

CPD COURSE ACCREDITATION SOP

Title: Standard Operating Procedure For CPD Course Accreditation			
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Version:	00	User:	PDAD Dept
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		Date:	5/10/2023
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		Date:	5/10/2024
Approved by:	PDAD Head	Signature:	<i>[Signature]</i>
		Date:	5/10/2023

1.0 INTRODUCTION

This procedure describes the process used by Engineers Registration Board for CPD Course Accreditation.

2.0 PURPOSE

The purpose of this procedure is to describe the process of CPD Course Accreditation. It ensures consistency, continual suitability and effectiveness of CPD Course Accreditation.

3.0 RESPONSIBILITY

The DPAD Manager has overall responsibilities of implementation of this procedure within ERB,

4.0 AUTHORITY

DPAD Director has the overall authorities for implementation of this procedure, this includes creation, amendment and review of this document.



ENGINEERS REGISTRATION BOARD (ERB)

United Republic of Tanzania

Ministry of Works

Engineers Registration Board (ERB)

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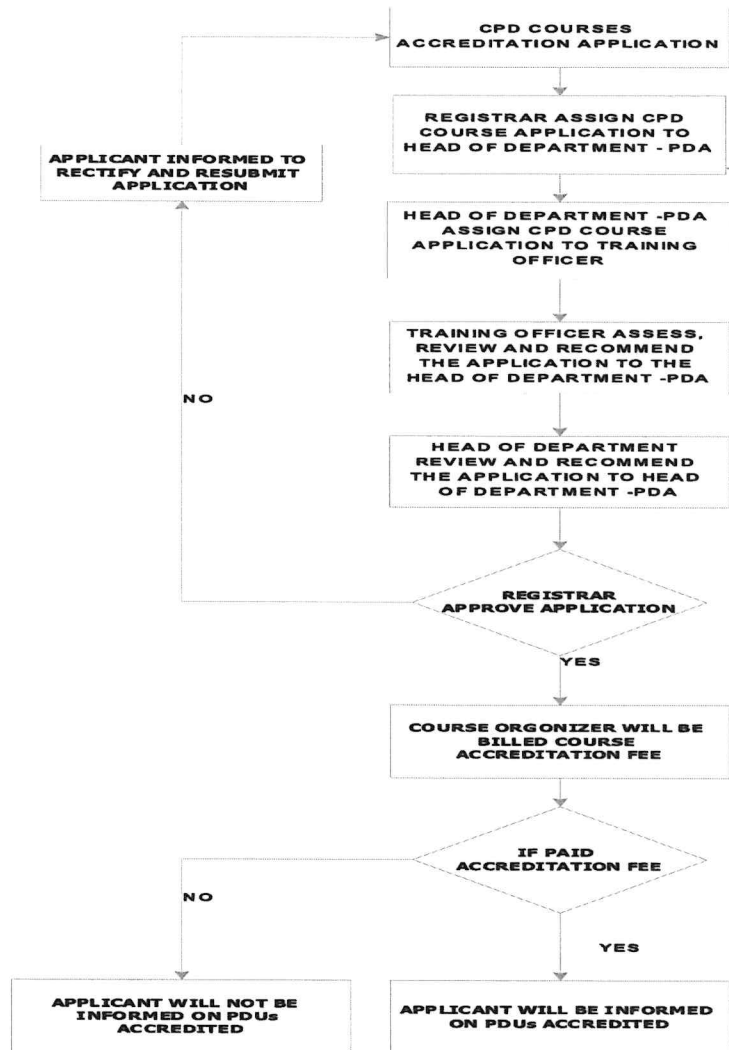
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5.0 DESCRIPTION FOR CPD COURSE ACCREDITATION:

5.1 Process Map for CPD Course Accreditation:



5.2 Main Steps for CPD Course Accreditation

5.2.1 Submission of CPD Course Accreditation is done Electronically by a CPD Course Provider,

5.2.2 Application of CPD Course Accreditations are submitted by filling appropriate in ERB Management Information System (MIS) <https://registration.erb.go.tz>.

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- 5.2.3 CPD Course Accreditation Applications are received by Registrar and then assign to the Head of Department PDA and then assign application to Training officer through MIS;
- 5.2.4 Training Officer assess and review application as per criteria set by CPD-PID and recommend the application to the Head of Department of PDA;
- 5.2.5 Head of Department will review and recommend application to the Registrar. In case Course Provider/applicant has not fulfilled the requirements, the Registrar return the application to applicant to rectify identified shortcomings;
- 5.2.6 If Course Provider has fulfilled the requirements, then the Registrar approve application. After approval applicants will be billed with Accreditation Fees. After applicant had paid the Accreditation Fee will be informed on PDU accredited through the MIS

5.3 Responsibility Matrix for CPD Course Accreditation Management

Activity	1	2	3	4	Documented Information
Submission of CPD Course for accreditation	x				List of CPD courses submitted by Course Providers
Evaluate and Recommend CPD Course		x	x		List of reviewed CPD courses
Approve CPD Course				x	List of course accredited

5.4 Key:

- CPD Course Provider
- Training Officer
- AR-PDA
- Registrar