

Frequently Asked Questions

Q. Although I am a Diploma holder from years gone by I have not previously joined the Reg AI scheme. Am I still able to join?

A. Yes. You should enroll by paying the appropriate fee and completing the 10 CPD points as prescribed below. At the end of the year submit your log sheet showing recorded points along with your payment for the following year. You will be issued with Reg AI entitlement including your personal Reg AI number to promote your status both within your company and to the trade.

Q. How much does it cost to be a member of the Reg AI scheme?

A. The annual fee is £60 + VAT, renewable on 1 January. This includes IAI membership.

Q. How do I pay?

A. You can pay by cheque, credit card or other form of electronic transfer at the start of each year. Existing Reg AIs will be sent an annual renewal notice by GAI Head Office.

Q. I have joined the Reg AI scheme. How much time have I got to complete my 10 points?

A. Compulsory course work (worth 4 points) should be submitted for assessment by 31 October. Any Optional course work (each worth 2 points) should be submitted for assessment by 30 November. All other points need to be collected in the calendar year.

Q. How do I collect my points?

A. There is a mixture of compulsory and optional methods in 3 categories as follows:

4 points by the annual compulsory course work

2 points must be collected by attendance at either IAI branch CPD presentations or in-house training. **1 point** each is awarded for each of these however attendance at the CPD presentation relating to the compulsory course work is worth **2 points**

A minimum of **4 points** by other CPD presentations as category 2 above and / or other recognised activities. Examples of these are listed below.

2 POINTS for each optional course workbook – maximum 2 workbooks per annum

1 POINT for an educational factory visit – 2 points max pa

1 POINT for GAI (or related) tutoring or writing education manuals – 2 points max pa

1 POINT for trade fair visits – 2 points max pa

1 POINT each for other relevant activities, which you believe to be worthy of points. This category could include RIBA events, seminars by other trade associations, etc and should be submitted on your log sheet for consideration by the Reg AI panel.

Q. How do I record my points?

A. The log sheet can be downloaded from the GAI website. The GAI Head Office will have a record of points accrued through the completion of course work and IAI meeting attendance but you are responsible for your own record. Put all your 10 points on your log sheet, including course work and IAI meetings.

Q. I am not sure if a certain activity qualifies for CPD points. How do I check?

A. If the activity advances your education and knowledge of products, manufacturing processes through training, exhibitions, factory visits, etc it will qualify. Most activities in category 3 have a maximum number of points permissible per annum – see above 'How do I collect my points?' You may have carried out other activities that you feel may qualify for CPD points. Please check by emailing Jean Gibson at the GAI Head Office.

Q. I now have my 10 points. What do I do next?

A. You should ensure that your log sheet is up to date declaring your 10 points and send this to the GAI Head Office by 31 December each year. You can do this by submitting the document online. Your points will be validated and approved as a pre-requisite to maintaining your Reg AI status for the following year.

Q. I have submitted my course work but until I get it back I do not know if I have acquired the full 10 points. Am I still qualified?

A. Yes. The commitment you have showed over the year demonstrates that you are up to date. The fact that you have submitted your course work on time entitles you to continue as a Reg AI whilst your course work is assessed. If part of your course work needs further research to be re-submitted this should be completed within four weeks of receiving it back. Remember that optional course work may also be submitted and this should be by 30 November.

Q. I joined the Reg AI scheme but have not collected my full 10 points. How can I go forward?

A. If you have not collected the 10 points you do not qualify to retain your status for the following year. You will need to start collecting points again in a new calendar year. You will cease to be a Reg AI for that year whilst you collect your points and your Reg AI number will be withdrawn and your date "stamp" will expire. Points cannot be rolled over from one year to the next. When you have collected 10 points in the following year you will be re-issued with your Reg AI number etc...

If you have further questions please email jeangibson@gai.org.uk or call 0207 790 3431

Registration Fee

The registration fee for Reg AIs is £60pa plus VAT. Annual renewal takes place every 1 January and each member will be invoiced for this amount by GAI Head Office.

Failure to pay by 31 March will lead to Reg AI status being withdrawn.



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