



HYDROLOGISTS REGISTRATION BOARD

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

FOR HYDROLOGY PROFESSIONALS

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Contents

Abbreviations and acronyms	3
DEFINITIONS	4
1. Introduction.....	6
Objectives	6
Significance.....	6
2. General Requirements	7
3. Records.....	8
4. Activities.....	9
5. NOTES TO THE FILLING OF THE CPD RECORD FORM	17

Abbreviations and acronyms

HRB	Hydrologists Registration Board.
PHD	Doctor of Philosophy
PLWDS	People Living With Disabilities
CPD	Continuous Professional Development
TWG	Technical Working Group
Board	Hydrologists Registration Board

DEFINITIONS

“Annual License” means license issued under Section 20 of the Hydrologists Act, 2017.

“Board” means the Hydrologists Registration Board established by the Hydrologists Act, 2017.

“Conferences” a formal meeting of people with a shared interest, typically one that takes place over several days and usually at national, regional or international level.

“Consultant hydrologist” means a person or firm registered under the Hydrologists Act, 2017 as a consultant hydrologist and who holds a valid license issued by the Board.

“Continuous Professional Development” means systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of technical and professional duties throughout one’s working life.

“Hydrology” means the science that deals with the study of the occurrence of water, its distribution, properties and circulation of water on earth and other planets including water resources, water cycle and watershed sustainability. It is the science that encompasses the study of water on Earth’s surface and underneath the Earth’s surface, the occurrence and circulation of water, the physical and chemical properties of water, and its relationship with the human and material components of the environment.

“Hydrology Professional” means a member with a valid practicing license issued by the Board.

“Register” means any of the registers required to be kept under section 13 of the Hydrologists Act, 2017.

“Seminars” means events designed to pass along information, knowledge, or practices that are beneficial to the audience.

“Works” means hydrological studies, activity, task, project or other situation in which a registered hydrology professional is engaged in providing professional services.

“Work-related activities” means all activities undertaken as part of a hydrology professional’s daily tasks and relates to the hydrology profession.

“Workshop” a meeting at which a group of people engage in intensive discussion and activity on a particular subject or project.

1. Introduction

This Continuous Professional Development (CPD) Policy is aimed at developing the capacity of professionals practicing in the field of hydrology by upgrading their skills and knowledge to ensure that they deliver effective and efficient hydrological services in Kenya. Development of a CPD Policy is supported by Section 4 of the Hydrologists Act, 2017 which mandates the Board to promote standards of professional competence and practice amongst hydrologists.

Objectives

The objective of the CPD policy is to:

- i. Improve professional competence of hydrology professionals.
- ii. Keep abreast of changing technologies, procedures and standards.
- iii. Improve established processes and procedures for hydrological work.
- iv. Identify mechanisms to improve and promote quality and apply feedback to improve performance.
- v. Understand and apply advances in technology, job skills and knowledge.
- vi. Better serve the hydrology professionals, community and environment.
- vii. Assist associate hydrologists to increase capacity for learning so as to be more capable, confident and adaptable when faced with change.
- viii. Broaden into related fields, such as those covering management, financial or legal aspects in order to improve work performance and enhance career prospects.
- ix. Maintain, improve or expand technical skills and knowledge. It is generally accepted that a person's ability to maintain high levels of professional competence is achieved by continually upgrading his/her skills and knowledge.

Significance

The Continuous Professional Development policy has the following benefits;

- i. Fosters excellence in the hydrological profession.

- ii. Provides a mechanism through which hydrology professionals are accountable for remaining current in their practice thus improving the hydrology profession's credibility with the public.
- iii. Enhances and/or expands the domain of practice.
- iv. Enhances professional image.
- v. Facilitates practice mobility.
- vi. Facilitates upward movement in the value chain to clients and employers.
- vii. Improves marketability.

2. General Requirements

- i. Every practicing hydrology professional shall obtain a maximum of seventy (70) CPD points in a period of two (2) calendar years following the coming into effect of this Policy, subject to a minimum of 30 points within the first year. In subsequent years, a hydrology professional shall be required to obtain a maximum of fifty (50) points per calendar year. Hydrological assistants shall earn half of the points for every category as spelt out in this Policy and shall obtain a maximum of twenty-five (25) points in a calendar year. Associate hydrologists will not be required to earn CPD points.
- ii. Where a hydrology professional exceeds the annual requirement of fifty (50) CPD points in the year under review, a maximum of twenty-five (25) excess points may be carried forward into the following year.
- iii. A hydrology professional who has not obtained sufficient CPD points in the year under review shall not be allowed to renew his/her annual practicing license.
- iv. Where a hydrology professional has failed to meet the prescribed CPD points requirements or has not submitted returns for two consecutive years, the Board shall notify the hydrology professional to comply within a certain period and it will be the

Board's discretion to administer such corrective measures as set out in the Hydrologists Act 2017, Hydrologists Regulations or the Code of Practice and Professional Ethics.

- v. Further to subsection 2(iv), a hydrology professional whose license has not been renewed shall also be required to meet such conditions as provided for in the Hydrologists Act 2017 and the Hydrologists Regulations.
- vi. A hydrology professional whose license has not been renewed under this paragraph, shall be required to fulfill all other conditions required for inclusion in the list of hydrology professionals, before reinstatement.
- vii. Further to subsection 2(iv), a hydrology professional whose practicing license has not been renewed shall also be required to obtain sixty (60) CPD points within one year before being allowed to practice.
- viii. A hydrology professional may be exempted from continuous professional development requirements if he/she experiences disabilities, prolonged illness or other extenuating circumstances which prevent him/her from practicing, subject to provision of supporting evidence.

3. Records

- i. Every hydrology professional shall submit to the Board their annual CPD activities in the format provided in Form HRB01 not later than 31st December of each year, for assessment.
- ii. Failure to submit the CPD record sheet as stipulated annually shall result in the denial of annual practicing license.

4. Activities

The Board shall recognize the following activities as contributing to the professional development of practicing hydrologists as prescribed by the Board from time to time:

Table 1: Details of CPD Activities and CPD Points

S/No.	CPD Activity	CPD Points	Maximum CPD points per year	Description
1.	Conferences	5 per conference	10	Conference to discuss a topic, where the participant is part of the audience and makes a presentation. Only applicable at national, regional and international levels. (Minimum of 3 days)
		10 per Presentation in a conference	20	
		7 for a Facilitator, coordinator, organizer, session chair and rapporteur	14	
3.	HRB Annual Conference	2 per day.	6	For attendance of annual delegates conference, to last 3 days. Professionals can only earn 2 points for each day of attendance.
		2 per presentation of research paper, findings, thesis, scientific paper.	4	For presentation of research paper, findings, thesis, scientific paper at the annual delegates conference.
4.	Day to day activities for hydrology professionals	2 per activity as per approved schedule of duties.	10	This refers to hydrology professionals working as technical staff in public or private institutions.

				Also for lecturers teaching subjects, courses recognized under the Hydrologists Act, 2017 and the Hydrologists Regulations.
5.	Seminars, Symposia, Trainings, Technical presentations, and Workshops.	5 per activity for physical participation. 1 per activity for online participation.	5 4	A scheduled meeting to discuss a specific topic or area of interest.
6.	Lectures	1 per activity	3	Attendance of a special lecture lasting at least 45 minutes.
7.	Keynote speaker in conferences, seminars, symposia, workshops, lectures.	10 per activity	20	An invited speaker in a conference, symposium or workshop who presents for at least 45 minutes and is the highlight of that particular activity.
	Presenter/Panel list in seminars, symposia, workshops, lectures, exhibitions.	3 per activity	6	A presenter is a person who makes a presentation lasting 30 minutes.
	Facilitator, coordinator, organizer, session chair and rapporteur in seminars, symposia, workshops, lectures.	5 per activity	15	The event must be at least 2 hours long.
	Participation in	5 per activity	10	Membership of a committee or

	Commissions, Committees and Task Forces.			task force to investigate and report on an issue.
8.	Technical Working Group	6 per activity. 2 per working period of below 1 month. 3 per working period lasting more than 1 month.	6	Selected group of experts appointed to accomplish an assigned task to completion.
9.	Day to day activities of private practitioners	2 per activity as per approved schedule of duties.	10	This refers to a registered hydrology professional under self-employment, or to one employed by or working under a licensed consultant hydrologist or a consulting hydrology firm.
10.	Short courses	5 per course	10	Courses with a curriculum offered by an accredited CPD provider, government or international agency lasting a minimum of three days and maximum of 1 week.
11.	Certificate courses	5 per course 10 per course	10	Courses with a curriculum offered by an accredited CPD provider or government or international agency lasting from a minimum of one week to a maximum of 3 months. Same as above, but for courses lasting from a minimum of 3 months to a maximum of 12 months.
12.	Diploma	15 per course	15	Courses with a curriculum

	courses			offered by an accredited CPD provider or government or international agency.
13.	Post-graduate courses.	20 points per year for Masters courses. 25 points per year for PhD courses.	20 25	This includes post-graduate certificate, diploma, masters' programs in hydrological sciences and related fields. For PhD in hydrological sciences and related fields. Subject to a maximum timeline of 12 months for post-graduate certificate or diploma course; 2 years for Masters programs; and 5 years for PhD programs.
14.	Principal author of a peer-reviewed publication.	10 per publication	10	The main author of a peer reviewed publication.
15.	Co-author of a peer-reviewed publication.	5 per publication	5	A collaborating author of a peer reviewed publication.
	Principal author of a peer-reviewed book.	20 per book	20	The principal or main author of a book.
	Peer-reviewed Co-author of a book.	15 per book	15	A collaborating author of a book.
	Peer-reviewed Author of a book chapter.	10 per chapter	10	The practitioner's name must appear as a contributing author.

	Publication of articles, features, blogs via print and electronic media.	1 per publication	3	The author's name must be clearly associated with the article, feature, and blog.
	Peer review activity.	1 per activity	5	A practitioner, after Board invitation, assesses other practitioner's credentials and files for purposes of a Board inquiry.
16.	External examiner, supervisor.	1 per activity	5	External examiner and supervisor appointed from an accredited college or university or other higher institution of higher learning.
17.	Community Social Responsibility.	1 per activity	5	The practitioner is responsible for developing and implementing to completion functional and sustainable CSR activities and projects. Subject to relevant approvals and quantification of work done together with evidence where applicable.
18.	Accredited provider of CPD courses.	10 per activity	20	The provider is properly certified with all relevant approvals.
19.	Recognition award	5 per award	10	Recognition by the State, professional bodies, creditable local and international academic and other institutions, for work and activities related to the Hydrology and the hydrology profession.
20.	Attendance at scheduled meetings of	2 per activity	6	The meetings should last at least four hours for one-day meetings.

	professional bodies.			
21.	Mentoring, guiding, supervising interns, hydrology professionals and staff.	2 per intern. 2 per hydrology professional and staff.	10 10	Practitioner should demonstrate responsibility in mentoring, guiding or supervising interns and staff.
22.	Certified hydrological reports for implementation of hydraulic works.	10 per report	30	Proof or sufficient evidence to be provided e.g. letters of appointment, completion certificates.

- All CPD activities must be relevant to the field of Hydrology.

CPD activity forms must be accompanied by relevant proof of undertaking the activity which will include, but is not be limited to:

- i. Certificate of attendance, participation or appreciation;
- ii. Curriculum/syllabus/course outlines whichever is applicable;
- iii. Invitation letter;
- iv. Program of activities;
- v. Copies of presentations (where individual was a facilitator);
- vi. Copies of membership certificates to professional bodies where applicable;
- vii. Payment receipt;
- viii. Attendance list/register;
- ix. Letters of appointment, deployment and duty allocation;
- x. Published article, feature, and blog with relevance to hydrology;

- xi. Online activity with internet address relevant to hydrology;
- xii. Short course, diploma, higher national diploma, Bachelor's, Master's, PhD, fellowship certificates;
- xiii. Award, innovation, patent number;
- xiv. Proof of completion of works/projects; and
- xv. Any other requirement as the Board may request.

In exceptional cases, the Board may consider a request from a hydrology professional who wishes to claim points for participating in an activity that is not provided for by the Policy. In such cases, the concerned professional shall apply in writing to the Board within 2 weeks after the lapse of the activity and the Board shall respond and state whether the activity qualifies to be awarded points and, further, how many points have been awarded. The Board at its own discretion may or may not approve the application.

Form HRB01: Annual CPD Activities and Points Claimed

S/No.	CPD activity undertaken	Date Undertaken From: – To: (dd/mm/yyyy)	CPD Points Earned	Remarks (Authorized Officer)
1.				
2.				
3.				
4.				
5.				
Sub-total CPD Points				
CPD points carried forward from previous year				
Total CPD points claimed				

NAME:

REGISTRATION NO:

PERIOD:

FROM: (DD/MM/YYYY)/..... /.....

TO: (DD/MM/YY)...../...../.....

5. NOTES TO THE FILLING OF THE CPD RECORD FORM

- i. The CPD record form must be submitted by 31st December of every year. Practicing hydrology professionals will be required to submit details of CPD activities for the current calendar year.
- ii. Activities should be recorded in a chronological order, starting with the most recent.
- iii. CPD points garnered in one calendar year in the excess of the maximum allowed can be carried over to subsequent years up to a maximum of 25 CPD points.
- iv. Only activities approved by the Board for purposes of CPD shall be entered in the record form.
- v. The Board shall be at liberty to appropriately adjust the entries where in the determination of the Board the activities have been wrongly entered. The corrected record form shall be returned to the concerned hydrology professional for concurrence. The hydrology professional may appeal against the corrections giving further information. The Board shall such consider such an appeal and issue a final record form.
- vi. The Board shall have an elaborate database system for managing all information related to the collection, storage, filling and award of CPD points.
- vii. The Board shall establish a standing CPD Committee to manage the process of award of CPD points.