

Hong Kong Institute of Environmental Impact Assessment
Continuous Professional Development (CPD) Record Form



Name: _____

PLEASE **TICK** ONE BOX:

Membership No.: _____

Membership Renewal

AMP Accreditation Renewal

Record of Continuous Professional Development 2017-2018

Date	Activity	Organizer	Duration (hour)

** Please attach additional sheet if necessary.*

Signature: _____

Date: _____

Hong Kong Institute of Environmental Impact Assessment (HKIEIA)
Guidelines on Continuous Professional Development (CPD)

The purpose of Continuing Professional Development (CPD) is for HKIEIA members to maintain, improve and update their knowledge and skills directly or indirectly related to environmental impact assessment (EIA). CPD matters would cover both technical knowledge and skills directly related to EIA, or broader knowledge and skills applicable in EIA, such as environmental management, environmental economics and environmental accounting.

The format of CPD activities can include but not limited to:

- Attending or organizing or making presentations at conferences, seminars, technical meetings organized by appropriate institutions, universities, other professional bodies or employers;
- Attendance at committees, working parties, etc., in a managerial capacity (a maximum of 3 hours per annum);
- Research or post-qualification studies that are suitably structured and supervised; authorship of papers or lectures presented at organized, relevant events;
- Site visits arranged by appropriate institutions;
- Continuous and relevant project experience which has involved some element of developing new ideas, new techniques, etc., and which has resulted, in the view of the panel, in the genuine personal professional development of the individual;
- Undertaking a formal role in the running of the HKIEIA (a maximum of 3 hours per annum)

The HKIEIA specifies a minimum 15 hours CPD requirement for corporate membership and Accredited Monitoring Professional (AMP) renewal. The record should be compiled by individual members in the prescribed form. The original completed form should be signed and sent to HKIEIA, on or before end of April each year. Electronic copies can be emailed to HKIEIA with the original copy posted in parallel, to expedite the process of membership renewal. The CPD record will be assessed by the Accreditation Panel under the Committee of the HKIEIA who may seek formal verification of the record if deemed necessary. Each submission will be assessed on a case-by-case basis and the decision of the Accreditation Panel will be final.