



Continuous Professional Development (CPD) Record and Accredited Monitoring Professional (AMP) Renewal

As agreed at the last AGM, a record of at least 15 CPD hours is required for renewal of HKIEIA corporate membership. All corporate members will be required to provide such CPD records prior to the next AGM meeting in May 2007. On the other hand, CPD record is required for AMP renewal. At the Executive Committee meeting on 16 November 2006, the deadline of 30 April each year for annual submission CPD record for both corporate and AMP membership was agreed.

The Institute is currently discussing with the Environmental Protection Department (EPD) on the recognition of the AMP for the purpose of IEC and ETL under the Environmental Permit. An update AMP list at all time is hence essential.

The Executive Committee agreed, at their meeting on 16 November 2006, that:

1. AMP members who have not yet renewed their membership within 2006 should submit their renewal application before 31 December 2006. Otherwise, their AMP membership will be forfeited and a fresh application with the appropriate fee will be required afterwards.
2. The 2006 AMP accreditation status will be extended to 30 April 2007.

Members are urged to take immediate notice of the above and renew their corporate/AMP membership accordingly.

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.

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

PLEASE **TICK** ONE BOX:

- Membership Renewal
- AMP Accreditation Renewal

Name: _____

Correspondence Address: _____

Telephone No.: _____

Fax No.: _____

Email: _____

Record of Continuous Professional Development (attach additional sheet if necessary)

Date	Activity	Organizer	Duration (hour)

Signature: _____

Date: _____