

**THE UNITED REPUBLIC OF TANZANIA  
THE ENGINEERS REGISTRATION BOARD**



**LOGBOOK  
FOR  
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME**

**NAME OF THE ENGINEER:** \_\_\_\_\_

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## **PREFACE**

The Engineers registration Board (ERB) has made Continuing Professional Development (CPD) mandatory to all practicing engineers in the country with effect from 2005. Engineers pursuing the Structured Engineers Apprenticeship Programme (SEAP) are exempted from this requirement, while they continue with the programme.

CPD is intended to enable Tanzanian engineers to advance their professional knowledge and skills so as to be able to keep abreast with the advances in science and technology and therefore be in a position where they can effectively compete locally, regionally and internationally. This is also in line with the WTO/GATS agreements. CPD is therefore an ingredient of the professional career activities of any professionally successful engineer.

Types of CPD activities are varied and they embody, among others, the following:

1. Courses, conferences and seminars;
2. Studying for relevant higher qualifications or related fields such as management, law or finance;
3. Research activities;
4. Mentoring of young engineers;
5. Review of articles/books or presentation of papers;
6. Self directed study; etc.

In order to enable the Board to know the extent of conformance/conformity to requirements by an individual engineer in any year, all CPD activities have to be recorded. Such a record will be the basis of the evaluation by the Board. To this end, the Board has introduced this Logbook into which an engineer will be required to enter all activities that have contributed to his/her professional development during the year.

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## TABLE OF CONTENTS

Content	Page
Preface .....	i
1.0 Notes on the Use of CPD.....	1
2.0 Particulars of the Engineer.....	3
3.0 Record of Continuing Professional Development.....	4

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## 1.0 NOTES ON THE USE OF THE CPD LOGBOOK

- (1) This logbook is issued to and used by all practicing engineers to record their Continuing Professional Development (CPD) activities they undertake each year.
- (2) The activities shall be recorded in a chronological order.
- (3) Accredited Continuing Professional Development (CPD) Courses can be identified from ERB Website [www.erb.go.tz](http://www.erb.go.tz).
- (4) Practicing engineers shall submit to the Board, on an annual basis, evidence of their participation in Continuing Professional Development (CPD) during the previous year in a manner directed by the Board.
- (5) If a practicing engineer fails to participate in CPD for a continuous period of three years, the Board may exclude such an engineer from the Register.
- (6) Practicing engineers must undertake Continuing Professional Development throughout their professional careers.
- (7) Practicing engineers working in remote areas and who find difficulties in fulfilling CPD requirements shall submit to the Board a statement outlining the engineer's peculiar situation and requesting for dispensation or special consideration. The statement shall be attached to the annual CPD declaration form.

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## 2.0 PARTICULARS OF THE ENGINEER

- (1) Name: .....
- (2) Professional Discipline: .....
- (3) ERB Registration No: .....
- (4) Registration category: .....
- (5) ERB Personal File No: .....
- (6) Address: .....  
.....
- (7) Telephone No: .....
- (8) E-mail No: .....
- (9) Current employment and Address:
- ◆ Position held.....
  - ◆ Name of Employer: .....
  - ◆ Address: .....
  - ◆ Telephone No: .....
  - ◆ Fax No: .....
  - ◆ E-mail: .....



Short Courses

<b>Date (from-to)</b>	<b>Description</b>	<b>Institution</b>	<b>Total Hours</b>	<b>Equivalent CPD Hours</b>
<b>Sub-Total</b>				

**Technical Conferences and Learned Society Meetings**

(a) Attendance (Exclude Breaks)

<b>Date (From-to)</b>	<b>Description</b>	<b>Organized by</b>	<b>Total Hour</b>	<b>Equivalent CPD Hours</b>
<b>Sub-Total</b>				



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### On-the-Job Skills Enhancement:

This includes time spent on formal, structured and company sponsored training programmes aimed at developing or enhancing professional skills.

Date		Description	Organized by	Total Hours	Equivalent CPD Hours
From	To				
<b>Sub-Total</b>					

### Private Reading

State the number of hours spent studying learned publications (seminars/conferences, periodicals, textbooks, etc).

Date	Title of application.	Publisher/Institution or Journal	Total Hours	Equivalent CDP Hours
<b>Sub-Total</b>				

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### Other Activities

Give details of any activities that potentially advance CPD, but do not fall under any of the above classification.

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### 3.3 Summary of Equivalent CPD Hours for the year 200...

S/No.	Activity	Equivalent CPD Hours
1	Formal Education	
2	Short Courses	
3	Technical conferences and learned society meetings	
4	Publications	
5	On-the-Job Skills Enhancement	
6	Private Reading	
7	Other Activities	
	<b>Total hours for the year</b>	

### 3.4 Declaration

I declare that the above entries in my CPD Logbook are a true and correct record of my participation in Continuing Professional Development for the period.

Name: ..... Signature:.....

Date:.....