



**CONTINUING PROFESSIONAL DEVELOPMENT  
DECLARATION FORM for YEAR: 2017  
(From 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017)**

Activities (Please turn over for the Guidance Notes)		Credit Hours
<i>Excess hours that can be carried from last year.</i>		
<b>A. Seminars and Study Tours</b>		
<input type="checkbox"/> <b>A1</b>	Attending courses, seminars, conferences and workshops etc. organized by <b>HKIA, other tertiary institutes or professional institutes.</b>	
<input type="checkbox"/> <b>A2</b>	Study tours or visits to buildings, construction sites or related exhibitions	
<b>B. Professional Activities / Contributions</b>		
<input type="checkbox"/> <b>B1</b>	Researching for and writing articles for publication	
<input type="checkbox"/> <b>B2</b>	Giving presentations, speeches and seminars	
<input type="checkbox"/> <b>B3</b>	Voluntary works for HKIA or the community	
<input type="checkbox"/> <b>B4</b>	Participating in HKIA official activities of Council, Boards or Committees of HKIA	
<b>C. On-the-Job Development</b>		
<input type="checkbox"/> <b>C1</b>	Conducting or attending in-house seminars, workshops or study tours	
<input type="checkbox"/> <b>C2</b>	Job-related specialized studies or researches	
<input type="checkbox"/> <b>C3</b>	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
<b>D. Personal Enhancement and Others</b>		
<input type="checkbox"/> <b>D1</b>	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> <b>D2</b>	Construction Industry Safety Training	
<input type="checkbox"/> <b>D3</b>	Postgraduate diploma or degree courses	
<input type="checkbox"/> <b>D4</b>	E-learning packages	
<input type="checkbox"/> <b>D5</b>	Any other relevant activities contributing to personal skills or professional development	
<b>E. Other CPD activities (Please specify) / Further details of any of the undertaken activities (Optional: For information collection purpose only.)</b>		
<b>F. Requirements for CIST Course for Application for HKIA Membership Card 2018 cum Green Card</b>		
Mandatory Requirement	<input type="checkbox"/> <b>F1</b> I hereby declare that I completed the HKIA self-study Construction Industry Safety Training (CIST) course "Enhanced Green Card Safety Training for Architectural Professional" [Section 6BA(4) of the Factories and Industrial Undertakings Ordinance refers]. And I had undertaken relevant training / course / updates at HKIA's website ( <a href="http://www.hkia.net/en/Resources/Resources_04.htm">http://www.hkia.net/en/Resources/Resources_04.htm</a> ) to update my knowledge as to occupational safety and health.	1
Other programmes (if any)	<input type="checkbox"/> <b>F2</b> Other relevant programme regarding updates on occupational safety and health Name of the Programme : _____ Date of Attendance : _____	
<b>Total</b>	<b>All Members, Fellows, Graduate Members, Non-Resident Members and Affiliates are required to undertake minimum 25 credit hours of CPD activities.</b>	

I hereby declare that I have

- satisfied** the minimum CPD requirement for the year 2017 as indicated in the brief summary above.
- NOT satisfied** the minimum CPD requirement for the year 2017, and am willing to make up the deficiency in 2018. Meanwhile I am submitting this Form to HKIA for record.
- I wish to receive a hard copy CPD Certificate 2017.

I shall be happy to provide further details to the CPD Checking Panel should I be selected for random check.

- Fellow  Affiliate
- Member  Graduate Member
- Non-resident Member

Signature \_\_\_\_\_

Membership Number

Name of Member \_\_\_\_\_

Date \_\_\_\_\_

## Guidance Notes:

1. Members are free to choose the method which best suit their own personal arrangement and career priorities. To fulfill the minimum CPD requirement, simply achieve a total of minimum 25 CREDIT HOURS participation (per year) in any category of CPD activities as shown in the Declaration Form. You may login your personal online account at HKIA website at [www.hkia.net](http://www.hkia.net) under "Members Area" to access to E-CPD Declaration Form and your participation record of HKIA CPD Events in this year.
2. Members whose CPD pursuits exceed the annual minimum CPD requirement of 25 credit hours in a given year may **credit** up to 10 credit hours into the following year. Members whose credit hours fall short of the minimum CPD requirement of 25 credit hours in a given year shall make up those outstanding hours in the following year. Credit hours to be carried to or made up in the following year shall be valid for 1 year only.
3. **Starting from 2011 (i.e. with the submission of CPD Declaration Form 2010), fulfillment of mandatory CPD requirement is a prerequisite for the renewal of HKIA membership for Fellows, Members, Affiliates, Non-Resident Members and Graduate Members. By Rule 23B, the Council may terminate the membership if the member cannot make up the outstanding hours of 2016 and fulfill the annual CPD requirement of 2017.**
4. Even if you have yet to satisfy the minimum CPD requirement for this year by the deadline, you are still required to return your Declaration Form for HKIA's record. However, it is essential that you will make up the outstanding hours in the following year.
5. If you return your Declaration Form 2017 by 30 September 2017, you would receive 3 CPD e-learning coupons 2018 as a token of appreciation. Graduate members will receive 15 CPD e-learning coupons 2018. The e-learning coupons would be used for viewing HKIA online CPD videos.
6. CPD hours attained in PRC for renewal of PRC Class I Registered Architect are also acceptable as HKIA CPD credit hours. Simply fill in the total number of CPD credit hours you have obtained and submit the form together with substantiating document to HKIA Secretariat.
7. Should Members have any queries or suggestions on the CPD policy and activities, please contact CPD Committee through email [cpd@hkia.net](mailto:cpd@hkia.net) or telephone at 2511 6323.