



**CONTINUING PROFESSIONAL DEVELOPMENT
DECLARATION FORM for YEAR: 2019
(From 1st October 2018 to 30thSeptember 2019)**

Activities (Please turn over for the Guidance Notes)		Credit Hours
<i>Excess hours that can be carried from last year.</i>		
A. Seminars and Study Tours		
<input type="checkbox"/> A1	Attending courses, seminars, conferences and workshops etc. organized by HKIA, other tertiary institutes or professional institutes.	
<input type="checkbox"/> A2	Study tours or visits to buildings, construction sites or related exhibitions	
B. Professional Activities / Contributions		
<input type="checkbox"/> B1	Researching for and writing articles for publication	
<input type="checkbox"/> B2	Giving presentations, speeches and seminars	
<input type="checkbox"/> B3	Voluntary works for HKIA or the community	
<input type="checkbox"/> B4	Participating in HKIA official activities of Council, Boards or Committees of HKIA	
C. On-the-Job Development		
<input type="checkbox"/> C1	Job-related specialized studies or researches	
<input type="checkbox"/> C2	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
D. Personal Enhancement		
<input type="checkbox"/> D1	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> D2	Postgraduate diploma or degree courses	
<input type="checkbox"/> D3	E-learning packages	
E. Other CPD activities such as in-house seminars, workshops or study tours (Please specify)		
F. Requirements for CIST Course for Application for HKIA Membership Card 2020 cum Green Card		
Mandatory Requirement	<input type="checkbox"/> F1 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 (http://hkia.net/uploads/en/page/green_card.pdf) to update my knowledge as to occupational safety and health.	1
Other programmes (if any)	<input type="checkbox"/> F2 Other relevant programme regarding updates on occupational safety and health Name of the Programme : _____ Date of Attendance : _____	
Total	All Members, Fellows, Graduate Members, Non-Resident Members and Affiliates are required to undertake minimum 25 credit hours of CPD activities.	

I hereby declare that I have

- satisfied** the minimum CPD requirement for the year 2019 as indicated in the brief summary above.
- NOT satisfied** the minimum CPD requirement for the year 2019, and am willing to make up for the deficiency in 2020. Meanwhile I am submitting this Form to HKIA for record.
- I wish to receive a hard copy CPD Certificate 2019.

If you are selected for random check, you will be required to submit a CPD Record Form which can be downloaded at: old.hkia.net/en/Events/CPD_Record_Form_2019.pdf

- Fellow
- Member
- Non-resident Member
- Affiliate
- Graduate 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 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 for 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 for the outstanding hours of 2018 and fulfill the annual CPD requirement of 2019.**
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 for the outstanding hours in the following year.
5. If you return your Declaration Form 2019 by 30 September 2019, you would receive 3 CPD e-learning coupons 2020 as a token of appreciation. Graduate members will receive 15 CPD e-learning coupons 2020. The e-learning coupons would be used for viewing HKIA online CPD videos.
6. If you have already fulfilled CPD requirement for renewal of PRC Class I Registered Architect Qualification, you may simply fill in the total number of CPD credit hours (including those in PRC) you have obtained in this form and submit it together with your valid 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 or telephone at 2511 6323.