



American  
Petroleum  
Institute

**Document Number:**  
External Program Document:  
ICP-PD-102

**Revision Date: 4/25/2023**

Recertification Requirements: Continuing Professional Development (CPD) hours

## Recertification Requirements: Continuing Professional Development Hours

### Introduction:

Beginning in 2022, ICP will include Continuing Professional Development (CPD) hours, as part of new recertification requirements for API 510, API 570, and API 653. These will be applicable for the 3 certifications coming up for renewal on or after January 1, 2023. The new CPD requirements are in addition to existing recertification requirements for continued inspection experience and the Web Quiz required every 6-years or every other recertification.

Certificant should plan their CPD activities to relate to the petroleum and petrochemical industry. As per the [industry related topics](#) identified below, ICP staff will review and determine acceptability of the activity. It is up to the certificant to provide proof of attendance, including duration, topic, activity type. Registration documentation alone is not evidence of proof of attendance. Activities not meeting the minimum 50 minutes will not be accepted.

### Phased Implementation Plan:

The new CPD recertification requirements will be phased-in over 3 years, according to the table below. Find your recertifying year in the table below to see how many CPD hours are needed.

Recertifying Year	Number of CPD Hours Required
2023	Recertifying candidates must submit 8 CPD hours completed within the last 3 years.
2024	Recertifying candidates must submit 16 CPD hours completed within the last 3 years.
2025	Recertifying candidates must submit 24 CPD hours completed within the last 3 years.  (All recertifications from this point forward must present 24 CPD hours each 3-year period. It is recommended that no more than 16 hours be from one activity category)

Examples:

- Joe Inspector has an API 510 certification expiring in June 2023. Joe would need to include a minimum of 8 CPD hours earned between June 2020 and June 2023 (with documentation) with his recertification application.
- By the same standard, Jill Inspector has an API 570 expiring in March 2024. Jill would need to submit a minimum of 16 CPD hours earned between March 2021 and March 2024 (with documentation) with her recertification application.
- In 2025, all recertifications in that year and going forward will need to include a total number of 24 CPD hours earned within the previous 3 years (with documentation) with their recertification application.

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## **Continuing Professional Development (CPD) Hours**

### Defining CPD hours

For ICP, one CPD hour is defined as one contact hour of an activity in an industry-related topic as defined below. An “activity” is an umbrella term that ICP has deemed, in consultation with industry experts, to be acceptable for recertification purposes. Acceptable activities include training, publishing technical papers, participation in industry conferences, and other activities as outlined in this document.

Each contact hour shall have at least 50 minutes of related activity.

No activities under 50 contact minutes may be submitted to ICP for CPD credit. ICP does not grant partial hours of CPD.

Examples:

- For example, a one-day activity that begins at 8 am and ends at 5 pm. With a one-hour lunch break this is considered 8 contact hours and ICP will accept it as 8 CPD Hours.
- If that day-long activity includes multiple small breaks, at least 50 minutes of every hour needs to be spent doing the activity.

Participation in CPD related activities may be in-person or virtual. However, all must have the required documentation.

### CPD Carry Over

A Certificant that completes more than the required hours for a recertification period may carry over a maximum of 12 CPD hours to the next recertification period.\*

Examples:

- A Certificant in API 510 is expiring in 2024 and completes 25 CPD hours prior to their expiration date. 16 CPD hours will be applied to the 2024 recertification and 9 CPD hours can be carried over and applied to the 2027 API 510 recertification period.
- A Certificant in API 570 is expiring in 2024 and completes 30 CPD hours prior to their expiration date. 16 CPD hours will be applied to the 2024 recertification period and 12 CPD hours can be carried over and applied to the 2027 API 570 recertification period.

## Industry Related Topics for CPD

Topics considered relevant by ICP must be directly related to fields of inspection and mechanical integrity assurance in the petroleum/petrochemical industry. Examples are included in the list below; this is not intended to be all inclusive.

1. Aboveground storage tank inspection
2. Asset integrity
3. Auditor for oil and gas
4. Cathodic Protection
5. Chemical facility inspection
6. Coatings
7. Corrosion mitigation/inspection
8. Damage mechanisms: e.g., cracking, corrosion, fatigue, embrittlement
9. Drones/Unmanned Aerial Vehicles (UAVs)
10. Failure Analysis
11. Fire heater/heat exchanger inspection
12. Fitness for service
13. Fixed equipment inspection
14. Flanged joint design
15. Heat exchangers
16. Heat transfer equipment
17. Hydrostatic testing
18. Incident Investigations/ Root Cause Analysis
19. Inspection techniques and technologies
20. Integrity Data Management Systems
21. Integrity Operating Windows (IOWs)
22. Marine terminal inspections
23. Mechanical integrity
24. Metallurgy
25. Midstream facility inspections
26. New/Emerging inspection technologies
27. Non-destructive examination (NDE)/(NDT): e.g., PT, MT, RT
28. Pipe Design
29. Piping inspection
30. Positive Material Identification (PMI)
31. Pressure Relieving Devices (PRDs)/(PRVs) inspection
32. Pressure Vessel Design
33. Pressure vessel inspection
34. Process Mapping
35. Quality Assurance (QA)/Quality Control (QC)
36. Refining and Chemical Processes
37. Refining unit inspection
38. Refractory inspection
39. Remote inspection techniques (e.g., drones)

- 40. Risk-Based Inspection (RBI)
- 41. Statistical Analysis
- 42. Tank Design
- 43. Technical Writing
- 44. Upstream/offshore topsides inspections
- 45. Welding inspection
- 46. Welding Processes

**REMEMBER:** These are topics. Actual field inspection time as part of the normal work responsibilities cannot be used for CPD hours.

**Continuing Professional Development Requirements Overview:**

Once fully implemented, API 510, API 570, and API 653 Certificants must complete 24 CPD hours for every 3-year recertification period.

Activity criteria:

All CPD activities must meet one of the [Industry Related Topics](#) and may be applied to API 510, API 570, and API 653.

For each recertification period, it is recommended that Certificants’ CPD hours be in a minimum of two different activities.

Certificants should complete their CPD hours throughout their three-year recertification period and avoid front or back loading their hours.

**Determining CPD Hours for Recertification Applications:**

All CPD activities below should meet one of the [Industry Related Topics](#) listed above.

Activity Type	Number of CPD Credits
Third-Party Training <ul style="list-style-type: none"> <li>• Continuing Education Units (CEU)</li> <li>• Receive a certificate of completion or mastery</li> </ul>	1 Contact Hour = 1 CPD hour  1 CEU (10 Contact Hours) = 10 CPD hours
Employer sponsored Training <ul style="list-style-type: none"> <li>• Provided by an individual’s company, or a third-party provider within the company.</li> <li>• Receive documentation of attendance that identifies duration of training.</li> </ul>	1 Contact Hour = 1 CPD hour
College/University Course <ul style="list-style-type: none"> <li>• Receive a passing grade</li> <li>• Directly applicable to inspection and inspection technologies</li> </ul>	Quarter credit hour: Maximum of 30 CPDs Semester credit hour: Maximum of 45 CPDs

Participation in industry events <ul style="list-style-type: none"> <li>• Includes seminars, workshops, conferences, or webinars</li> <li>• Meetings must be a minimum of 50 minutes in duration for CPD credits to count</li> </ul>	50 minutes per hour = 1 CPD hour
Supporting industry related events <ul style="list-style-type: none"> <li>• Includes planning, organizing, reviewing abstract, managing rooms and panels at conferences and other similar events</li> </ul>	No more than 36 hours will be granted for one event
Technical committee service <ul style="list-style-type: none"> <li>• Includes API committees and other industry organizations technical committees <ul style="list-style-type: none"> <li>○ Includes activities for ICP programs</li> </ul> </li> <li>• Meetings are considered as activities that relate directly to development of standards, programs, or industry initiatives</li> </ul>	50 minutes per hour = 1 CPD hour
Presenting/Speaking <ul style="list-style-type: none"> <li>• Including hours of preparation</li> </ul>	Maximum of 8 CPD hours are accepted
Technical Papers <ul style="list-style-type: none"> <li>• Must be published</li> <li>• Must be on inspection related activities</li> <li>• Blog posts are not accepted</li> </ul>	Maximum of 8 CPD hours are accepted
Technical meeting in Certificant’s company <ul style="list-style-type: none"> <li>• Either attend or facilitate</li> <li>• Meeting must be a minimum of 50 minutes duration for CPD credits to count</li> <li>• No more than 8 meetings will be applied in any 3-year recertification period.</li> <li>• Typical company safety meetings are not accepted</li> </ul>	50 minutes per hour = 1 CPD hour
Patents <ul style="list-style-type: none"> <li>• Directly applicable to inspection and inspection technologies</li> </ul>	Maximum of 24 CPD hours are accepted
Activities to maintain ASNT SNT-TC-1A will not be accepted for CPD hours.	

### **Third-Party Training**

#### Approved Third-Party Training:

ICP does not have a list of “approved” trainer’s courses or providers. Certificants must ensure that the following criteria are met to be considered for CPD hours:



- 1) Training is to be provided by a recognized party\*, as well as developed and delivered by qualified individuals\*\* not directly employed by the Certificant's employer.
- 2) The subject is directly relevant to the petrochemical industry and the ICP certification (see the definition of this in [Industry Related Topics](#))
- 3) The training is to have clear and relevant learning objectives, and not be related to commercial marketing activity.
- 4) For one day, or multi-day courses, there should be no more than 10 contact hours in a 24-hour period.
- 5) CEU equivalent hours should not exceed the time needed to complete the subject materials.
- 6) Must evaluate the participant's knowledge through some assessment mechanism (i.e., quiz/test at the end of a module or course)
- 7) Must provide documentation showing completion or mastery of the course (certificate or transcript)

\* A recognized party is a company or organization which is legally incorporated by the laws of its country. It must have a public-facing presence, such as a website, that includes descriptions of the courses being offered.

\*\*A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught. Certificants must be prepared to submit the qualifications of their trainer if not evident.

Note: Training intended as preparation for an ICP certification exam that the certificant already holds will not be considered for CPD activities.

### Continuing Education Units

Continuing education units (CEUs) are an internationally recognized unit of measure for professional education and training. In accordance with International Accreditors for Continuing Education and Training (IACET), through the ANSI/IACET 2018-1 *Standard for Continuing Education and Training*, 1 CEU is equivalent to 10 contact hours. Therefore, ICP will recognize 10 CPD hours for 1 CEU.

Lack of IACET accreditation does not preclude training from being accepted as valid CPD hours by ICP. ICP will grant CPD hours based on contact hours-only.

### Verification of Approved Training:

Certificants must provide ICP with documentation of completion or mastery of the training course either as a certificate or a transcript. Certificants must also provide ICP with the number of contact hours attended, and the public website of the provider.

## **Employer-Provided Training**

An employee may choose to provide in-house training or bring a third-party expert to train employees in [Industry Related Topics](#). ICP will accept CPD hours for such trainings equivalent to contact hours attended.

The employer-provided training should meet the following criteria.

- 1) Training is to be developed and delivered by qualified individuals\*\* (Trainers) employed or contracted by the Certificant's employer.
- 2) The subject of the training is related to [Industry Related Topics](#), within the refining or chemical manufacturing industry.
- 3) The training is to have clear a relevant learning objective. The purpose of the training is not to be related to commercial marketing activity.
- 4) No more than 10 contact hours may be credited in a 24-hour period.
- 5) Credit for CPD hours is dependent on a statement from the Trainer that the Certificant has met the requirements of attendance. This certifying statement should identify the subject, number of hours and date of completion, with the Trainer's identification.

\*\*A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught.

### Verification of Employer-Provided Training:

Certificants must provide ICP with documentation of completed training, which includes the name of the company, name of the Trainer, the trainer's company if they're a third-party, summary of training, and number of contact hours. If the Trainer does not provide an official certificate or transcript, the Certificant shall use the API CPD Activities form, found on the website, and have the Trainer complete it.

## **College/University Courses**

Certificants that complete a college or university course in an [Industry Related Topics](#), or directly applicable to the field or industry operations, may receive a maximum of 30 CPD hours per quarter credit hour and a maximum of 45 CPD hours per semester credit hour. Certificants must receive a passing grade on their course. If Certificant receives a failing grade that will be considered as not having demonstrated required knowledge for the course.

### Verification for University Courses:

Certificants must provide a transcript with their name, education institution, identification of whether this was a "quarter" or a "semester" course, and final passing grade. If the course title does not show a direct linkage to an [Industry Related Topics](#), Certificants should provide a copy of the class syllabus.

## **Participation in industry events**

ICP encourages Certificants to participate in events in [Industry Related Topics](#) coordinated by technical and professional organizations or attend industry events to stay familiar with current and emerging inspection topics.

Relevant technical or professional organizations include, but are not limited to:

1. Alberta Boiler Safety Association (ABSA)
2. Association for Material Protection and Performance (AMPP/NACE)
3. American Fuel and Petrochemical Manufacturers (AFPM)
4. American Petroleum Institute (API)
5. American Society for Mechanical Engineers (ASME)
6. American Society for Nondestructive Testing (ASNT)
7. American Welding Society (AWS)
8. Canadian Welding Bureau (CWB)
9. Inspectioneering
10. International Pressure Equipment Integrity Association (IPEIA)
11. National Board of Boiler and Pressure Vessel Inspectors (NBIC)
12. Nondestructive Testing Management Association (NDTMA)
13. Pipeline Research Council International (PRCI)
14. The Welding Institute (TWI)

To be accepted by ICP, the meeting must last at least 50 minutes, which is equal to (1) ICP CPD hour.

### Verification for participation in industry events:

Certificants will provide ICP with documented proof of attendance. If the industry meeting does not collect attendance, the Certificant may use the API CPD Activities form, found on the website, and ask the speaker, presenter, or a panelist to complete the form.

Note: Participating in a conference by being a vendor/exhibitor is not an acceptable CPD activity.

### **Supporting Industry Related events:**

Volunteering to help support industry related events (e.g., conference, symposia etc.), run by relevant technical or professional organizations are eligible for CPD hours. Examples of relevant technical organizations provided under [Participation in Industry Events](#).

Activities that would be recognized as supporting an industry event would include, but not limited to:

- Actively participating in the planning of an event
- Organizing an event
- Acting as an abstract reviewer
- Assisting in administrative activities during the event (e.g., room managers, day managers)

ICP will grant up to 36 hours of CPD credit in any certification cycle, with proof, for one event.

Verification for supporting industry events:

To receive credit, certificants will provide ICP with a letter or other documentation of their support activities and hours from the event organizer, a member of the organization's staff, or the volunteer leader of their track.

**Technical Committee Service:**

Volunteering on a technical or professional committee for the development of industry documents, training, or certifications would fall under this activity.

Verification for Participation in Technical Committee Service:

Certificants will provide ICP with proof of attendance in the form of an attendance sheet, or confirmation of attendance from the sponsoring organization, that will detail hours of participation. If the sponsoring organization does not collect attendance, the Certificant may use the API CPD Activities form found on the website and ask the host/chair to complete the form.

**Webinars:**

Certificants may watch webinars on [Industry Related Topics](#) and receive CPD hours for the duration of the webinar. The webinar must be a minimum of 50 minutes to be granted 1 CPD hour.

Webinar is to be developed and delivered by qualified individuals\*\* (Trainers).

\*\*A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught. ICP may not accept an activity if they cannot verify the instructor's qualifications.

Verification for Webinars:

Certificants will provide ICP with proof of completion for the webinar with the duration listed.

Certificants may not complete the same webinar for two different recertification periods.

**API Sponsored Industry Events**

Certificants may have the opportunity to participate in API sponsored industry events, such as API's *State of American Energy*, for CPD hours. In those instances, API/ICP will send out an invitation to all certified individuals with registration details.

## Verification for API Sponsored Industry Events

Certificant must provide proof of registration such as a confirmation email.

### **Presenting/Speaking**

A Certificant acting as a presenter, speaker, or member of a panel at an industry event hosted by a relevant technical or professional organization may earn CPD hours for the time taken to present on the topic as well as the time to prepare the materials. ICP will not grant more than 8 CPD hours for one presentation.

Note: Speakers and trainers will be given credit for the initial development of training. Updates to existing training will not be granted credit as a CPD activity. Speakers/trainers will be given credit for the first time they provide the training, subsequent redelivery will not be accepted as a CPD activity.

### Verification for Presenting/Speaking:

Certificants who are speaking, presenting, or part of a panel should provide ICP with a schedule or agenda. This should include the name of the organization and industry event, the name of the Certificant as a presenter, speaker, or panelist, and a brief content summary with CPD hours claimed. If such a document does not exist or does not provide all the information requested, the Certificant may have the host/organizer complete the API CPD Activities form, found on the website.

### **Technical Papers**

A Certificant may receive credit for writing and publishing articles and papers on [Industry Related Topics](#). The article must be published in a reputable journal or online publication for ICP to consider it for CPD hours; ICP will not accept blog posts for CPD credit. ICP will consider up to 8 CPD hours for research and writing per article.

### Verification for Technical papers:

Certificants who publish an article or paper on an [Industry Related Topic](#) must provide ICP a copy of the article or paper or abstract along with the date and name of publication. If the article or abstract are available online, a link should be provided. If the article is in a hard copy only: an image or scanned version of the article should be submitted showing the name of the publication and the date published.

The Certificant must identify how many hours were spent researching and writing the article or paper. ICP will grant no more than 8 CPD hours per article or paper.

### **Technical meeting in the Certificant's company**

Certificants may receive CPD hours from attending, presenting, or facilitating technical meetings within their company or at a contract company. To be considered, the meetings must be at least 50 minutes in duration.

Examples of acceptable technical meetings:

1. Corrosion study or damage mechanism review
2. Process hazard analysis
3. Equipment deficiency management
4. Meetings on [Industry Related Topics](#)

General company safety meetings are not accepted by ICP for CPD hours.

No more than 8 company technical meetings can be applied in any 3-year recertification period.

#### Verification for technical meetings within the Certificant's Company

Certificant must provide ICP with a document showing the company name, the topic, and the duration of the technical meeting. This should be submitted along with the API CPD Activities form. If the Certificant is a participant, the facilitator of the meeting should complete the form. If the Certificant is the presenter/facilitator, their direct supervisor should complete the form.

Certificants who attend several company technical meetings must complete the API CPD Activities form for each date attended. Multiple meetings shall not be on a single API CPD Activities form.

#### **Patent**

For those involved in the research and development of new technologies for or within their company, or personal endeavor, ICP will grant a maximum of 24 CPD hours to Certificants who have a patent issued during their recertification period. The patent must be directly related to an [Industry Related Topic](#).

#### Verification for Patent credit

Certificant/Inventor must submit official proof from the patent agency for their patent. It must include the Certificant name as the inventor or co-inventor as well as a description that links the patent to an [Industry Related Topic](#).

#### **Verification and submission of CPD Hours:**

Proof of CPD hours will be uploaded to the Education page on the ICP Portal. It is recommended that Certificants submit their CPD hours as they are completed. However, they may also be submitted at the time of their recertification application. See the Appendix at the end of the document for examples of completed forms and acceptable documentation.

Any documentation that is not in English must be professionally translated into English.

On the Education History page, click “Add Certification” under the section listed as Certification/Training page in the application or account level. Then select Continuing Professional Development from the drop down and complete the fields. Make sure to upload the proof of completion.

The screenshot shows a web form titled "Add Certification/Training". At the top, it says "All fields are required." Below this is a dropdown menu for "Certification/Training" with "Continuing Professional Development" selected. Underneath is a section titled "Training Information" containing several input fields: "Organization Name", "Organization Email", "Organization Phone", "Dates Taken" (with calendar icons), "Description of Activity", and "Hours Claimed". There is also a section for "Attach your documentation" with an "Upload file" button. A yellow "Save" button is at the bottom right. Red question mark icons are present next to the "Certification/Training" dropdown and the "Description of Activity" field.

#### Acceptable Verification Types for Completed CPD hours:

The following are examples of acceptable evidence of CPD hours, Certificants do not have to provide everything on the list. Acceptable verification types are noted in the relevant CPD activity areas above and should be reviewed before submission.

- Certificate of completion
- Transcript
- Published article/abstract
- Agenda/program schedule/public web link to program showing proof are acceptable
  - Any of the above should document participation with the Certificant’s Name
- Proof of workshop/seminar attendance
  - Copy of sign in/attendance sheets
- Confirmation of attendance
  - Confirmation email that includes name, date, length (contact hours) of activity
- Completed API CPD Activities Form (must be completed and signed by Event Host or Supervisor)
  - Download the form prior to event

## FAQs

### **Q: Does the CPD requirements replace ICP's requirement for proof of continued inspection experience or the web quiz?**

A: No. The CPD hour requirement is in addition to the existing recertification requirements. For each recertification period, Certificants must also still be verified for continued inspection experience for 20% of the last 3 years. Every six years (every second recertification), Certificants must also still take and pass a short online web-quiz.

### **Q: What if I am a few hours shy of the required CPD hours when my certification expires?**

A: Recertifications have a 90-day grace period after your certification expiration date. You may complete the remaining hours within the 90-day grace period and submit them to ICP.

### **Q: If I have three certifications, do I have to complete 72 CPD hours in 3 years?**

A. No. You can apply CPD credit hours across certifications that are expiring within a 3-year recertification period. If you hold an API 510 and API 653 both recertifying in 2024, you need 8 CPD hours for each certification each year. If you take a Mechanical Integrity training course for 8 CPD hours in 2023, these 8 CPD hours can be applied to both the API 510 and API 653 for those recertification terms.

### **Q: Do I have to pay to take classes just to get CPDs?**

A: No. While taking training is one way to get CPDs, ICP has several categories that allows for other ways of obtaining CPDs table listed in [Determining CPD Hours for Recertification Applications](#).

### **Q: Does ICP have a list of approved trainers/training courses that grant CEUs?**

A: No, ICP does not have a list of approved trainers or courses. When selecting a training program, Certificants should ensure the following are met:

- 1) Training is to be provided by a recognized party, as well as developed and delivered by qualified individuals not directly employed by the Certificants employer.
- 2) The subject is directly relevant to the petrochemical industry and the ICP certification (see the definition of this in [Industry Related Topics](#))
- 3) The training is to have clear and relevant learning objectives, and not be related to commercial marketing activity.
- 4) For one day, or multi-day courses, there should be no more than 10 contact hours in a 24-hour period
- 5) CEU equivalent hours should not exceed the time needed to complete the subject materials.



- 6) Must evaluate the participant's knowledge through some assessment mechanism (i.e., quiz/test at the end of a module or course)
- 7) Must provide documentation showing completion or mastery of the course (certificate or transcript)

**Q: Do I have to take a training course through API-U?**

A: No. There is no requirement that training/CEU courses must be through API-U. API-U is one of many organizations that offer applicable training course. It does offer in-person and virtual courses that may be relevant to your certification. Their courses are IACET accredited and provide a certificate of completion at the end of the course. Refer to the requirements identified in the CEU's/Training Section.

Lack of IACET accreditation does not preclude training from being accepted as valid CPD hours by ICP. ICP will grant CPD hours based on contact hours only.

**Q: Do I have to participate in API conferences to get credit for “participation in industry events”?**

A: No. Other related industry events, such as those run by AMPP/NACE, ASNT, ASME, AWS, that are related to your certification(s) are acceptable

**Q: I am attending the Inspection and Mechanical Integrity Summit, some sessions are only 40 minutes long, can I still get CPD credit hours?**

A: While ICP typically grants credits for sessions 50 minutes or more, Certificants attending the Inspection and Mechanical Integrity Summit will receive credit under the “participation in industry events” option. Certificants must attend, and obtain proof of attendance, for a minimum of 4 sessions a day to receive credit for a full day's attendance (8 hours).

At the Summit, attendee's badges will have a QR code linked to their Summit registration. At each session, scanners will be located at the entrance. Attendees will solely be responsible for scanning their badge as they enter. Attendees who fail to scan themselves into their session will not receive credit and credit cannot be retroactively granted as there will be no other proof of attendance for that session. Once scanned, the session will be logged on their registration information. Attendees will receive an email after the Summit that will list all sessions attended. This will be the proof that can be used for ICP CPD credits or other Professional Development Hours needed for other organizations.

**Q: If I must complete CPD hours for other industry certifications, can I also submit them for my ICP certification(s)?**

A: Yes. If the activities/training you completed for your other industry certifications are applicable to your ICP certifications, than you may use those hours for your recertification requirements.

Example: ICP will accept the 9 yr. recertification bootcamp for CWI certification

Exception: ICP will not accept activities related to maintaining ASNT SNT-TC-1A

**Q: What should I do if my activity is not included in the activities listed in the table above?**

A: If you are planning to participate in an activity that does not fit in any of the activity categories listed above but are [Industry Related Topics](#), email [inspector@api.org](mailto:inspector@api.org), with the subject *CPD Additional Related Topic*.

## Appendix A: Sample API CPD Activities Forms

### Technical meeting

ABC Company is holding an internal corrosion review run by their Senior Inspector Gary U. Larson. Al Attendit, who is a certified API 510 and API 570 inspector is attending the two-hour meeting with other inspectors in their company.

Al Attendit prepares the API CPD Activities Form before going into the meeting with all his information (Certificant Information) and information about the technical meeting (Activity Information). After the meeting Al Attendit asks Gary U. Larson to complete the “Verification of Attendance.”

<b>API CPD Activities Form</b> <i>For activities where documentation is not readily available</i>	
<b>Certificant Information</b>	
Name (as displayed in the ICP Portal): <b>Al Attendit</b>	API ID: <b>201212</b>
<i>Check Certifications</i>	<i>List Certification Numbers</i>
<input checked="" type="checkbox"/> API 510	<b>341232</b>
<input checked="" type="checkbox"/> API 570	<b>561232</b>
<input type="checkbox"/> API 653	
<b>Activity Information</b>	
Activity Date(s): <b>Aug 21, 2022</b>	Activity Duration (hours): <b>2 hours</b>
Activity Name: <b>NDE capabilities</b>	Location: <b>ABC Company</b>
Check role: <input checked="" type="checkbox"/> Participant <input type="checkbox"/> Presenter/trainer <input type="checkbox"/> Other (explain):	
Description of Activity, the knowledge you acquired (ex. NDE, Welding inspection, Damage Mechanisms) and applicability to certification(s): <b>I participated in technical meeting discussing the merits of guided ultrasonics in pipeline inspection activities. The presentation included pre-assessment activities, use of the equipment, understanding the equipment display, and the report structure.</b>	
Website link for event (if applicable):  <b>N/A</b>	
<b>Verification of Attendance</b>	
<u><b>Gary U. Larson</b></u> Printed Name	<i><b>Gary U. Larson</b></i> Signature
Position: <b>Senior Inspector</b>	Date Signed: <b>8/21/2022</b>
Company: <b>ABC Company</b>	
*For attendees, the leader of the meeting, host, trainer, or supervisor may sign off For trainers/presenters, the host or trainer's supervisor may sign off	

Note: Verification of attendance must be completed by the trainer or supervisor overseeing the CPD activity. Certificants may not verify their own attendance on the API CPD Activities Form.

### Participation in industry events

Sally Ann Wright is attending the 2021 API Storage Tank Conference as a participant. The first presentation she attends is Neil Inspector’s “STI vs API Tank Inspection and Repair Standards, what are the differences and when do you use each.” The meeting does not collect attendance on who comes so to provide the necessary verification for ICP CPD hours, Jane will need a completed API CPD Activities form.

Before the meeting, she completes the Certificant and Activity Information sections of the API CPD Activities form.

After the presentation, she asks the speaker, Flo T. Rulf, to fill out the Verification of Attendance.

<b>API CPD Activities Form</b> <i>For activities where documentation is not readily available</i>	
<b>Certificant Information</b>	
Name (as displayed in the ICP Portal): <a href="#">Sally Ann Wright</a>	API ID: <a href="#">201212</a>
<i>Check Certifications</i>	<i>List Certification Numbers</i>
✓API 510	<a href="#">341232</a>
✓API 570	<a href="#">561232</a>
✓API 653	<a href="#">213068</a>
<b>Activity Information</b>	
Activity Date(s): <a href="#">October 14, 2021</a>	Activity Duration (hours): <a href="#">50 minutes</a>
Activity Name: <a href="#">STI vs API Tank Inspection and Repair Standards, what are the differences and when do you use each</a>	Location: <a href="#">API Storage Tank Conference</a>
Check role: <input checked="" type="checkbox"/> Participant <input type="checkbox"/> Presenter/trainer <input type="checkbox"/> Other (explain):	
Description of Activity, the knowledge you acquired (ex. NDE, Welding inspection, Damage Mechanisms) and applicability to certification(s):  <a href="#">Storage Tank systems require proper inspection and maintenance to comply with regulatory and business obligations. A tank inspector may have more than one choice in inspection and repair standards when evaluating a storage tank system. In some circumstances more than one inspection process may work, but one may be more appropriate. This presentation will give inspectors needed information to apply the most appropriate inspection standard to a particular storage tank system.</a>	
Website link for event (if applicable):  <a href="https://www.api.org/-/media/Files/Events/Storage-Tank/2021-API-Storage-Tank-Conference-Program.pdf?la=en&amp;hash=9ACEA13AA96D0FB4314EB7FCAD7F184A9C8DE025">https://www.api.org/-/media/Files/Events/Storage-Tank/2021-API-Storage-Tank-Conference-Program.pdf?la=en&amp;hash=9ACEA13AA96D0FB4314EB7FCAD7F184A9C8DE025</a>	
<b>Verification of Attendance</b>	
<a href="#">Flo T. Rulf</a>	<i>Flo T. Rulf</i>

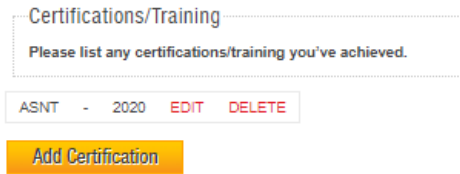
Printed Name	Signature
Position: <i>Keynote Speaker at API Storage Tank Conference</i>	
Company: <i>XYZ Company</i>	Date Signed: <i>October 14, 2021</i>
*For attendees, the leader of the meeting, host, trainer or supervisor may sign off For trainers/presenters, the host or trainer's supervisor may sign off	

Note: Verification of attendance must be completed by the trainer or supervisor overseeing the CPD activity. Certificants may not verify their own attendance on the API CPD Activities Form.

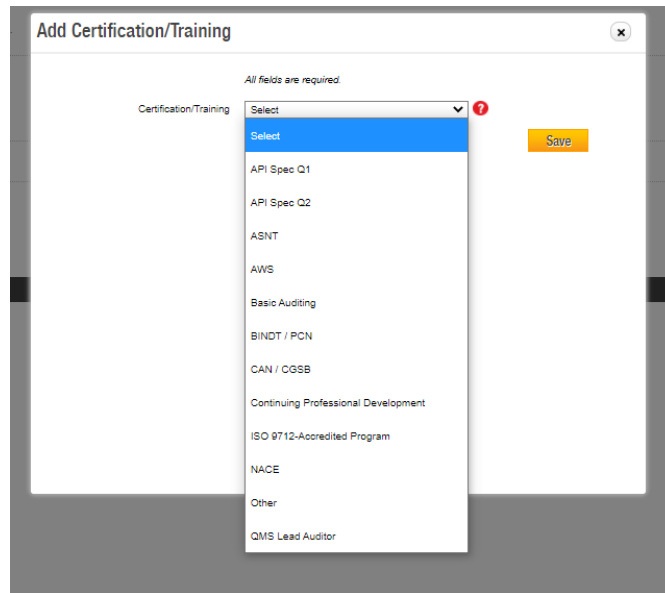
### CPD Submission

After attending their respective meetings, Al Attendit and Sally Ann Wright scan their completed forms. They then go to <https://inspector.api.org> and log in to their respective accounts. They can upload the form and other necessary verification to their account level education history, or their application education history.

The option for CPD hours is available under the “Certifications/Training” click “Add Certification.”



Once the window opens, they will select “Continuing Professional Development” from the drop-down menu.



Complete all the information in the window and upload all verifications.

For the [Technical Meeting](#), the Certificant must provide documentation showing the company name, the topic, and the duration of the technical meeting (example a PDF of the Outlook Invite). This should be submitted along with the completed API CPD Activities form.

The screenshot shows a web form titled "Add Certification/Training" with a close button (x) in the top right corner. Below the title, it states "All fields are required." The form contains the following fields and data:

- Certification/Training: A dropdown menu set to "Continuing Professional Development" with a red question mark icon.
- Training Information section:
  - Organization Name: "ABC Company"
  - Organization Email: "ERosion@ABCCompany.com"
  - Organization Phone: "202-202-2020"
  - Dates Taken: Two date pickers set to "21-Aug-2022" to "21-Aug-2022".
  - Description of Activity: "Corrosion Review at ABC Company" with a red question mark icon.
  - Hours Claimed: "2"
- Documentation section:
  - Attach your documentation. (red question mark icon)
  - Two file upload entries: "APICPDActivitiesForm\_CorrosionReview.pdf" and "CorrosionReview\_OutlookInvitation.pdf", each with a "DELETE" button.
  - An "Upload file" button.
- A yellow "Save" button at the bottom right.

Certificants who “[participate in industry events](#)” must provide proof of registration as well as proof of attendance, either as an attendance sheet or a completed API CPD Activities Form.

The screenshot shows a web form titled "Add Certification/Training" with a close button (x) in the top right corner. Below the title, it states "All fields are required." The form contains the following fields and data:

- Certification/Training: A dropdown menu set to "Continuing Professional Development" with a red question mark icon.
- Training Information section:
  - Organization Name: "API Storage Tank Conference"
  - Organization Email: "InspectorN@XYZCompany.com"
  - Organization Phone: (empty)
  - Dates Taken: Two date pickers set to "14-Oct-2021" to "14-Oct-2021".
  - Description of Activity: "STI vs API Tank Inspection and Repair Standards" with a red question mark icon.
  - Hours Claimed: "1"
- Documentation section:
  - Attach your documentation. (red question mark icon)
  - Two file upload entries: "APICPDActivitiesForm\_APITankConference.pdf" and "APITankConferenceRegistration.pdf", each with a "DELETE" button.
  - An "Upload file" button.
- A yellow "Save" button at the bottom right.