

# **Institution of Surveyors of Kenya**

---

## **Continuous Professional Development (CPD) Guidelines**

---

**Approved 15<sup>th</sup> May 2026**

## Table of Contents

|                                                                            |           |
|----------------------------------------------------------------------------|-----------|
| <b>Definition of Terms .....</b>                                           | <b>iv</b> |
| <b>1 ISK MANDATE .....</b>                                                 | <b>1</b>  |
| <b>1.1. Introduction .....</b>                                             | <b>1</b>  |
| <b>1.2. Vision .....</b>                                                   | <b>1</b>  |
| <b>1.3. Mission .....</b>                                                  | <b>1</b>  |
| <b>1.4. Core Values .....</b>                                              | <b>2</b>  |
| <b>1.5. Objectives of ISK .....</b>                                        | <b>2</b>  |
| <b>2 GUIDELINES FOR CPD ACTIVITIES.....</b>                                | <b>4</b>  |
| <b>2.1. Definition .....</b>                                               | <b>4</b>  |
| <b>2.2. Purpose of the CPD Program .....</b>                               | <b>4</b>  |
| <b>2.3. CPD Program Objectives .....</b>                                   | <b>5</b>  |
| <b>2.4. Who undertakes CPD .....</b>                                       | <b>5</b>  |
| <b>2.5. CPD Program - Guiding Principles .....</b>                         | <b>6</b>  |
| <b>2.6. CPD Standards .....</b>                                            | <b>6</b>  |
| <b>2.7. Guidelines for CPD recognition .....</b>                           | <b>7</b>  |
| <b>2.7.1. CPD Activities .....</b>                                         | <b>8</b>  |
| <b>2.7.2. Communication strategy for CPD activities and Feedback .....</b> | <b>12</b> |
| <b>2.8. Grace Period .....</b>                                             | <b>13</b> |
| <b>2.9. Sanctions: .....</b>                                               | <b>13</b> |
| <b>2.10. Documentation and Record Keeping .....</b>                        | <b>13</b> |
| <b>2.11. Review process .....</b>                                          | <b>13</b> |
| <b>3 ROLES AND RESPONSIBILITIES .....</b>                                  | <b>14</b> |
| <b>3.1. Roles and Responsibilities of the ISK Council .....</b>            | <b>14</b> |
| <b>3.2. Roles and Responsibilities of the CPD providers.....</b>           | <b>15</b> |
| <b>3.3. Roles and Responsibilities of the Members .....</b>                | <b>16</b> |

## Definition of Terms

|                             |                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calendar Year:</b>       | This is the specified period by which CPD activities are implemented. The period in this case runs from 1 <sup>st</sup> January to 31 <sup>st</sup> December of every calendar year. |
| <b>CPD Provider:</b>        | Refers to an individual, institution, entity or organization that facilitates delivery of CPD activities and is accredited by ISK.                                                   |
| <b>Facilitator:</b>         | This is a person who brings about an outcome by providing assistance, guidance or supervision in a conference or symposium.                                                          |
| <b>Practitioner:</b>        | Refers to a person who is professionally engaged in Land and Property practice and is registered by the Institution.                                                                 |
| <b>Presenter:</b>           | A person who makes a presentation, lecture or talk at a CPD forum lasting at least 30 minutes.                                                                                       |
| <b>Stakeholder:</b>         | A person, group or organization involved in and/or affected by the regulatory activities of the Institution.                                                                         |
| <b>Supervisor/Principal</b> | Responsible for the guidance of a candidate undertaking the ISK Examinations                                                                                                         |
| <b>Institution:</b>         | Refers to 'the Institution of Surveyors of Kenya                                                                                                                                     |
| <b>Young Surveyor:</b>      | Refers to a member of ISK who is below 35 years of age                                                                                                                               |





# ISK MANDATE

## 1.1. Introduction

The Institution of Surveyors of Kenya (ISK) is the professional organization in Kenya that brings together the “landed” professionals. ISK was inaugurated on 17<sup>th</sup> April 1969 and subsequently registered on 12<sup>th</sup> August 1969 as a body corporate under the Societies Act. It brings together the disciplines of the surveying profession namely: Land Surveyors; Valuers; Building Surveyors; Land Administration Managers; Engineering Surveyors; Geospatial Information Management Surveyors; Estate Agents; and Property Managers.

As an Institution, the key objectives aim to promote professional ethical performance of services rendered by the members and also to ensure that members actively contribute towards the development of national and international policies, strategies and plans for land management in a sustainable manner.

## 1.2. Vision

To be a globally recognized professional institution that provides leadership in sustainable surveying, property and land management.

## 1.3. Mission

1. To advance the highest professional standards in surveying, property and land management
2. To sensitize and educate the public, government and other stakeholders on proper land practices.

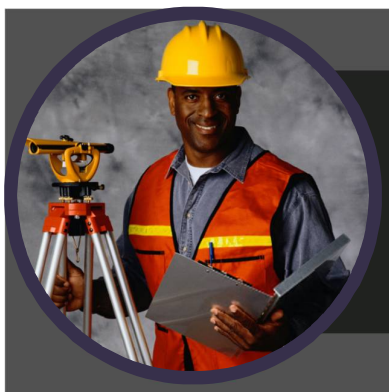
## 1.4. Core Values

- a) **Professionalism:** The ISK has a pool of qualified members who carry out their responsibilities in a professional manner. We endeavor to always uphold professionalism in the practice of surveying.

- b) **Integrity:** We undertake to always act morally and ethically and to consistently demonstrate a high degree of probity in dealing with our stakeholders. ISK will always be accountable to its stakeholders for its actions, decisions, and policies including their administration, governance and implementation.
- c) **Innovation:** We believe that the way forward in developing the profession of surveying and attaining the ISK's vision is through generation of creative and innovative ideas.
- d) **Advocacy:** We champion and voice the issues and needs in the surveying, property and land management. We enhance mutually enriching relationships with members, promoting strong interactions amongst members and providing value and quality services to all stakeholders.
- e) **Mentorship:** In the discharge of ISK's mandate, we will embrace teamwork and commit to providing mentoring to future practitioners and ensuring we maintaining high standards of professionalism and integrity in service delivery.
- f) **Sustainability:** We appreciate the importance of our environment and will therefore ensure that our activities are not only compliant, but also friendly to environmental laws and community interests.

### 1.5. Objectives of ISK

- a) Secure advancement and facilitate knowledge for Surveying profession
- b) Promote general interests of members of the profession.
- c) Promote ethical performance of obligations of the members of the profession for the benefit of the public.
- d) Contribute to development of international and national policies and legal frameworks, strategies and plans in land management in a manner that facilitates sustainable development.
- e) Represent interests of the members of the profession in relevant local, national, regional and international forums.
- f) Work with and/or promote other local, national, regional and international organizations on matters of mutual interest.
- g) Engage in the provision of such services as may be necessary for the benefit of the members or the sustainability of the Institution.
- h) Conduct such examinations, tests or other assessments as may be necessary to determine an applicant's eligibility for membership.



# GUIDELINES FOR CPD ACTIVITIES

## 2.1. Definition

Continuous Professional Development (CPD) is defined as training, engagement and support that leads to systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities, necessary for the execution of professional and technical duties throughout a practitioner's working life as well as the advancement of the profession.

## 2.2. Purpose of the CPD Program

The overall aim of the CPD program is to develop and enhance the value of the individual as a professional and promote the profession. This approach promotes the importance of development and professionalism by focusing on the standards expected of members.

## 2.3. CPD Program Objectives

The overall objectives of the CPD program shall be:

- a) To provide a framework through which the Institution will ensure the running of an effective CPD program.
- b) To provide standards for CPD provision.
- c) To provide an avenue through which members shall access CPD programs.

## 2.4. Who undertakes CPD

The ISK CPD program is applicable to all members with the following exemptions:

- i) **Foreign residency:** provided there is no professional association in the country of residence and there are no opportunities to attain CPD programme points.

- ii) **Health:** provided that this is supported by a medical certificate issued by a qualified doctor
- iii) **Hardship:** provided that the nature and reasons why the hardship prohibits fulfilling the CPD programme requirements are found to be acceptable to the Education and Research Committee and the Council.
- iv) **Retirement:** Members who are 70 years and above who have retired or attained retirement from practice are exempt from the CPD requirements.
- v) **Recently admitted members who shall have a grace period until the end of the year when they are admitted.** Such members shall be given a letter to confirm that they were recently admitted and are exempted from CPD requirements for that year.

The request for exemption should be addressed to the CEO, ISK.

## 2.5. CPD Program - Guiding Principles

- a) **Professional Development:** The CPD program shall complement and update knowledge and skills.
- b) **Respect:** The basis of the CPD program is to enable ISK to empower members so that they may participate fully in the management of the profession;
- c) **Mutual benefit:** The CPD activities must be responsive to the member's needs and the profession's interest.
- d) **Equity:** The CPD program empowers ISK to achieve ethical equipoise in member recognition.
- e) **Trust:** That all members and accredited CPD program providers will comply with the stated CPD program regulations.
- f) **Evidence-based:** All CPD activities shall be evidence-based and be in line with accepted standards.

## 2.6. CPD Standards

The CPD activities must be related to the professional disciplines of ISK and contribute to knowledge.

## 2.7. Guidelines for CPD recognition

The following shall be the guidelines for CPD recognition:

- a) The award system shall be based on the award of CPD points;
- b) All members will be required to attain a minimum of 50 CPD points per calendar year;
- c) CPD Points will be recorded immediately after each event and a digital register/tracking system maintained by the Institution
- d) A register of cumulative CPD points shall be kept by the Institution;
- e) The cumulative CPD points shall be used to recognize members as the ISK Council may from time to time determine i.e. election to the class of Fellow Member; appointments; discounted training rates etc.
- f) The award of CPD points shall be done through the following activities:

**2.7.1. CPD Activities**

| No. | CPD Activity                                                                                                         | Min. CPD Pts            | Maximum | Description                                                                                                | Evidence points                                     |
|-----|----------------------------------------------------------------------------------------------------------------------|-------------------------|---------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1.  | ISK Workshops, Trainings, Conferences and Seminars                                                                   | 20 pts per activity day | 40 Pts  | Points to be awarded for each event based on content and duration i.e. 10 for ½ day, 20 for each full day. | Certificate of Attendance/ Payment Receipt          |
| 2.  | Attendance to Chapter & Branch Meetings                                                                              | 5 pts                   | 25 Pts  | Scheduled chapter meetings 5 meetings in a year                                                            | • Attendance list/ Register                         |
| 3.  | Attendance of a CPD-accredited event organized by a chapter other than the member's registered chapter.              | 5 pts                   | 20 Pts  |                                                                                                            | Attendance list/ Register                           |
| 4.  | Attendance to Council, Chapter, Official Committee meetings, Taskforce, Board, and Technical Working Groups Meetings | 5 pts                   | 20 Pts  | Scheduled meetings                                                                                         | • Attendance list/ Register<br>• Appointment letter |
| 5.  | Presentations in chapter meetings, conferences, symposia, lectures, clinics                                          | 5 pts                   | 20 Pts  | Presentation to a meeting relevant to the profession and recognized by ISK                                 | • Program<br>• Certificate of Appreciation          |
| 6.  | Session chairs and Rapporteurs for ISK related events                                                                | 2 pts                   | 6 Pts   | Session chairs and Rapporteurs for ISK related events                                                      | • Program<br>• Certificate of Appreciation          |
| 7.  | Publications in the ISK journal/Magazine                                                                             | 10 pts                  | 20 Pts  | For any published article in the Journal/Land and Property Digest                                          | • Article                                           |
| 8.  | Relevant Publication via print & electronic media                                                                    | 5 pts                   | 20 Pts  | 5 Points for each articles or appearance on matters promoting the profession                               | • Published or Featured Article                     |

|     |                                                                 |        |        |                                                                                                                                    |                                                                      |
|-----|-----------------------------------------------------------------|--------|--------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 9.  | Principal author or coauthor of a peer reviewed publication     | 5 pts  | 10 Pts | Publication relevant to ISK                                                                                                        | • Publication                                                        |
| 10. | Author of a book                                                | 10 pts | 20 Pts | Principal or co-author of a publication relevant to ISK                                                                            | • Publication                                                        |
| 11. | Peer Review Activity                                            | 5 pts  | 20 Pts | When a practitioner is invited by ISK to assess the credentials of another practitioner or assess files for purposes of an inquiry | • Letter from ISK                                                    |
| 12. | ISK Examiners, Supervisors (Principal), Lecturers and Moderator | 10 Pts | 40 Pts | 10 Points to be awarded based on activities undertaken. Maximum 40 points for successfully conducting an examination paper         | • Appointment letter/ to be confirmed by Chair, Education & Research |
| 13. | Recognition Awards                                              | 5 Pts  | 20 Pts | Recognition by the state, professional bodies and academic institutions for work related to the Surveying profession               | • Award                                                              |
| 14. | Innovation                                                      | 5 Pts  | 10 Pts | 5 points for the development of one solution or product that seeks to make work easier or efficient within the profession          | • Innovation award                                                   |

|     |                                                                                                                       |        |        |                                                                                                                                               |                                    |
|-----|-----------------------------------------------------------------------------------------------------------------------|--------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 15. | Prompt payment of Annual Subscriptions                                                                                | 5 Pts  | 10 Pts | 10 Points for payment of Subscription by 31 <sup>st</sup> January; 5 Points for payment between 1 <sup>st</sup> Feb to 31 <sup>st</sup> March | • Payment Receipt                  |
| 16. | Annual General Meeting                                                                                                | 15 Pts | 15 Pts | ISK Annual General Meeting                                                                                                                    | Attendance Sheet/Register          |
| 17. | ISK Membership events                                                                                                 | 5 Pts  | 20 Pts | 5 points for each event                                                                                                                       | Attendance Sheet/ Register         |
| 18. | Whistle blowing on non-professionalism matters/practices among members                                                | 10 Pts | 20 Pts | 5 points for each case of non-Professionalism matters/practices among members reported and verified                                           | Whistle blowing report             |
| 19. | Prompt responses on opinions sought from members including the review of documents, policies and legislations         | 2 Pts  | 8 Pts  | Responding to opinion sought from Secretariat within given timelines                                                                          | • Response                         |
| 20. | Local & International Trainings/forums/conference other than those offered by ISK                                     | 5 Pts  | 10 Pts | 5 Points for each relevant training/forums attended                                                                                           | • Certificate<br>• Attendance list |
| 21. | Sitting for the ISK Full Membership Examination                                                                       | 10 Pts | 10 Pts | Registering, sitting and passing of the ISK Full Membership Exam                                                                              | • Full Membership Certificate      |
| 22. | A member firm principal who formally hosts ISK-recognized interns for supervision, structured training and assessment | 10 Pts | 20 Pts | 10 points for one intern and 20 points for more than one intern hosted during a calendar year                                                 | Internship confirmation letter     |

|    |                                                               |        |        |                                       |                                     |
|----|---------------------------------------------------------------|--------|--------|---------------------------------------|-------------------------------------|
| 23 | Professional Mentorship Programs                              | 5 Pts  | 10 Pts | 5 points for mentoring one ISK Member | Mentorship Certificate              |
| 24 | Sponsorship to ISK Events – CPDs to the Principal of the Firm | 10 Pts | 20 Pts | 10 points for one event               | Sponsorship Certificate             |
| 25 | Corporate Social Responsibility (CSR)                         | 5pts   | 10 Pts | 5 points for one activity             | Certificate Record of Participation |

**Please note that:**

- a) In addition to meeting these requirements, ISK may in any particular year prescribe CPD activities that are cross-cadre in response to national and/or professional priorities.
- b) All CPD activities should be relevant to the field of Land and Property.
- c) The CPD requirement is not only a key component of a members' "good standing" status but is also important for the promotion of competence and integrity in the profession and for the individual member's personal development.
- d) Free events shall earn full CPD points provided that:
  - i) The event is pre-approved and listed in the ISK CPD Calendar;
  - ii) The event meets minimum professional content criteria;
  - iii) Members sign an attendance register or digital record.
- e) Participation in ISK activities within and outside the country is encouraged. All such activities should be verified by the respective CPD coordinators.

**Compliance**

All ISK members are required to obtain a **minimum of 50 points** per year. The minimum CPD requirement will be a pre-requisite for those:

- a) Applying for Certificate of Good Standing;
- b) Contesting any elective post within the Institution;
- c) Being nominated by Council for appointment to Statutory Boards, Commissions or other bodies etc.;
- d) Being nominated for any award;
- e) Applying to change chapters and/or membership category;
- f) Sitting or re-sitting ISK Examinations during the course of the year; and
- g) Seeking any certification or authentication of documents.

### 2.7.2. Communication strategy for CPD activities and Feedback

- a) Communication of CPD activities will be essential in ensuring all stakeholders will be actively engaged by providing feedback on the impact of CPD on service delivery.
- b) The CPD strategy should articulate, explain and promote vision and direction by ISK in relation to CPD as well as detailing a set of well-defined goals. It will also create a consistent, unified “voice” that links diverse activities and goals in a way that will appeal to partners or stakeholders.
- c) ISK should maintain an accessible and updated database of CPD providers’ and member’s activities.

### 2.8. Grace Period

Members are encouraged to ensure they comply and attain the minimum CPD points within the year, no grace period will be extended.

### 2.9. Sanctions

Any member who fails to make up any point’s deficiency within the stipulated three months period will **not qualify to get a Certificate of Good Standing**.

| Category                            | CPD Points Obtained    | MakeUp Fee (KES) |
|-------------------------------------|------------------------|------------------|
| Young Surveyor – Low CPD            | Less than 25 points    | <b>15,000</b>    |
| Young Surveyor – Partial Fulfilment | 25 points or more      | <b>10,000</b>    |
| Technician Member above 35 years    | Any points short of 50 | <b>20,000</b>    |
| Graduate Member above 35 years      | Any points short of 50 | <b>30,000</b>    |
| Full Members above 35 years         | Any points short of 50 | <b>40,000</b>    |

### 2.10. Appeals

Appeals related to CPD points may be made to the Education and Research Committee through the CEO while attaching clear justification as provided under section 2.4. Any appeals will be subject to approval by the ISK Council.

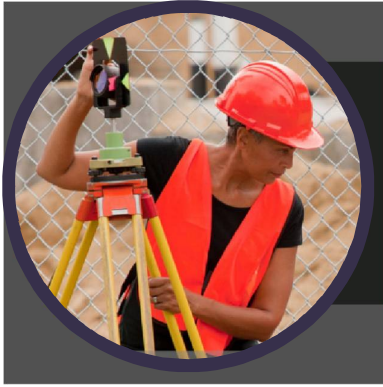
### 2.11. Documentation and Record Keeping

- a) Members should send a report or return through an appropriate form available at the ISK Secretariat and also from the Website ([www.isk.or.ke](http://www.isk.or.ke)).
- b) The form should reach the Institution on or before the 20th December of each CPD calendar year.
- c) Evidence of satisfactory completion must be kept for a period of at least three years after completion of the CPD programme.

- d) The ISK Secretariat shall maintain records to verify those held by a member. Members CPD's account will be available in the Institution's secretariat or website for information.

#### **2.12. Review Process**

The CPD program will be evaluated on a continuous basis to assess performance, identify gaps and areas of improvement. The review of the CPD guidelines will be undertaken every five years on the advice of the ISK council.



# ROLES AND RESPONSIBILITIES

## 3.1. Roles and Responsibilities of the ISK Council

ISK shall:

- a) Conduct regular needs assessment on the CPD program;
- b) Accredite CPD providers in line with the standards and guidelines;
- c) Approve the CPD activities developed by the providers.
- d) Approve and harmonize the CPD calendar of activities.
- e) Conduct quality audits on the providers of CPD activities.
- f) Develop and maintain a CPD activity database.
- g) Review and approve applications for the renewal of the CPD provider's annual license.
- h) Review compliance and institute sanctions for non-compliance in line with the defined rules and regulations.
- i) Evaluate the impact of CPD activities on members
- j) Support ISK practitioners and CPD providers in resource-limited regions to enhance access.
- k) Apply this document as a guideline to CPD activities and corresponding points to be allocated.
- l) Ensure quality of CPD activities.
- m) Ensure authentication, validation and update of CPD returns for members.
- n) Ensure coordination and dissemination of information regarding CPD.
- o) Award CPD points to external activities (out of the country) in consultation with professional associations and according to the CPD guideline.
- p) Review, authenticate and update online submission of CPD activities in the CPD database.

## 3.2. Roles and Responsibilities of the CPD providers

Each accredited CPD provider shall appoint a CPD coordinator who will ensure that the following responsibilities are fully met:

- a) Comply with standards and guidelines governing CPD provision.

- b) Develop and update the CPD calendar of activities and submit to the ISK CEO for approval by the council.
- c) Publicize and offer approved CPD activities.
- d) Forward the CPD data (list of participants and thematic areas covered) to the ISK CEO and maintain a copy of the same.
- e) Facilitate the CPD activity logistics, content and designated trained coordinators.
- f) Offer appropriate partnership in resource-limited settings.
- g) Verify international CPD activities.
- h) Ensure renewal of accreditation.
- i) Notify ISK of any changes to CPD activities provided.
- j) Participate in ISK-organized CPD provider meetings.
- k) Submit CPD reports to ISK quarterly or at such other intervals as ISK council may prescribe.

### **3.3. Roles and Responsibilities of the Members**

The members shall:

- a) Attain the mandatory CPD points required for issuance of a clearance certificate
- b) Attend designated relevant CPD activities that contribute to professional development.
- c) Verify and ensure regular update of CPD points.
- d) Keep a record of CPD activities undertaken.
- e) Provide feedback to the CPD providers on the quality of the CPD activities.