

CIBSE CPD

My CPD Guidance



Continuing Professional Development (CPD) is an essential part of maintaining professional competence and supporting lifelong learning.

This guide will help you use CIBSE's My CPD portal to record your objectives, track your development activities and reflect on the learning gained throughout the year.

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Accessing My CPD

CPD can now be recorded in our refreshed My CPD portal, accessed via MyCIBSE.

1. To login, [click here](#).
2. You will be prompted to login with your MyCIBSE username and password.

If you have not yet used MyCIBSE before, click 'Register' to setup your profile.



Username

Password

Login

[Forgot Password?](#)

Register

Alternatively you can access the portal by visiting the CIBSE homepage at www.cibse.org and click 'Login' in the top right corner.

Once logged in, click on 'My CPD' at the top of the screen. This will take you directly to the My CPD dashboard.



CIBSE CPD Requirements for Members

As a reminder, CIBSE Licentiate, Associate, Member and Fellows are required to:

- Take ownership of their learning and development needs
- Undertake a variety of development activities
 - Including at least one semi-structured CPD activity on Sustainability (from 1 January 2024)
 - Including at least one semi-structured CPD activity on Building Safety (from 1 January 2024)
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities
 - Reflect on at least two CPD activities per year, and any activity over five hours long
- Evaluate their CPD activities against objectives
- Review and update their professional development plan
- Support the learning and development of others

If you reside in our Australia and New Zealand region, your CPD requirements can be viewed at www.cibse.org/cpd-anz.

My CPD Dashboard

Once logged in, you'll be directed to the My CPD dashboard.

- If you are a **CIBSE Member**, you will see the CIBSE Membership heading in blue.
- If you are a **Registrant of CIBSE Certification**, you will see an additional CIBSE Certification heading in green.

For the purposes of recording **CPD for your CIBSE Membership**, you only need to interact with the blue requirements and guidance.

 Preferences Groups & Networks Areas of Interest CPD 

MyCPD



CIBSE Membership Number: 062525

Maintaining your professional competence through Continuing Professional Development (CPD) is a requirement of CIBSE Corporate Membership. Use this portal to plan, record and reflect on your development activities, helping you demonstrate ongoing competence and meet the requirements of the CIBSE Code of Conduct.

For more information, CIBSE's CPD Guidance can be [viewed here](#).

2 of 2 items

Year	# CPD Hours	# Objectives	# Assigned Objectives
2026		11	3
2020		1	1

New CPD Summary Year

2026

Create CPD Summary

The dashboard shows a summary of the CPD activity recorded over the years, including the total number of CPD hours, objectives and assigned objectives.

Creating a New CPD Summary for the Year

To record CPD for a new year, you must first create a 'New CPD Summary Year'.

This is where you'll record any objectives and activities you have during this period.



MyCPD



CIBSE Membership Number: 062525

Maintaining your professional competence through Continuing Professional Development (CPD) is a requirement of CIBSE Corporate Members

For more information, CIBSE's CPD Guidance can be [viewed here](#).

2 of 2 items

Year	# CPD Hours
2026	
2020	

New CPD Summary Year

2026

Create CPD Summary

- Click **'Create CPD Summary'**
- And then click **'View / Edit CPD for 2026'** (or your applicable year)
- This will then take you to the CPD summary for the year.


Preferences

MyCPD

✓ CIBSE Membership Requirements

CIBSE Membership Number: [062525](#)

Maintaining your professional competence through Continuing Professional Development (CPD) is a requirement of CIBSE Corporate Membership. Use this portal to plan, record and

For more information, CIBSE's CPD Guidance can be [viewed here](#).

2 of 2 items

Year	# CPD Hours	# Objectives
2026		11
2020		1

New CPD Summary Year

2026
▲
▼

Click button below to go to 2026 CPD Summary

View / Edit CPD for 2026

Once the CPD Summary is created for the year, you can return to it at any time from the dashboard by clicking on the year.

Continued on following page.

Your CPD Summary for the Year

For **CIBSE Members**, you will see a blue drop down box that covers the CIBSE CPD requirements.

If you are also a Registrant of CIBSE Certification, you will also see a green drop-down box that covers the Certification CPD requirements.

For the purpose of CIBSE Membership, you only need to interact with the guidance in the blue box.



PreferencesGroups & NetworksAreas of InterestCPD

MyCPD for 2026

2026 CPD Print Summary

Back to MyCPD

✓ CIBSE Membership Requirements

CIBSE Membership Number: 062525

Summary of Total Membership CPD

Total Activities: 4
Building Safety CPD: 0
Sustainability CPD: 1

A summary of your recorded CPD for the year can be viewed here, including the two mandatory CPD topics.

CPD Requirements for Corporate Members:

- Take ownership of their learning and development needs
- Undertake a variety of development activities
- Including at least one semi-structured CPD activity on Sustainability
- Including at least one semi-structured CPD activity on Building Safety
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities
- Reflect on at least two CPD activities per year and any activity over five hours long
- Evaluate their CPD activities against objectives
- Review and update their professional development plan regularly
- Support the learning and development of others

There is no minimum number of CPD hours required. Instead, the focus is on how your development activities help maintain and enhance your professional competence in relation to your role.

For further guidance, including examples of CPD activities, visit www.cibse.org/cpd-guidance.

Continued on following page.

CPD Objectives for 2026

New CPD Objective for 2026

3 of 3 items

Q Search this list...

	Title	Description	Status	Target Date
View / Edit	Improve knowledge of building performance and operational energy use	Develop a better understand...	Open	31 Dec 2026
View / Edit	Strengthen competence in fire safety and building regulations	Enhance understanding of c...	Open	31 Dec 2026
View / Edit	Develop leadership and project management skills	Improve the ability to mana...	Open	31 Dec 2026

CPD Activities for 2026

New CPD Activity for 2026

4 of 4 items

Q Search this list...

	Title	Type	CPD hours	Start Date	End Date
View / Edit	Leading a Multidisciplinary Design Coordination Workshop		2	22 Jul 2026	22 Jul 2026
View / Edit	Reading CIBSE Guide E: Fire Safety Engineering		4	5 May 2026	6 May 2026
View / Edit	CIBSE Webinar: Closing the Building Performance Gap		2	12 Mar 2026	12 Mar 2026
View / Edit	Supporting the CIBSE Young Engineers Network Careers Event		3	3 Feb 2026	3 Feb 2026

A summary of your recorded CPD Objectives and Activities can also be found on the CPD year summary

Recording Your Objectives

CIBSE Members are encouraged to set CPD objectives to help plan and evaluate their professional development throughout the year.

Example objectives

- Improve knowledge of building performance and operational energy use.
- Strengthen competence in building safety and regulatory compliance.
- Develop leadership and project management skills.

To do so, click on **'New CPD Objective for 2026'**.

From here, enter in:

- Title
- Description
- Status (open or achieved)
- Target date

Click 'Save' when finished.

You can then continue to add additional Objectives or click 'Back to CPD Summary for 2026' to start recording activities.

2026 CPD Objective

[Back to MyCPD](#)[Back to CPD Summary for 2026](#)

* Title
Develop my understanding of low-carbon building services design

* Description
To improve my knowledge of low-carbon technologies, industry guidance and best practice in building services engineering. I will apply this learning to my professional work by evaluating opportunities to reduce energy use and carbon emissions in building projects. Progress will be supported through a combination of structured learning, industry events and self-directed study.

* Status
Open

* Target Date
26-Nov-2026

[Save](#)

Recording Your CPD

To record a CPD activity, from the CPD Summary for the year, click 'New CPD Activity for 2026' (or applicable year)

CPD Activities for 2026

New CPD Activity for 2026

4 of 4 items

Search this list...

	Title	Type	CPD hours	Start Date	End Date
View / Edit	Leading a Multidisciplinary Design Coordination Workshop		2	22 Jul 2026	22 Jul 2026
View / Edit	Reading CIBSE Guide E: Fire Safety Engineering		4	5 May 2026	6 May 2026
View / Edit	CIBSE Webinar: Closing the Building Performance Gap		2	12 Mar 2026	12 Mar 2026
View / Edit	Supporting the CIBSE Young Engineers Network Careers Event		3	3 Feb 2026	3 Feb 2026

The following screen will enable you to record your CPD activity.

Note: The CPD Activity screen includes both Membership and CIBSE Certification fields.

If you are recording CPD for CIBSE Membership only, complete the blue CIBSE Membership CPD section and ignore the green CIBSE Certification CPD section.

Any Objectives you have created will be listed, which you are able to assign to the activity you're recording.

Complete all relevant fields, including the reflective practice questions where applicable. Reflection is mandatory for **at least two CPD activities each year**, and for any individual activity lasting more than five hours.

Press Save at the bottom of the screen when complete.

The screenshot shows the '2026 CPD Activity' form. At the top, there is a blue header bar with the CIBSE logo and navigation links: 'Preferences', 'Groups & Networks', 'Areas of Interest', and 'CPD'. The form itself has a white background with a blue border. It contains several input fields and sections. A red callout box points to the 'Applicable Objectives' section, stating: 'You can link your CPD activity with any Applicable Objectives you have recorded.' Another red callout box points to the 'CIBSE Certification CPD' section, stating: 'At the bottom of the CPD Activity screen you will see a green box for CIBSE Certification CPD. This is only applicable for Registrants of CIBSE Certification and can be ignored if it doesn't apply to you.' A third red callout box points to the 'Upload Evidence' section, stating: 'It is not mandatory for CIBSE Members to upload evidence of their CPD activities, although members may choose to retain supporting records for their own reference.' The 'Save' button at the bottom right is highlighted with a red box.

2026 CPD Activity [Back to MyCPD](#) [Back to CPD Summary for 2026](#)

* Activity Title

* Start Date

* End Date

* CPD Hours

Applicable Objectives

- ☐ Improve knowledge of building performance and operational energy
- ☐ Strengthen competence in fire safety and building regulations
- ☐ Develop leadership and project management skills

CIBSE Membership CPD

Category

Specialism

Description of CPD activity

What did I learn from this activity?

How will I apply this learning to my work?

CIBSE Certification CPD

Type

Applicable Scheme(s)

- ☐ DEC
- ☐ EPC
- ☐ AC
- ☐ LCC
- ☐ ESOS
- ☐ HNC

Upload Evidence

[Upload Files](#) Or drop files

After uploading any new files click save to view attachments below

[Save](#)

Submitting Your CPD for Audit

If you have been randomly selected as part of CIBSE's annual CPD audit, you have been prompted to record your CPD for the year in the MyCIBSE portal.

Once your CPD has been updated and accurately reflects your activity for the audit year, no further action is required.

Your audit notice will have included a deadline for CPD submissions, providing your CPD is updated by this date, it will be sent to our CPD Assessors for review.

Feedback will be shared via email and can take up to eight weeks.

Submitting External Records of CPD for Audit

If you maintain your CPD record outside the CIBSE My CPD system, you may submit your external CPD records for audit, provided they meet [CIBSE's CPD requirements](#), including the mandatory requirement for reflective practice.

To support this, CIBSE provides a **CPD Reflective Practice Template**, which can be downloaded from www.cibse.org/cpd-audit.

Please email your external CPD records and completed reflective practice template to cpd@cibse.org. We will upload them to your CIBSE member profile for assessment as part of the audit process

CPD Guidance

Remember: Effective CPD is not simply recording what you did. Members are encouraged to reflect on what they learned, how it will improve their professional practice, and what further development may be required.

Good reflective practice should explain:

- What you learned from the activity
- How the learning will influence your professional practice
- Any further development needed to build on the learning

- For more guidance on CIBSE CPD, visit www.cibse.org/cpd-guidance.
- For any questions, please contact cpd@cibse.org.

Frequently Asked Questions

- For frequently asked questions, visit www.cibse.org/cpd-faq.