the CPD requirements and have Frequently Asked Questions (FAQs) that may assist with any queries.

View More

- Click on **‘Create** and the Renew Registration Application page will open.

ECSA Applications > Continuing Profession... > Renewal of Registration

Renewal of Registration



Create

- Update your personal/contact and employer information.
- If your employer is not available on the list, type **“OTHER.”** An employer field will become available where you can add your employer's name.
- Update the residential, postal and company addresses.
- Click on **NEXT**

- Once you have updated all the information, please complete the declaration by checking the relevant boxes.
- Then click on **SUBMIT**.

Once you submit your registration, your registration will be renewed. An automated email will be sent to your preferred email address to confirm this. The system will mark the previous CPD cycle as inactive and create a new CPD cycle. You can verify the creation of the new CPD cycle by checking the “**CPD Cycle**” tab.

① ECSA conducts random audits every month. These audits follow the cycles and occur after the registered person's renewal. Please be prepared to respond to ECSA within 30 days of receiving such a notification.

8. Common Mistakes to Avoid

- Failing to record activities to maintain annual compliance.
- Requesting validation for non-validated activities and seeking exemption for the same years.
- Submitting incomplete documentation when applying for validation of non-validated activities or seeking exemptions.
- Uploading supporting documents that are blurry, unreadable or not relevant.
- Uploading excessive documentation; only provide what is required.
- Claiming hours that exceed the limits set for each category.

9. Auditing of CPD Records Post Renewal

ECSA conducts random audits each month. These audits occur in cycles and will take place after a registered person's renewal (post-renewal).

- You will receive an email notification indicating your selection for an audit.
- Log in to your account (profile) as defined in step 1.
- Click on “**CPD AUDITING**”



- Click on “**VIEW MORE,**” and the auditing workspace will open.
- Click on the three dots next to the cycle designated for the audit.
- Check and confirm the auditing data by clicking on **NEXT**.
- All records from your previous cycle will be categorised and displayed by year.

CPD Audit

- 01 Info
- 02 **Activities**
- 03 Audit Submission

Category 1A

Validated Activities

Year ↑	CPD Activity	Provider (CPD Activity)	Date Attended From	Date Attended To	Credits Earned	Documents Uploaded
2	Practical Lighting Design Workshop for Commercial and Industrial Applications	IESSA	01/7/2025	01/7/2025	2.0	
2	1 Day Safety Seminar ; New Construction Regulation	Worksafe	04/7/2025	04/7/2025	1.0	
5	18th Annual SAEEC Conference	Southern Africa Energy Efficiency Confederation	02/7/2025	03/7/2025	2.0	

- Click the three dots next to the record, then select "Complete Auditing."
- Click on the record to open it.
- Scroll down the page until you find the supporting documentation and audit documents section.
- Upload a PDF file to the audit documentation section.
- Wait for the system to display the uploaded record and click **SUBMIT**.

Supporting Documents

Incorrect Auditing notification.pdf



Audit Document *

Select Your File



Engineering Report -

pdf



- Continue uploading supporting documentation for all records in the auditing workspace.

01 Info

02 Activities

03 Audit Submission

Category 1A

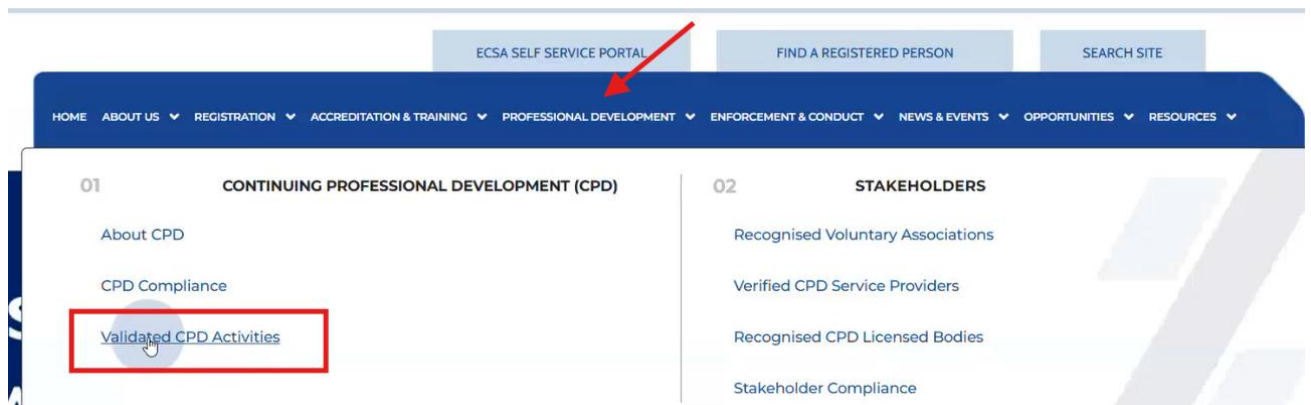
Validated Activities

Year ↑	CPD Activity	Provider (CPD Activity)	Date Attended From	Date Attended To	Credits Earned	Documents Uploaded
2	Practical Lighting Design Workshop for Commercial and Industrial Applications	IESSA	01/7/2025	01/7/2025	2.0	Yes
2	1 Day Safety Seminar ; New Construction Regulation	Worksafe	04/7/2025	04/7/2025	1.0	Yes

- After submitting all supporting documents, continue with the audit submission. Add a comment if needed, accept the declaration, and click. **SUBMIT**.
- A submission **completed successfully message** will be displayed.
- The audit process will be conducted internally, and as soon as an outcome is reached, you will receive a notification as a registered person.

10. Steps to verify whether an activity is validated for the ECSA CPD program?

- Access the ECSA website (<https://ecsa.co.za/>) and click on the “**PROFESSIONAL DEVELOPMENT**” tab.
- Under the Continuing Professional Development (CPD) section, click on **Validated CPD Activities**



- A second window will open, and in the search field, you will add the validation number, activity, or provider name and click search.

① Every validated activity is assigned a unique validation number.




- You can also search using partial information from the validation number, activity, or provider name. To do this, include a wildcard (*) before and after the part of the detail you want to use. For example, you could search for *CPD Module* or *25/0028*, and the search results will display all related activities.

- If relevant information about the activity is returned, it validates that the activity is acceptable for the ECSA CPD Program.
- If the system returns no information, the activity is not acceptable for the ECSA CPD Program and will not count toward Category 1a: Developmental Activities.

① *However, if the activity was attended online, you may apply for validation of the activity by following the non-validated activity route.*

11. Quick Links

You can access the area/document quickly by clicking on the hyperlink or scanning the QR code with a smartphone.

Area/Document	Hyperlink	QC Code
CPD Rules (Latest Version)	https://www.ecsa.co.za/resources/cpd-documents/#410-411-rules	
CPD Standard (Latest Version)	https://www.ecsa.co.za/resources/cpd-documents/?q=ECPD-01-STA&catid=0&show_pagination=1&paged=1&limit=15&wpfd_search_nonce=83fbd91e99#410-412-policy	
ECSA Self-Service Portal: Step-by-Step Guide for the CPD Module		To be added
ECSA Self-Service Portal: CPD Module	https://engineeringcouncilsa.microsoftcrmportals.com/cpd-lists/	
Pre-validated CPD Activity Section	https://engineeringcouncilsa.microsoftcrmportals.com/cpd-lists/	