

LEMBAGA ARKITEK MALAYSIA

(Board of Architects Malaysia)

GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT for Professional Architects, Registered Architects and Registered Building Draughtsmen

1.0 FOREWORD

Continuing Professional Development (CPD) is a life-long learning process that maintains, enhances or increases the knowledge and skills of Professional Architects, registered Architects and registered Building Draughtsmen to ensure their knowledge and ability are relevant to the needs of society.

The relevant Code of Conduct under the Architects Rules 1996 impose an obligation on Professional Architects, registered Architects and registered Building Draughtsmen to exercise a reasonable standard of skill and diligence normally expected and accepted by the profession. Towards this requirement, the Board encourages Professional Architects, registered Architects and registered Building Draughtsmen to advocate CPD as the responsibility of each individual.

2.0 INTERPRETATION

For the purpose of these Guidelines: -

‘approved’ means approved by the Board of Architects Malaysia;

‘Board’ means the Board of Architects Malaysia;

‘CPD’ means Continuing Professional Development;

‘CPD credit hour’ means the number of hours accredited by the Board for an approved event;

‘CPD event’ means the activities that are approved by the Board which qualify for the CPD credit hour;

‘PAM’ means Pertubuhan Arkitek Malaysia;

‘Professional Architect’ means a person registered under subsection 10(2) of the Architects Act 1967;

‘RBDAM’ means Registered Building Draughtsmen Association of Malaysia;

‘registered Architect’ means a person registered under subsection 10(1) of the Architects Act 1967;

‘registered Building Draughtsman’ means a Building Draughtsman registered under Part V of the Architects Act 1967.

3.0 POWERS TO IMPLEMENT

3.1 Sections 13(2) and 22(4) of the Architects Act 1967 provide the following :

(i) in respect of Professional Architects and registered Architects :

“13(2) The registration may, subject to this Act, be renewed annually upon payment of the prescribed fee and upon satisfying such conditions as may be determined by the Board”.

(ii) in respect of registered Building Draughtsmen :

“22(4) The registration may, subject to this Act, be renewed annually upon payment of the prescribed fee and upon satisfying such conditions as may be determined by the Board”.

3.2 Pursuant to the above, the Board has decided as follows:

3.2.1 every Professional Architect and registered Architect shall participate in the CPD events and must successfully complete ten (10) credit hours before his application for the annual renewal of registration can be accepted by the Board;

3.2.2 every registered Building Draughtsman shall participate in the CPD events and must successfully complete four (4) credit hours before his application for the annual renewal of registration can be accepted by the Board.

4.0 CPD REQUIREMENTS

4.1 All Professional Architects and registered Architects must complete a **minimum of ten (10) credit hours** of CPD per year.

4.2 All registered Building Draughtsmen must complete a **minimum of four (4) credit hours** of CPD per year.

4.3 The completion of the required minimum of credit hours will enable the respective persons to be eligible for the renewal of their registration. This requirement may be reviewed at the discretion of the Board.

4.4 The following categories of registered persons must comply with the CPD requirements under Clause 4.1 and Clause 4.2 above:-

- i) All Professional Architects, registered Architects and registered Building Draughtsmen;
- ii) Any Professional Architect, registered Architect and registered Building Draughtsman whose name has been removed from the Register for failure to renew his registration and desires to be reinstated must comply with the CPD requirements for the year prior to reinstatement;
- iii) Any Professional Architect, registered Architect and registered Building Draughtsman whose registration has been cancelled pursuant to an order of the Board or the Disciplinary Committee and desires to be reinstated;
- iv) Any Professional Architect, registered Architect and registered Building Draughtsman whose registration has been suspended pursuant to an order of the Board or the Disciplinary Committee and desires to be reinstated.

4.5 **Exemption from CPD**

4.5.1 Professional Architects, registered Architects and registered Building Draughtsmen may apply for exemption from the CPD requirements by submitting their applications to the Board stating the reasons together with evidence and proper documentation to be received by the Board by not later than **1 December** of the year preceding the renewal of registration.

4.5.2 The Board has the discretion to approve or reject such applications.

5.0 **CPD CREDIT HOURS**

- 5.1 Professional Architects and registered Architects must successfully complete ten (10) credit hours, ensuring that at least five (5) of the 10 credit hours are from events which are architecturally related.
- 5.2 Registered Building Draughtsmen must successfully complete four (4) credit hours, ensuring that at least two (2) of the four (4) credit hours are from events which are architecturally related.
- 5.3 The number of CPD credit hours and the maximum credit hours allowed for each CPD event are listed in **Appendix A1** for Professional Architects and registered Architects, and **Appendix A2** for registered Building Draughtsmen.
- 5.4 There is no limit to the number of events and total credit hours that a Professional Architect, registered Architect and registered Building Draughtsman can accumulate per year. However the excess credit hours allowed to be carried forward to the subsequent year shall not exceed the maximum stipulated under Clause 5.5.3.

5.5 Excess of Credit Hours

- 5.5.1 Professional Architects and registered Architects who have accumulated more than ten (10) credit hours may carry forward such excess credit hours to the subsequent year.
- 5.5.2 Registered Building Draughtsmen who have accumulated more than four (4) credit hours may carry forward such excess credit hours to the subsequent year.
- 5.5.3 The maximum credit hours that can be carried forward are five (5) for Professional Architects and registered Architects, and two (2) for registered Building Draughtsmen, and such excess credit hours can be carried forward for one year only.
- 5.5.4 Professional Architects, registered Architects and registered Building Draughtsmen who intend to carry forward their excess credit hours must submit to the Board their current and preceding year's CPD records for verification and approval.

5.6 Insufficient Credit Hours

- 5.6.1 In the event that the credit hours accumulated is less than the stipulated minimum requirement, the Board shall remove the names of the Professional Architect, registered Architect or registered Building Draughtsman from the Register for failure to comply with the conditions stipulated under Clause 3.1 and Clause 3.2.
- 5.6.2 Any person whose name has been removed and desires to be reinstated must satisfy the minimum requirement of ten (10) credit hours for reinstatement as a Professional Architect and registered Architect, and a minimum of four (4) credit hours for reinstatement as a registered Building Draughtsman. For this purpose, he can utilise the accumulated credit hours specified under Clause 5.6.1 by topping up to fulfill the minimum requirement of credit hours for the reinstatement of registration.
- 5.6.3 Upon reinstatement, the Professional Architect, registered Architect or registered Building Draughtsman shall be required to accumulate a further minimum of ten (10) credit hours in respect of Professional Architect and registered Architect, and a further minimum of four (4) credit hours in respect of registered Building Draughtsman, for the purpose of renewing his registration for the following year.

6.0 CPD EVENTS

- 6.1 CPD events are the activities that are approved by the Board which qualify for the CPD credit hours.

- 6.2 To comply with CPD requirements, Professional Architects and registered Architects shall only participate in CPD events listed in **Appendix A1**, and registered Building Draughtsmen shall only participate in CPD events listed in **Appendix A2**.
- 6.3 Professional Architects, registered Architects and registered Building Draughtsmen must ensure that CPD events in which they participate have been accredited by the Board. The onus is on the registered persons to seek confirmation from the Board.

7.0 SUBMISSION OF CPD RECORDS

- 7.1 Every Professional Architect, registered Architect and registered Building Draughtsman shall submit his CPD records yearly *by 1 December* together with his application for the renewal of registration with the Board.
- 7.2 Applicants must complete and submit the ‘CPD Submission Form’ as per **Appendix B** for Professional Architects and registered Architects, and as per **Appendix C** for registered Building Draughtsmen, together with all supporting documents for the Board’s verification and approval.
- 7.3 The Board shall not approve an application for the renewal of registration if the applicant does not comply with the CPD requirements as stated in Clause 4.1 and Clause 4.2.
- 7.4 The Board shall revoke the registration of any Professional Architect, registered Architect and registered Building Draughtsman at any time if the Board is satisfied that the renewal of registration has been obtained by submission of fraudulent documents.

8.0 DATE OF IMPLEMENTATION

- 8.1 The requirement will be made **mandatory** for all Professional Architects, registered Architects and registered Building Draughtsmen with effect from **1 January 2005**.
- 8.2 Professional Architects, registered Architects and registered Building Draughtsmen are required to keep records of their CPD participation (please refer to Clause 7.0 and Clause 11.0 of the Guidelines) beginning from 1 January 2003.
- 8.3 A transition period of one year will begin from 1 January 2003 to 31 December 2003. During this transition period, Professional Architects, registered Architects and registered Building Draughtsmen who participate in the CPD events will be allowed to carry forward their accumulated credit hours to year 2004.

- 8.4 Credit hours accumulated during the year 2004 can be further carried forward for the purpose of calculating the minimum requirements of ten (10) credit hours for Professional Architects and registered Architects, and four(4) credit hours for registered Building Draughtsmen, for the renewal of registration of year 2005.
- 8.5 Renewal of registration beginning from year 2005 onwards must be accompanied with all relevant documents and/or certificates of attendance in respect of CPD events that the Professional Architects, registered Architects and registered Building Draughtsmen have attended and accumulated. Failure to submit these documents and/or certificates shall render an application for the renewal of registration to be rejected by the Board.

9.0 CORRESPONDENCE

All correspondence relating to CPD should be addressed to: -

The Registrar
Board of Architects Malaysia
17th Floor, JKR Headquarters
Jalan Sultan Salahuddin
50582 Kuala Lumpur

Postal address :
The Registrar
Board of Architects Malaysia
P.O. Box 12695
50786 Kuala Lumpur

Tel: 03-26982878 / 26967087
Fax: 03-26936881
Email: info@lam.gov.my

10.0 EXPLANATORY NOTES

- 10.1 The activity that will qualify for CPD credit hours must be related to the career of a Professional Architect, registered Architect and registered Building Draughtsman. This comprises both technical and non-technical topics. Non-technical topics include management, accounting, law, economics, foreign languages and others which will assist the Professional Architect, registered Architect and registered Building Draughtsmen in performing their duties.
- 10.2 Functions that are routinely performed by Professional Architects, registered Architects and registered Building Draughtsmen that form part of their employment do not qualify for CPD credit hours. For example, lecture notes prepared by lecturers to teach the students do not qualify for the CPD credit hours. However, papers presented for conferences/seminars at the national and international levels could be accepted.

10.3 The CPD events are categorised as follows :

For Professional Architects and registered Architects

For registered Building Draughtsmen

- | | |
|---|---|
| (a) Conventions, conferences, seminars, workshops, talks, courses, technical visits, etc. | (a) Conventions, conferences, seminars, workshops, talks, courses, technical visits, etc. |
| (b) Research and post-graduate studies | (b) Studies |
| (c) Presentation of papers | (c) Presentation of papers |
| (d) Publication of books and articles | (d) Publication of books and articles |
| (e) Service to the profession | (e) Service to the profession |
| (f) Others | (f) Others |

10.3.1 Conventions, conferences, seminars, workshops, talks, courses, technical visits, etc.

These include all seminars, conferences, workshops, CPD talks and technical site visits organised by the Board, PAM or RBDAM. Seminars, conferences and workshops run by other acknowledged professional institutes or experts at national or international level could also be considered provided their main topics are related to the development of the profession.

10.3.2 Research and Post Graduate Studies

Professional Architects, registered Architects and registered Building Draughtsmen attending full time or part time studies on subjects related to architecture can apply for CPD credit hours in accordance with Appendices A1 and A2.

10.3.3 Presentation of Papers

Professional Architects, registered Architects and registered Building Draughtsmen who prepare and present papers for conventions, conferences, seminars, workshops, talks, courses, etc. organised by the Board, PAM, RBDAM or others can also apply for CPD credit hours in accordance with Appendices A1 and A2 if the papers prepared and presented are on architecturally related matters or contribute to the advancement of the profession.

10.3.4 Publication of Books and Articles

Professional Architects, registered Architects and registered Building Draughtsmen who publish books or articles in journals related to architecture will be granted credit hours in accordance with Appendices A1 and A2. This excludes the publication of company brochures.

10.3.5 **Service to the Profession**

Credit hours can be claimed for the service to the profession particularly where it contributes to the continuing professional development of others. Examples of such services are contributions to the Board, PAM, RBDAM, committees, sub-committees and expert groups at both the national and international levels in accordance with Appendices A1 and A2.

10.3.6 **Others**

If a Professional Architect, registered Architect or registered Building Draughtsman believes that he is undertaking other types of CPD activities not described above, such as being chairperson or organiser of approved events, he should make a submission to the Board for approval.

11.0 **SUPPORTING DOCUMENTS**

The supporting documents, as applicable, to be submitted together with Appendices B and C (CPD Submission Form) shall be as follows : -

- (i) certificates of attendance at approved CPD events or other documentary evidence.
- (ii) proof of attendance/registration in recognised full time and part time courses or other supporting documents.
- (iii) proof of attendance at professional meetings.
- (iv) proof of service in the Board, PAM, RBDAM, committees, sub-committees.
- (v) proof of authorship of articles or books.
- (vi) proof of presentation/attendance at talks/seminars, etc.
- (vii) exemption letters/certificates from the Board of Architects Malaysia.

12.0 **CPD IMPLEMENTATION FLOWCHART**

Please refer to **Appendix D**.

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CPD CREDIT HOURS TABLE FOR PROFESSIONAL ARCHITECTS AND REGISTERED ARCHITECTS

No.	CPD Events	Description	Credit Hour Per Event	Max. Credit Hours Allowed Per Annum
a	Conventions, Conferences, Seminars, Workshops, Talks, Courses, Technical visits, etc.	1. Organised by the Board or PAM		
		1.1 National level	2	4
		1.2 International level	4	8
		2. Organised by others either at national or international level	1	2
		3. Technical Visits	1	2
		4. Attendance at PAM Annual General Meeting (AGM)	1	1
b	Research & Post Graduate Studies	1. Full time study for minimum of twelve (12) months duration or more on subject related to architecture	10	10
		2. Full time study for a minimum of six (6) months duration on subject related to architecture	5	5
		3. Part-time Study/Correspondence / Distance Learning Course for a duration of not less than two (2) years leading to a Post-Graduate Degree related to architecture	5	5
		4. Other studies as approved by the Board	**	**
c	Presentation of Papers *	Preparation and presentation of papers for conventions, conferences, seminars, workshops, talks, courses, etc.		
		1. Organised by Board or PAM		
		1.1 National level	6	8
		1.2 International level	8	8
		2. Organised by others		
		2.1 National level	4	8
		2.2 International level	6	8
d	Publication of Books and Articles *	1. Published a book which is related to the profession	10	10
		2. Published an article in referic journal which is related to the profession	4	8
e	Service to the Profession	Professional Architects or registered Architects serving in the Board or PAM Council, committees and sub-committees who have attended regular meetings with a minimum of 60% attendance overall for any one of the following positions held :		
		1. Board President / Registrar, PAM President	8	8
		2. Board Member / PAM Council	4	4
		3. Board or PAM Committee Member	4	4
		4. Representing Board or PAM in official capacity	2	2
f	Others	Others as approved by the Board	**	**

Note : * One (1) copy of Thesis/Research, Seminar Paper or Report shall be presented to the Board for records

** Credit hours to be determined by the Board

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CPD CREDIT HOURS TABLE FOR REGISTERED BUILDING DRAUGHTSMEN

No.	CPD Events	Description	Credit Hour Per Event	Max. Credit Hours Allowed Per Annum
a	Conventions, Conferences, Seminars, Workshops, Talks, Courses, technical visits, etc.	1. Organised by the Board or RBDAM	2	4
		2. Organised by others	1	4
		3. Technical Visits	1	1
		4. Attendance at RBDAM Annual General Meeting (AGM)	1	1
b	Studies	1. Full time study for minimum of twelve (12) months duration or more on subject related to architecture	6	6
		2. Full time study for a minimum of six (6) months duration on subject related to architecture	3	3
		3. Part-time Study/Correspondence / Distance Learning Course for a duration of not less than two (2) years leading to a Diploma/Degree related to architecture	3	3
		4. Other studies as approved by the Board	**	**
c	Presentation of Papers *	Preparation and presentation of papers for conventions, conferences, seminars, workshops, talks, courses, etc.	3	6
		1. Organised by Board or RBDAM 2. Organised by others	2	4
d	Publication of Books and Articles *	1. Published a book which is related to the profession	4	4
		2. Published an article in referic journal which is related to the profession	2	2
e	Service to the Profession	Registered Building Draughtsmen serving in the Board, RBDAM or committees who have attended regular meetings with a minimum of 60% attendance overall for any one of the following positions held:	3	3
		1. President of RBDAM	1	1
		2. Board Member/RBDAM Council	1	1
		3. Representing Board or RBDAM in official capacity		
f	Others	Others as approved by the Board	**	**

Note : * One (1) copy of Thesis/Research, Seminar Paper or Report shall be presented to the Board for records
 ** Credit hours to be determined by the Board



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 E-mel : info@lam.gov.my, LAM1@jkr.gov.my

CPD SUBMISSION FORM FOR PROFESSIONAL ARCHITECTS AND REGISTERED ARCHITECTS

RECORD FOR THE YEAR

Name : _____

Registration No. : _____

No	CPD Events	Description	Date	Credit Hours	Max. Credit Hours (for office use only)
i	Credit Hours Brought Forward				
	a	Attendance at conventions, conferences, seminars, workshops, talks, courses, technical visits, etc.			
	b	Research and postgraduate studies			
	c	Presentation of papers			
	d	Publication of books and articles			
	e	Service to the profession			
	f	Others			
	Total Credit Hours				
ii	Credit Hours Carried Forward				

I hereby declare that the above information is true and correct to the best of my knowledge.

.....
 (Signature of Applicant)

Date : _____

Please tick before submission :-

<input type="checkbox"/>
<input type="checkbox"/>

Form is duly completed

Relevant supporting documents required under Clause 11.0 are attached



LEMBAGA ARKITEK MALAYSIA

Tingkat 17, Ibu Pejabat JKR, Jalan Sultan Salahuddin, 50582 Kuala Lumpur
 Tel. : 603-26982878, 40407087, Faks : 603-26936881
 E-mel : info@lam.gov.my, LAM1@jkr.gov.my

CPD SUBMISSION FORM FOR REGISTERED BUILDING DRAUGHTSMEN

RECORD FOR THE YEAR

Name : _____

Registration No. : _____

No	CPD Events	Description	Date	Credit Hours	Max. Credit Hours (for office use only)
i	Credit Hours Brought Forward				
	a	Attendance at conventions, conferences, seminars, workshops, talks, courses, etc.			
	b	Studies			
	c	Presentation of papers			
	d	Publication of books and articles			
	e	Service to the profession			
	f	Others			
	Total Credit Hours				
ii	Credit Hours Carried Forward				

I hereby declare that the above information is true and correct to the best of my knowledge.

.....
(Signature of Applicant)

Date : _____

Please tick before submission :-

Form is duly completed

Relevant supporting documents required under Clause 11.0 are attached

LEMBAGA ARKITEK MALAYSIA**CPD IMPLEMENTATION FLOWCHART**