



BOARD OF ARCHITECTS
OF QUEENSLAND

My Arch CPD is the BOAQ's new online CPD Activity Record to enable all Architects (practising and non-practising) to record their CPD Activities electronically on their personal profile on the **BOAQ's website**. This new feature will assist architects to keep track of CPD undertaken, and will be convenient for you to access when you are audited by the Board.

My ARCH CPD is located next to the About Me and Receipt History tabs on your BOAQ profile page. The BOAQ webpage is accessible from all mobile devices as well as desktops.

Login today and start logging your CPD online.

Features

- Easy to use layout to record your CPD with fields for date of the activity, name of activity, CPD provider, allocation of National Standard of Competency for Architects – Design, Documentation, Project Delivery and Practice Management checkboxes and the hours claimed for the activity.
- Able to edit and/or delete entries as required.
- **Smart, intuitive tracking utilising the Board's CPD year of 1 April to 31 March each year**
- Multiple onscreen trackers, including a tracker to ensure you are on track for Formal hours as well as total hours.
- Able to record and review previous years CPD activities.
- Able to upload documentary evidence of having completed and attended the CPD Activities
- Architects will be able to provide a quick response to any request made during a CPD Audit.
- Can be viewed on all mobile devices so no need to worry about forgetting a CPD activity. Log it while you're doing it!

Things to Remember

1. For ease of calculation, all times are recorded in minutes (600 minutes = 10 hours)
2. Architects are still required to keep evidence of CPD undertaken for a minimum of 5 years (this includes receipts, attendance records, certificates, course outlines, etc.)

Steps to Logging

1. Login to the Board's website www.boaq.qld.gov.au using your registration number and password (if you don't have one or have forgotten it click on the "Forgot My Password" link)
2. Click on the My Arch CPD tab (*located next to the About Me and Receipt History tabs on your BOAQ profile page*)
3. Click on the + at the top right of the My CPD table.
4. Add the date of the activity, the name of the activity, provider, tick the competency/s covered and allocate the time spent.
5. Save and Close.
6. Continue to add activities.
7. My CPD by Year table will automatically update as will the trackers. (Remember to reload or refresh the page to see updates).
8. Continue to the Evidence Panel and upload your documents using the same date as you logged the activity.
9. The CPD Activity is now fully logged and you can now respond to any requests for information regarding your CPD Compliance quickly and efficiently.