



CERTIFICATION MAINTENANCE GUIDELINES

1. Introduction

The aim of this policy is to ensure that all IPAN-SoTLAN Certified persons maintain an adequate level of knowledge and competence in their respective areas/categories and engage in relevant Continual Professional Development (CPD) programmes for further improvement of their knowledge and keep up to date with developments in their areas of practice.

IPAN-SoTLAN Certified persons who successfully comply with this CPD policy will be able to continually demonstrate competence and current knowledge regarding their professional practice. These requirements are set and overseen by the IPAN-SoTLAN Scheme Committee.

2. Certification Requirements

IPAN-SoTLAN Credentials have a validity of three years. In order to maintain their certification, IPAN-SoTLAN Certified persons are required to demonstrate (through documented evidences) that they are performing certification related activities on an annual basis. Also, they are required to pay an Annual Maintenance Fee.

Note: Annual CPD Credit and AMF Requirements can be found in appendix 1 and 2 of this Guideline, respectively.

2.1 Continuing Professional Development (CPD) Programme

Continuing Professional Development programme is a structure for demonstrating, documenting and monitoring skills, knowledge and experiences acquired by certified persons beyond their initial certification date.

CPD programme helps to ensure that IPAN-SoTLAN Certified persons remain knowledgeable about technological advancements and current regulatory requirements in their fields of practice. It improves the operation, maintenance and management skills of certified persons and ensures the continuous quality of their service delivery. It is vital for updating professional knowledge/experience, recognizing achievements and demonstrating professional activities carried out within a given certification period.

2.1.1 How to Earn IPAN-SoTLAN CPD Credits

IPAN-SoTLAN CPD Credits can be earned in any of the three (3) following ways:

1) Participate in trainings, conferences, workshops or educational programmes related to your certification (**12 CPD Credits**), examples:

- ✓ *On- the-job training*
- ✓ *Technical conferences and Professional bodies' workshops*
- ✓ *Higher educational qualifications or courses – diplomas, postgraduate degrees, etc.*

1 (one) CPD Credit is earned for each sixty (60) minutes of participation in Technical conferences, Professional bodies' workshops or an IPAN-SoTLAN pre-approved training programme. In-house training must be related to IPAN-SoTLAN certification core duties and does not need to be pre-approved. While 2 (two) CPD Credit is given for higher educational qualification attained during the certification year. *Time for meals, breaks, social gatherings, planning sessions, business meetings, and similar activities should not be included as part of earned CPD Credit.*

2) Conduct an IPAN-SoTLAN pre- approved training or educational programme or publishing **(6 CPD Credits)**, examples:

- ✓ *Training others and Teaching technical courses*
- ✓ *Writing technical articles or books*
- ✓ *Giving technical presentations*

2 (two) CPD Credits are earned for each sixty (60) minutes of training or technical presentation carried out. 2 (two) CPD Credits for each published article.

3) Membership of professional associations/institutes that is relevant/related to IPAN-SoTLAN certification.

1 (one) CPD Credit is given for membership of each professional body held during the certification year for a maximum of **2 (two) CPD Credits**.

Activities that cannot use for CPD Credits include:

1. CPD hours based on paid presentations, consultations or programmes presented or performed by certified persons for their employers as part of their regular paid core duties.
2. Hours obtained in any year prior to the current certification cycle.
3. Programme/course content that does not relate to the certification category or core duties as per the IPAN-SoTLAN certification scheme.

2.2 Continuing Work Performance Records

IPAN-SoTLAN Certified persons are required to provide IPAN-SoTLAN with the details of work and other related tasks (regular paid core duties) they have performed during each certification year, including the contact details of two individuals that can validate the satisfactory performance these duties.

2.3 Annual Maintenance Fees (AMF)

Annual Maintenance Fees are required to maintain IPAN-SoTLAN Certification and enable IPAN-SoTLAN to improve its services and schemes. Such payment helps IPAN-SoTLAN to be a functional organization and a good cooperate citizen in order to meet the certification needs of all eligible applicants and its stakeholders.

3. Reporting CPD Programmes, Continuing Work Performance and AMFs

3.1 Reporting of CPD Programmes

IPAN-SoTLAN Certified persons shall provide IPAN-SoTLAN with the details of minimum required CPD Credits of CPD programme and other related activities they have performed during each certification year. Certified persons should update their CPD credits as they are earned using the approved **IPAN-SoTLAN CPD Report form** (Appendix 3) and submit details of these updated CPD credits to IPAN-SoTLAN **at the end of every six (6) months.**

3.2 Reporting of Continuing Work Performance

For IPAN-SoTLAN Certification purpose, “job” means “a position in which certified persons are/were regularly employed for a period of time.” Work performed as part of an educational experience (e.g. work study, graduate research, etc.) may be included. Also, a certified person may have had more than one job per employer, if he/she were promoted.

Certified persons must provide complete information and completely fill out a copy of **Continuous Work Experience Report Form (Appendix 4)** for every job that they want to be included in their work experience assessment. Also, they are required to provide names, addresses and contact details of two specific individuals that IPAN-SoTLAN can contact to verify their work experience and dates of employment. Work experience should be arranged on the form in order of most recent experience first, followed by less recent experience.

3.2.1 Names of Work Experience References

A work experience reference is a person who will vouch for your technical competence. Certified persons should provide the names of two individuals, who are not related to them, have personal knowledge of their employment and/or teaching, knowledge and expertise on the job. Acceptable work experience references include certified persons’ present supervisors, manager, head of department, instructors, and one of them has to hold a management position within the certified persons’ organization.

NOTE: Certified persons are to send each of these individuals a Work Experience Reference Form which they should complete confidentially and return directly to IPAN-SoTLAN. It is the responsibility of certified persons to follow up and ensure that these individuals complete and return the form.

3.3 Payment of AMF

An IPAN-SoTLAN Certificate requires the payment of an annual maintenance fee. The annual reporting begins with the initial certification date; for the first certification year, the maintenance fees must be paid before the end of that year while for the second (2nd) and third (3rd) certification year, the maintenance fees must be paid on/before the end of the ninth (9) month of each of these certification years. The annual maintenance fee should be paid into **IPAN-SOTLAN CONFORMANCE SYSTEMS LTD, GT Bank Plc. Account No.: 0337313753.**

IPAN-SoTLAN will continuously notify certified persons to maintain their certificate(s). The notifications are sent quarterly throughout the certification year; IPAN-SoTLAN certified persons that report CPD hours and submit the full AMF payments on time will receive a confirmation from IPAN-SoTLAN. **Failure to submit the AMF payment within the given deadlines will result in the suspension of certified persons' credential.**

4. Renewal

In order to renew their certificates annually, IPAN-SoTLAN certified persons will need to demonstrate that they have maintained their certificate(s) on a yearly basis. After three years of successful maintenance of an IPAN-SoTLAN Certificate, certified persons can apply for recertification.

5. Withdrawal of Certification

An IPAN-SoTLAN Certification can be withdrawn according the appropriate procedure because of the following reasons:

- ❖ AMF has not been paid;
- ❖ CPD Credits have not been submitted;
- ❖ Insufficient CPD Credits have been submitted;
- ❖ Inability to provide evidences of CPD hours upon request; and/or
- ❖ Breach of the IPAN-SoTLAN Code of Ethics

Thereafter, the certified persons shall no longer be allowed to present themselves as IPAN-SoTLAN Certified Professionals.

8. Audits of CPDs reported

IPAN-SoTLAN will randomly select samples of IPAN-SoTLAN Certified Professional to audit and validate their reported CDP Credits. If required, such certified persons must promptly provide to IPAN-SoTLAN written evidences of the reported activities.

9. Recordkeeping

The reported CPD Credits by every certified person must be supported by respective documentation confirming the CPD activities performed. Such documentation includes - letter of confirmation, records of attendance, certificates, others are evidences of conducting relevant seminars, lectures, trainings, presentations or publication of technical papers, etc. and those evidences should be kept in their possession for at least one (1) year after the completion of the previous certification cycle.

Appendix 1 - Annual CPD Credit Requirements

CERTIFICATION CATEGORY	Annual Requirements	
	Experience/Education	CPD Credits
Certified Laboratory Analyst (CLA)	Participate in trainings or conferences or workshops related to certification category; Conduct an IPAN-SoTLAN pre- approved training or educational programme or publishing; Membership of relevant/ IPAN-SoTLAN certification related professional bodies or other relevant activities.	20
Certified Water Analyst (CWA)	Participate in trainings or conferences or workshops related to certification category; Conduct an IPAN-SoTLAN pre- approved training or educational programme or publishing; Membership of relevant/ IPAN-SoTLAN certification related professional bodies or other relevant activities.	20
Certified Environmental Analyst (CEA)	Participate in trainings or conferences or workshops related to certification category; Conduct an IPAN-SoTLAN pre- approved training or educational programme or publishing; Membership of relevant/ IPAN-SoTLAN certification related professional bodies or other relevant activities.	20

Appendix 2 - AMF Requirements

Certification Category	AMF (rate per year/Naira)
Certified Laboratory Analyst (CLA)	10,000
Certified Water Analyst (CEA)	15,000
Certified Environmental Analyst (CEA)	15,000

Appendix 4: IPAN-SoTLAN Continuous Work Experience Report Form

Name of Certified Person	
Certification Category	
Cert. No.	

Please use the format below to fill your Work Experience Report Form providing details of your Core Duties and other related job done.

S/N	Date (from-to) <i>DD-MM-YY</i>	Job Title or Designation	Name of Organization	Brief Job Description

Note: Use additional pages as necessary and then describe in details, on a separate sheet, your laboratory and other related duties on each job; All information will be verified by IPAN-SoTLAN and giving false information may lead to revocation of your credential.

For IPAN-SoTLAN Certification purpose, “job” means “a position in which certified persons are/were regularly employed for a period of time” and a certified person may have had more than one job per employer, if he/she were promoted.

Please provide information on two individuals that IPAN-SoTLAN can contact to verify your work experience and dates of employment:

1. Name:.....

Name of Organisation & Designation:

Contacts (Telephone & Email):.....

2. Name:.....

Name of Organisation & Designation:

Contacts (Telephone & Email):.....

Declaration: I declare that all information provided above are accurate and in accordance with my *work experience* and dates of employment.

Name: Sign & Submission date:

Appendix 5: IPAN-SoTLAN CONTINUOUS WORK EXPERIENCE REFERENCE FORM

1. Certified person’s full name:

2. Contact Information of person (Reference) who is familiar with the Applicant’s Work Experience and employment history:

Name:

Organisation & Address:

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Telephone & E-mail:

REFERENCE: The above named certified person has submitted your name as a reference in his or her application for certification by IPAN-SoTLAN Conformance Systems Ltd. (IPAN-SoTLAN). This recognition is very important to him/her, and it is requested that you confidentially complete the information requested on this form as quickly as possible, and send it directly to:

IPAN-SoTLAN Conformance Systems Ltd.
443, Herbert Macaulay Way, Yaba, Lagos, Nigeria
Tel: +234 – 909 161 8615;
E-mail: info@ipan-sotlancb.com; www.ipan-sotlancb.com

Note: Please, this information should remain confidential and should not be sent to or through the candidate.

3. Acceptable work experience references include certified persons’ present supervisors, manager, head of department, instructors, and one of them has to hold a management position within the certified persons’ organization.

As applicable; please, check the appropriate box(s) and complete the information beside it.

4a. I have known the applicant for years.

4b. From personal knowledge, my assessment of the applicant’s continuous work on his/her assigned jobs is: excellent average below average I do not know

4c. From personal knowledge, I know that the quality of the applicant’s work in the laboratory is: excellent average below average I do not know

4d. Based on this personal knowledge, I know that the applicant has been engaged in laboratory analysis and other related duties years.

4e. Would you employ the applicant, or recommend the applicant for employment, in the field of laboratory analysis? Yes No

4f. Please describe some of the major projects or activities in which the applicant has been engaged in the field in the course of his/her routine duties. Describe only those where you had personal knowledge of the applicant's work. Describe these briefly, but give enough detail to show the degree of responsibility exercised by the applicant, the complexity of the project or activity, the degree of knowledge or skill required, etc. (use and attach additional sheets as necessary).

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4g. Any other comments (optional):.....

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Name:

Designation:

Signature & Date:

Please mail the completed form directly to:

IPAN-SoTLAN Conformance Systems Ltd.
443, Herbert Macaulay Way, Yaba, Lagos, Nigeria
Tel: +234 – 909 161 8615;
E-mail: info@ipan-sotlanCB.com
www.ipan-sotlanCB.com