

## EAPASA

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## Environmental Assessment Practitioners Association of South Africa

*Advancing environmental assessment  
practice in South Africa*



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### **EAPASA CPD Course Validation Process**

#### **CPD Validation Requirements**

Registered EAPs have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge with which they practice, and to the profession in general. This is done through involvement in CPD programmes and formal training.

The CPD system is administered by EAPASA in terms of its obligation under the National Qualifications Framework (NQF) Act as a recognised professional body. EAPASA is responsible for providing CPD activities according to specific criteria and guidelines stipulated in its CPD policy. CPD for training is outsourced to recognised voluntary associations and accredited training / educational institutions and other recognized providers. EAPASA ensures that the responsibilities outsourced are carried out in a fair, equitable and responsible manner through the validation of the relevant courses, workshops, conferences, symposia, etc. EAPASA therefore retains the right to review or withdraw validation for any outsourced responsibilities from providers, should the circumstances so require.

#### **Online Steps to be followed by service provider for course material being validated**

Service providers are expected to

- Download and fill in the course validation application form
- Upload/email training courses content together with the form
- EAPASA to send validation invoice
- Send proof of payment to EAPASA
- EAPASA to verify course content when proof of payment is received
- EAPASA will issue an approval letter
- Receive CPD point validation number and number of points to advertise for the training course
- Register the training course and provide registrations details on the system
- Once registered, advertise the training course and undertake training
- Collate signed attendance registers, upload on the system
- Prepare and distribute CPD Certificates
- All relevant documents, upload on the system