



POLICY
Certification

IoDSA

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1. DEFINITIONS

<i>Applicant:</i>	means any individual applying to become a Certified or Chartered Director SA
<i>Appeal policy:</i>	Means the IoDSA Appeal policy
<i>Board:</i>	means the Board of Directors of the IoDSA.
<i>CPD</i>	means Continuous Professional Development
<i>Code:</i>	means the IoDSA Member Code of Professional Conduct, as amended from time to time.
<i>Director Competency Framework</i>	means the IoDSA Director Competency Framework that contains all competencies a professional and competent director should portray.
<i>Disciplinary Regulations</i>	means the IoDSA Member Disciplinary Regulations, as amended from time to time.
<i>Examination policy</i>	means the IoDSA Examination policy that contains all relevant arrangements around the Certified Director and Chartered Director (SA) examinations
<i>Executive Manager</i>	Means a manager at executive level who is not a voting member on a Functioning Board but who attends board/board committee meetings as an invitee and/or who prepares and presents reports to a Functioning Board and/or its committees
<i>Functioning Board</i>	means a formally constituted governing body that exercises independent oversight, meets regularly, maintains proper records of decisions, and ensures effective reporting to shareholders or equivalent.
<i>Member Code of Professional Conduct</i>	means the IoDSA Member Code of Professional Conduct, as amended from time to time.
<i>Member Regulations</i>	means the IoDSA Member Regulations, as amended from time to time.
<i>IoDSA:</i>	means the Institute of Directors in South Africa NPC.
<i>Member in good standing:</i>	means a Member that has met all the obligations of membership, is up to date with the requisite membership subscription fees, any other fees due to the IoDSA, any relevant CPD requirements and/or has no disciplinary process(es) in progress.

2. PREAMBLE

- 2.1 The Certification policy communicates the rules and governing principles on which the activities related to the IoDSA certification processes are based and explains the certification requirements that must be met to be awarded, and to retain, a professional designation offered by the IoDSA.
- 2.2 In addition to this Certification Policy, prospective and current Designees are required to adequately familiarise themselves with the content and provisions of the following:
- (a) Membership Regulations
 - (b) Code of Professional Conduct
 - (c) Disciplinary Regulations
 - (d) Continuous Professional Development (CPD) policy
 - (e) Director Competency Framework™
 - (f) Examination policy
 - (g) Appeal policy
- 2.3 The IoDSA reserves the right to seek any information it requires during, but not limited to, the assessment process on a candidate's current and former roles, education background and other aspects of their application or portfolio as it sees fit. This includes *inter alia* regular reputational scans and checks such as criminal, fraud and qualification checks.
- 2.4 The IoDSA may, at its discretion, refuse to accept any application which may place the IoDSA or the profession at risk or withdraw the designation from any CDSA® or Cert Dir® who breaches the Code of Professional Conduct and/or the undertakings given to the IoDSA as member.
- 2.5 If, at any of the various evaluation phases, a disciplinary charge is being laid against a designation candidate, or any reputational risk is identified during the evaluation process, the IoDSA reserves the right to place the application on hold.
- 2.6 The IoDSA Certification Committee and Board have authority to determine policy and criteria to develop, award, monitor, revoke and enhance designations.

3. IoDSA DESIGNATIONS

3.1 Certified Director® (Cert Dir®)

3.1.1 Entrance criteria and registration

- (a) Candidates must be a Professional Member of the IoDSA in good standing;
- (b) Candidates must hold as a minimum a NQF 6 SAQA registered qualification or be able to demonstrate at least 5 years' directorship/executive management experience. Foreign qualifications must be verified by SAQA prior to applying for the designation;
- (c) Candidates must be or have been in the last 3 years, a director (executive or non-executive) on a Functioning Board or an Executive Manager associated with a Functioning Board;
- (d) Must have completed the Certified Director® pathway programmes to register for the Cert Dir® examination; and

- (e) Must not have anything in their past or present that will put the IoDSA or the designation into disrepute.
- 3.1.2 In addition to the entry criteria, and as part of the application process, the candidate will be required to provide the following:
- (a) Full electronic application with all relevant personal and professional details
 - (b) Accept the IoDSA Code of Professional Conduct
 - (c) Complete and sign the Candidate Declaration
 - (d) Provide authority to the IoDSA to perform various verification checks
- 3.1.3 The Certified Director pathway programmes consists of:
- (a) Attendance of the Being a Director parts 1 – 4 programmes and successful completion of the Multiple Choice Questions (MCQ's) linked to each programme.
 - (b) Attendance of Being a Director part 5, which is regarded as an experiential learning component.
 - (c) Governance of Ethics programme attendance and successful completion of associated MCQ's and
 - (d) Finance for non-financial directors programme attendance and successful completion of associated MCQ's.
- 3.1.4 The above training programmes remain valid for 36 months and if, at the time of the examination application, any of the programmes falls outside the 36-month period, the candidate will be expected to repeat the specific programme(s) prior to them applying to attempt the Certified Director® Examination.
- 3.1.5 Candidates may qualify for Recognition of Prior Learning in certain circumstances. (Refer to the IoDSA RPL policy.)
- 3.1.6 Certified Director® examination. (Refer to the IoDSA Examination Policy for information related to the Cert Dir® Examination.)

3.2 Chartered Director SA®

The evaluation for CDSA® consist of four phases

3.2.1 Phase 1: Application

- a) Entrance criteria and registration for assessment. Individuals applying for assessment registration need to comply with the following entrance criteria:
 - i. Be a Professional Member in good standing of the IoDSA;
 - ii. Hold an NQF registered qualification at an NQF 8 level or higher or be able to demonstrate substantial and appropriate directorship experience of at least 8

years or holds an IoDSA Approved Education Programme¹ for CDSA® purposes. Foreign qualifications must be verified by SAQA prior to applying for the designation;

- iii. Has been an appointed and voting member of at least two Functioning Boards of which one appointment must be in a non-executive capacity; both for at least 5² years during the 8 years prior to application, verified by appointment letters for each position to be considered;
- iv. Must achieve a minimum of 50 points on the CDSA® Experience calculator³; and
- v. Must not have anything in their past or present that will put the IoDSA or the designation into disrepute.

In addition to the entry criteria, and as part of the application process, the candidate will be required to provide the following:

- Full electronic application with all relevant personal and professional details
- Accept the IoDSA Code of Professional Conduct
- Complete and sign the Candidate Declaration
- Provide a short motivation to support application
- Provide authority to the IoDSA to perform various verification checks

b) Recognition of Prior Learning

Candidates may qualify for Recognition of Prior Learning in certain circumstances. (Refer to the IoDSA RPL policy.)

- c) Once a candidate has successfully applied for CDSA® registration for assessment, the candidate will gain access to phase 2 of the assessment process. Candidates must complete phases 2 to 4 within 36 months from being approved for the CDSA® assessment process, failing which they will have to re-apply anew and complete all the necessary evaluation stages again, and pay all associated costs as required. All previous costs paid will be forfeited.

3.2.2 Phase 2: Portfolio of Experience (PoE)

- a. The purpose of the PoE is to verify the experience of a director against each of the 15 Technical knowledge and application competencies included in the Director Competency Framework™. The candidate must be found competent in each of the 15 competencies to be regarded as successful in this part.
- b. In support of the evaluation of the candidate's competence against the personal and social attributes, the candidate will be required to provide two peer testimonial letters. These

¹ As contained in Chartered Director SA® handbook

² Certified Directors only need to prove 3 years during a 5 year period

³ Refer to the Chartered Director SA® handbook for detail

letters must be sourced from either the Chair of the governing body, the Lead Independent Director of the governing body, the Chair of a board committee or the Company secretary, confirming the candidate's competence against all 15 of the personal and social attributes as contained in the Director Competency Framework™.

- c. Applicants may defer the PoE submission only once to a following date.

3.2.3 Phase 3: CDSA® Examination

Successful completion of the PoE part is a requirement to gain access to the CDSA® examination. The CDSA® Examination is set testing the 15 Technical Knowledge and application competencies as contained in the Director Competency Framework™. Refer to the IoDSA Examination policy for detail related to the CDSA® examination. Applicants may defer the exam only once to a following date.

3.2.4 Phase 4: Peer Interview

Successful completion of the CDSA® examination, or approval from the Certification Committee for RPL, are requirements to be invited to the Peer Interview. The Peer Interview tests the 15 personal and social attributes as contained in the Director Competency Framework™.

4. AWARDING OF DESIGNATIONS

- 4.1 Completion of the various assessment processes alone is not a guarantee that the candidate will be awarded the designation. Based on the IoDSA Delegation of Authority, various IoDSA Governance Structures oversee and approve the awarding of designations.
- 4.2 The CDSA® designation is ratified by the IoDSA Board after approval by the Certification Committee.
- 4.3 The Cert Dir® designation is awarded by the Certification Committee.

5. ANNUAL MAINTENANCE OF IoDSA DESIGNATIONS

- 5.1 CDSA® and Cert Dir® members are required to, on an annual basis, meet the following criteria to retain their designation:
 - 5.1.1 annually renew membership of the IoDSA;
 - 5.1.2 subscribe to the IoDSA Code of Professional Conduct; and
 - 5.1.3 commit to continually enhancing professionalism by participating in structured continuing professional development (CPD) activities and earn and report a minimum of 30 CPD points per annum. (Refer to IoDSA CPD policy). Designees who are also approved for the Retired Membership category will be required to earn and report a minimum of 15 CPD points per annum.
- 5.2 Failure to comply with these requirements will result in the revocation of the CDSA® or Cert Dir® designation.

6. REVOCATION OF DESIGNATION

6.1 IoDSA designations may be revoked by the IoDSA Certification Committee based on administrative reasons or by the Member Conduct and Discipline Committee due to member misconduct under the IoDSA Code of Professional Conduct.

6.1.1 Revocation based on administrative reasons

An IoDSA designation can be revoked if:

- a. The membership fees are not paid annually as per requirement;
- b. The designee resigns his/her membership to the IoDSA;
- c. Failure to sign adherence to the IoDSA Code of Professional Conduct or any other relevant requirements as determined from time to time; or
- d. Failure to comply with the criteria for Continuing Professional Development (CPD).

6.1.2 Revocation based on Member Misconduct

When a CDSA® or Cert Dir® member is found guilty by an IoDSA Disciplinary Panel against any of the provisions contained in the Code of Professional Conduct, the sanction to the member could include the revocation of the designation. (Refer to the IoDSA Code of Professional Conduct as well as the IoDSA Disciplinary Regulations)

7. REINSTATEMENT OF DESIGNATIONS

7.1 A predetermined reinstatement fee will apply (refer to the relevant handbook for information) which is payable at application for reinstatement.

7.2 The Certification Committee may approve the reinstatement of designations. An individual who has cancelled his/her professional membership with the IoDSA or has had the designation revoked based on administrative reasons, may request reinstatement of his/her professional membership at any time during a period of 3 years following the date of such cancellation, provided that the individual complies in full with current entrance requirements and any other requirements listed below:

7.2.1 CDSA® reinstatement within 3 years of cancellation of membership or revocation of the designation: Applicants for CDSA® reinstatement must avail themselves for a Peer Review interview and only if the entrance criteria as at the time of applying for reinstatement as well as a successful outcome of the peer interview are met, the member will be recommended to the Certification Committee for reinstatement.

7.2.2 Cert Dir® reinstatement within 3 years of cancellation of membership or revocation of the designation: Applicants for Cert Dir® reinstatement may be reinstated by the Certification committee if they meet the entry criteria at the time of applying for reinstatement.

7.3 If reinstatement is requested after more than 3 years have lapsed, the applicant is expected to apply for the designation as if for the first time and all assessment phases, including any required training, will be applicable.

- 7.4 Where a designation is revoked as a result of a disciplinary process, as set out by the IoDSA Disciplinary Regulations, reinstatement will not be automatic and must be applied for once the sanction imposed on the member has been fulfilled.
- 7.5 Reinstatement is at the sole discretion of the IoDSA Certification Committee or Board, where applicable.

Certification policy approved by the IoDSA Board on 19 June 2025; implementation immediate