Keep your annual Continuing Professional Development
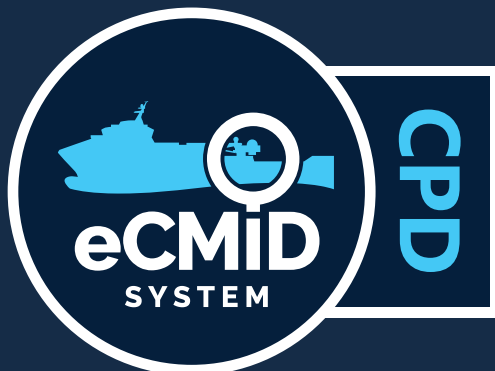
up to date with the help of the eCMID CPD App available on iOS or Android.

It's your duty and responsibility to keep your CPD up to date; and we've made it easy and simple to do!

Increasingly, professionals in many walks of life are expected to provide evidence of CPD and marine surveying is no different, especially as technologies, equipment and materials are constantly evolving.

What is Continuing Professional Development?

CPD involves maintaining and enhancing the knowledge, skills and experience related to your professional activities as an eCMID AVI. Just as importantly, it involves the development of those personal qualities that are required for carrying out skilled, technical and non-technical duties during your professional life.

Professional development should be a lifelong, systematic and planned process to maintain and develop professional competence, creativity and innovation. The outcome has value for both you as an individual and also your profession. CPD is a record of what you experience, learn and then apply. It is not a tick-box document recording the training you have completed. It's far broader than that.

Any learning activity which maintains, develops or increases knowledge, technical skills, problem-solving or professional performance standards can be included in your CPD toolbox.

CPD helps ensure your skills and knowledge are up to date. Undertaking quality professional development is particularly important in today's fast moving technological world as the pace of change can soon make previous learning out-of-date.

What will CPD do for you?

It can help you to reflect, review and document your learning and to develop and update your professional knowledge and skills base.

It can also:

- provide an overview of your professional development to date
- remind you of your achievements and how far you've progressed
- uncover gaps in your skills and capabilities and open up further development needs
- demonstrate your professional standing and currency to clients and peers

Accessing the eCMID CPD App

Accessing the eCMID CPD App by Android
Android users who wish to download the App need to go to the "Google Play Store" and in the search box type eCMID CPD. The App has the eCMID logo, so will not be hard to identify. Click on INSTALL. Once installed, open the App. A password reset is required on first access. Once logged in, click on "About eCMID" and select "Help". This will redirect you to a HELP page. Reading the document once and using the App should be self-explanatory.
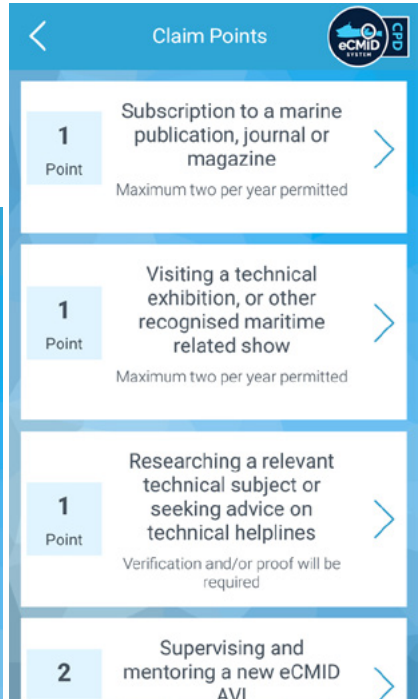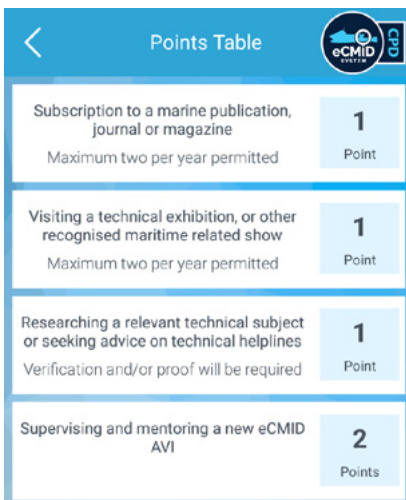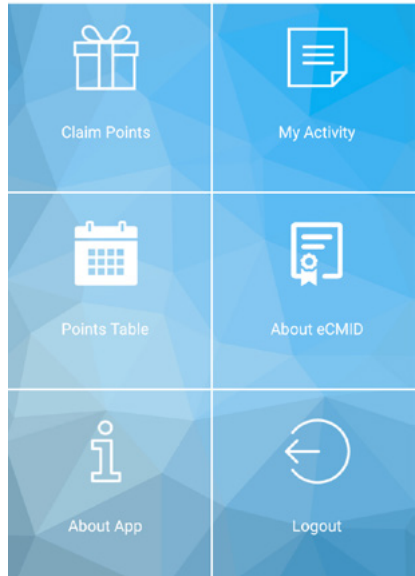
Accessing the eCMID CPD App by iOS
iOS users who wish to download the App, need to go to "App Store", click on the "Search" icon and in the search box type eCMID CPD. The App has the eCMID logo, so will not be hard to identify. Click on GET and then INSTALL. Once installed, open the App. A password reset is required on first access. Once logged in, click on "About eCMID" and select "Help". This will redirect you to a HELP page. Reading the document once and using the App should be self-explanatory.

Points Table*

Remember that it is a mandatory requirement to achieve a minimum of 10 CPD points per renewal year.

Activity	Points	Comments
Subscription to a marine publication, journal or magazine. Receipt of regular professional/industry updates.	1	Maximum two per year permitted
Visiting a technical exhibition or other recognised maritime related show.	1	Maximum two per year permitted
Attendance at an appropriate marine industry networking event.	1	Maximum two per year permitted
Researching a relevant technical subject, seeking advice on technical helplines or viewing relevant online videos.	2	
Purchase of an IIMS handy guide.	2	Maximum two per year permitted
Newly awarded affiliation to a relevant professional membership body.	2	Maximum two per year permitted
Submission of a completed eCMID/eMISW or other similar inspection report and/or participation in FMEA/DP trials as part of your routine occupation.	2	Maximum two per year permitted
Supervising and mentoring a new trainee AVI or undertaking supervision and mentoring from an approved AVI or senior colleague on new activities.	3	
Publication of an article in a marine related magazine, newsletter or website.	4	Maximum two per year permitted
Presentation or guest speaker at an IMCA/IIMS/MSA or other relevant event.	4	Maximum two per year permitted
Online attendance at any IMCA/IIMS/MSA organised seminar, conference, section meeting or training session.	2	
In person attendance at any IMCA/IIMS/MSA organised seminar, conference, section meeting or training session.	4	
Attendance at a relevant event held by another reputable organisation, e.g. OCIMF, NI, etc.	4	
Award of a newly attained and formally recognised marine qualification.	4	
Newly attained internal/external promotion or completion of structured/formal training.	4	
Preparation of technical reports for insurers, litigation or arbitration purposes. Participation as an expert witness (court or arbitration appearance).	4	Maximum two per year permitted
Other forms of ad hoc CPD for items not in the above table will be considered and points awarded accordingly.	1-4	Details will be required and up to 4 points may be awarded

Check the points table here:

http://www.ecmidvesselinspectors.com/ecmid-accreditation-scheme/continuing-professional-development/

Correct at 1 April 2019

* Please note: Some of the activities have a limit to the number of claims you can make.

Using the App and making a claim

Each AVI has a unique log in using their email address and a pre-set password which must be reset on first access. AVIs are encouraged to claim points in real time rather than saving up a claim for months. So for example, let's say an AVI attended an eCMID Accreditation Course yesterday. At the end of the event, or once home, the AVI can open the App to make a claim for 4 points for the event from the list of activities in "Claim CPD Points". Click on the activity and follow the instructions to submit your claim.

Once your claim is submitted, an automatic email comes back to you to advise that your claim has been submitted and will be reviewed soon. At the same time an email comes into the Marine Surveying Academy team advising that an AVI has claimed 4 points for attending the Course.

The eCMID CPD Administrator will click to accept or decline each claim. Assuming the claim is verified and accepted, an email is automatically sent back to the AVI to inform them that 4 CPD points have been credited to their CPD account and that they now only require 6 more points to fulfil the eCMID CPD criteria. AVIs can check their CPD account to see that the points have been allocated and added successfully. This process repeats each time an AVI makes a successful CPD points claim, with the number required counting down automatically.
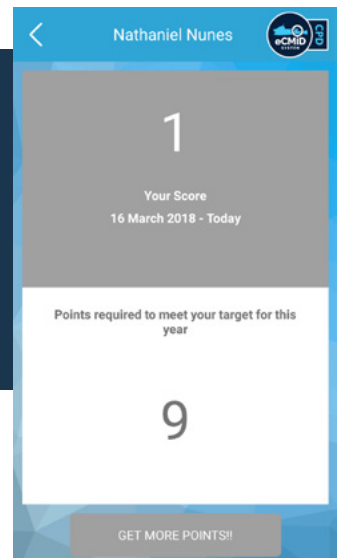
AVIs are expected to achieve a minimum of 10 CPD points accrued over a fixed one-year period from the date of their annual renewal, eg 1 November 2018 to 31 October 2019. After the one-year term the accrued points will be reset back to zero. There is no limit to the number of points an AVI can claim in a year, however points cannot be carried forward to the following year. An AVI is required to send attachments to verify their claims if necessary.

An example of a typical CPD claim:

Submission of two eCMID reports	= 4 points
Subscription to a professional journal	= 1 point
Attend the eCMID Accreditation Course	= 4 points
Visit a technical exhibition	= 1 point

The AVI has now accrued the minimum 10 points required.

In the event an AVI does not make any CPD claims during the year, he/she will be reminded periodically by email that they have a duty and responsibility to acquire the necessary points by the annual expiry date of their renewal.

Evidencing your CPD claim

AVIs are sometimes disappointed when a claim for CPD points is rejected. The only reason this will happen as a rule is when insufficient evidence to substantiate your claim has been submitted. So, you are reminded that it is vital to ensure your claim comes with the appropriate evidence (if required for that activity) so we can easily accept your request. Attachments can be sent with each claim, so take a photograph of a certificate or document that proves your claim. For example, let's say you attended a maritime related exhibition. Take a selfie photo of yourself at the event and attach it to the App with your claim as proof! We'll approve it.

Why use the eCMID CPD App?

- Record and update your CPD in real time.

- Simple to use App.

- Track your CPD progress.

- Claims can be submitted anytime, anywhere.

Speaking about the eCMID CPD App, IIMS Chief Executive Officer, Mike Schwarz, said...

"Since we launched the App, it has gone from strength to strength and for many inspectors it has become second nature. I encourage those who have not tried this simple technological solution to get involved and use it."

"I am pleased that MSA has created a very inventive and unique solution that sets us apart from other similar organisations. The investment in time and money has produced a very worthwhile and significant benefit to AVIs."

"I extend my personal thanks to IIMS member, Capt Ruchin Dayal FIIMS and his App development team based in Goa. They have developed something that far exceeded my initial expectations and initial specification."

Need help? Anyone needing help or technical advice on the eCMID CPD App and its use should contact the MSA via email at **info@marinesurveyingacademy.com** or by telephone on **+44 23 9238 5223**.