

# LEMBAGA ARKITEK MALAYSIA

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## GENERAL CIRCULAR NO. 4/2004

<p><b>CONTINUING PROFESSIONAL DEVELOPMENT</b> for registered Building Draughtsmen</p>
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This General Circular replaces General Circular No. 3/2003 dated 25 January 2003 and shall be read in conjunction with the Guidelines on Continuing Professional Development.

The Board has decided to impose mandatory Continuing Professional Development (CPD) as a requirement for the annual renewal of registration of all registered Building Draughtsmen. Every registered Building Draughtsman shall be required to complete a minimum of four (4) credit points before his application for the annual renewal of registration can be accepted by the Board.

The above requirement shall be mandatory for the annual renewal of registration beginning from year 2005. A transition period of one year from 1 January 2003 to 31 December 2003 has been allowed and the credit points accumulated in year 2003 can be brought forward to year 2004 for the purpose of calculating the mandatory minimum credit points required for the renewal of registration for year 2005.

All registered Building Draughtsmen are advised to refer to the Guidelines on Continuing Professional Development (revised September 2004) which are herewith enclosed. These Guidelines have incorporated several amendments to the previous Guidelines circulated vide General Circular No. 3/2003, amongst which are as follows :-

- (i) the term ‘CPD Credit Hours’ is substituted with ‘CPD credit points’ wherever it appears in the Guidelines;
- (ii) no restriction is imposed on the maximum credit points allowed for each type of CPD event;
- (iii) all CPD events in year 2003 and 2004 will qualify for the same number of credit points as per the amended Guidelines;
- (iv) any excess CPD credit points accumulated for that year can be carried forward in full to the following subsequent year;
- (v) all registered Building Draughtsmen who are 65 years of age and above are only required to complete a minimum of two (2) CPD credit points for their yearly renewal of registration from year 2005.

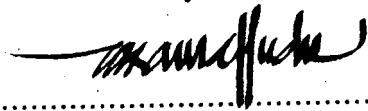
The revised Guidelines and the List of Approved CPD events are also posted on the Board's website. For attendance at any non-approved CPD event, application for recognition of such event may be submitted to the Board using 'CPD Form B' as per Appendix E to the Guidelines.

Also enclosed for your information is the **CPD Status Report for the year 2004** which has been updated up to 30 August 2004 based on your submissions to the Board.

All registered Building Draughtsmen are reminded to comply with the minimum CPD requirements according to these Guidelines.

Thank you.

By Order of the Board of Architects Malaysia,



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(Ar. ZURAINA LEILY AWALLUDIN)  
Registrar

3 September 2004