



EMCI REGISTER

Document:
EMCI.PD.004.INT CPD REQUIREMENTS V1-PILOT

GENERAL PROVISIONS

The following applies to document EMCI.PD.004.INT (CPD vereisten):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.008.INT Rules for CPD

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

Explanation

CPD points are calculated in contact-clock hours.

1 CPD point = 1 contact clock-hour

Client assignments are to be calculated in numbers or net turnover in accordance with the equation:

If maritime broker:	1 cliënt assignment = € 5.000,- turnover VAT excluded
If marinesurveyor:	1 cliënt assignment = € 1.750,- turnover VAT excluded
If maritime appraiser:	1 cliënt assignment = € 1.250,- turnover VAT excluded
If harbourmaster:	Not applicable

CPD activities and assignments qualify if:

- related to the granted registration & certification scope
Example: you are an appraiser, broker or marinesurveyor and attend a specialization course VAT on yachts
- helpful/supportive to the granted registration & certification scope
Voorbeeld: you are an appraiser, broker or marinesurveyor and have acquired an assignment with the specific requirement you speak a foreign language at a basic level. You attend here for a language course.

Additionally, for client assignments, the evidence must be delivered which proofs all assignments are handled in accordance with the code of conduct (document EMCI.PD.002 Code of conduct), process- & procedure requirements (document EMCI.PD.003 Process- & procedure requirements).

CPD activities do not require upfront approval. The certificate holder him/herself decides on the qualification. Based on the showed/available evidence and on the occasion of the upgrade audit 'associate to full' or the recertification audit (every 5-years), the auditor approves or rejects.



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REQUIREMENTS FOR CERTIFICATE HOLDERS ASSOCIATE LEVEL

NOT APPLICABLE FOR HARBOURMASTERS

Associate period

- The associate period consists of 5 sequential years, starting per January 1st following the 1st year of registration and certification.
- In the year the registration and certification is granted, no CPD requirements apply till December 31st.
- The testing is handled based on the upgrade audit 'associate to full level'.

Requirements

1. 60 or more CPD points if the sequential 5-year-period is met
 - If the associate period is shorter than 5 sequential years:
 - ≤ 1 year = 12 or more CPD points
 - ≤ 2 year = 24 or more CPD points
 - ≤ 3 year = 36 or more CPD points
 - ≤ 4 year = 48 or more CPD points
 - ≤ 5 year = 60 or more CPD points
2. 15 or more scope related client assignments
 - Indien less than 2-year associate level:
 - ≤ 2 year = 25 or more client assignments



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REQUIREMENTS FOR CERTIFICATE HOLDERS FULL LEVEL

NOT APPLICABLE FOR HARBOURMASTERS

Full period

- The full period consists of 5 sequential years, starting per January 1st following the 1st year of the full registration and certification.
- In the year the registration and certification is granted for the 1st time, no CPD requirements apply till December 31st.
- The testing is handled based on the recertification audit (every 5-year).

Requirements

1. 60 or more CPD points
2. 60 or more scope related client assignments



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REQUIREMENTS FOR HARBOURMASTERS ASSOCIATE LEVEL

ONLY FOR HARBOURMASTERS

Associate period

- The associate period consists of 2 sequential years, starting per January 1st following the 1st year of registration and certification.
- In the year the registration and certification is granted, no CPD requirements apply till December 31st.
- The testing is handled based on the upgrade audit 'associate to full level'.

Requirements

1. 12 or more CPD points if the sequential 2-year-period is met
 - If the associate period is shorter than 5 sequential years:
 - ≤ 1 year = 6 or more CPD points
 - ≤ 2 year = 12 or more CPD points



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REQUIREMENTS FOR HARBOURMASTERS FULL LEVEL

ONLY FOR HARBOURMASTERS

Full period

- The full period consists of 1 sequential year, starting per January 1st following the 1st year of the full registration and certification.
- In the year the registration and certification is granted for the 1st time, no CPD requirements apply till December 31st.
- The testing is handled based on the annual recertification audit.

Requirements

1. 30 or more CPD points