



# LEMBAGA ARKITEK MALAYSIA

(Board of Architects Malaysia)

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## GENERAL CIRCULAR NO. 4/2023

**GUIDELINES ON  
CONTINUING PROFESSIONAL DEVELOPMENT**  
for Architects, Graduate Architects, Registered Building Draughtsmen,  
Interior Designer, Graduate Interior Designer,  
Inspector of Works and Architectural Technologist

### 1.0 **FOREWORD**

Continuing Professional Development (CPD) is a life-long learning process that maintains, enhances or increases the knowledge and skills of registered persons with the Board of Architects Malaysia consisting of Architects, Graduate Architects, registered Building Draughtsmen, Interior Designers and Graduate Interior Designers, Inspector of Works and Architectural Technologist to ensure their professional, technical, educational knowledge and skills, community services are relevant to the needs of society.

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

### 2.0 **INTERPRETATION**

For the purpose of this Guidelines on CPD, the interpretations are as below : -

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

‘**Board**’ means the Board of Architects Malaysia/Lembaga Arkitek Malaysia;

‘**CPD**’ means Continuing Professional Development;

‘**CPD credit point**’ means the number of points that may be approved by the Board for an event;

‘**CPD event**’ means the activity that may be approved by the Board which qualifies for CPD credit point;

**‘registered members’** means registered with the Board under subsection Architects, Subsection 10(1), Graduate Architects, Subsection 10(2), Building Draughtsmen, Subsection 22, Interior Designers, Subsection 27D(2), Graduate Interior Designers, Subsection 27D(1), Inspector of Works, Subsection 27M(1) and Architectural Technologist, Subsection 27V(1) of the Architects Act 1967;

**‘approved association’** means associations recognised by the Board including Pertubuhan Arkitek Malaysia (PAM), Registered Building Draughtsmen Association of Malaysia (RBDAM), Malaysian Institute of Interiors Designers (MIID), Association of Consulting Architects Malaysia (ACAM) and Construction Inspector of Works Association Malaysia (COWAM).

### **3.0 POWERS TO IMPLEMENT**

In respect of Architects and Graduate Architects under **Sections 13(2)**, Building Draughtsmen under **Section 22(4)**, Interior Designer and Graduate Interior Designer under **Section 27C(4)**, Inspector of Works under **Section 27M(4)** and Architectural Technologist under **Section 27V(4)** of the Architects Act 1967 provides the following:

*“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”.*

### **4.0 CPD CREDIT POINTS REQUIREMENTS FOR RENEWAL**

- 4.1** Pursuant to the above, the Board has decided that CPD credit points for renewal for yearly registration are as follows-
- 4.1.1 all Architects shall complete a minimum of **twenty (20)** credit points of CPD per year;
  - 4.1.2 all Graduate Architects shall complete a minimum of **twelve (12)** credit points of CPD per year;
  - 4.1.3 all registered Building Draughtsmen shall complete a minimum of **eight (8)** credit points of CPD per year;
  - 4.1.4 all Interior Designers shall complete a minimum of **sixteen (16)** credit points of CPD per year;
  - 4.1.5 all Graduate Interior Designers shall complete a minimum of **ten (10)** credit points of CPD per year;
  - 4.1.6 all Inspector of Works shall complete a minimum of **eight (8)** credit points of CPD per year;
  - 4.1.7 all Architectural Technologists shall complete a minimum of **eight (8)** credit points of CPD per year;
  - 4.1.8 notwithstanding paragraph 4.1.1 to 4.1.7 above, all registered persons who are **60 years of age and above** are only required to complete a minimum of **50% total credit points in its category for renewal registration of CPD per year**;

4.1.9 notwithstanding paragraph 4.1.1 to 4.1.7 above, all registered persons who are **70 years of age and above who are not in practice and/or do not have any consultancy practice are exempted of any credit points of CPD**; and

4.1.10 notwithstanding paragraph 4.1.1 to 4.1.7 above, all registered persons who are **70 years of age and above who wishes to practice and/or have consultancy practice** are required to **complete a minimum of 50% total credit points in its category for renewal registration of CPD per year.**

**4.2** The table for the CPD credit points for renewal for yearly registration are as follows :

<b>REGISTERED MEMBERS CATEGORY</b>	<b>TOTAL CPD POINTS REQUIRED</b>
Architect	20
Graduate Architect	12
Building Draughtsmen	8
Interior Designer	16
Graduate Interior Designer	10
Inspector of Works	8
Architectural Technologist	8

**4.3** The completion of the required minimum of credit points will enable the respective registered 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 members that must comply with the CPD requirements for registration renewal are as follows: -

4.4.1 all registered members;

4.4.2 any registered member 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; and

4.4.3 any registered member whose registration has been cancelled pursuant to an order of the Board or the Disciplinary Committee and desires to be reinstated.

#### **4.5 Exemption from CPD**

4.5.1 All registered members 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 any applications and its decision is final.

## **5.0 CPD CREDIT POINTS THAT CAN BE CARRIED FORWARD TO SUBSEQUENT YEAR**

- 5.1 All registered members who have accumulated more than the minimum requirement of CPD credit points for the year can carry over in full the excess credit points to the subsequent year.
- 5.2 CPD credit points carried forward may be applied only once from the immediate preceding year.

## **6.0 INSUFFICIENT CPD CREDIT POINTS**

- 6.1 In the event that the CPD credit points accumulated are less than the stipulated minimum requirement for the year, the Board shall remove the names of the registered persons from the Registers for failure to comply with the conditions stipulated under Paragraph 3.0
- 6.2 Any person whose name has been removed and desires to be reinstated must satisfy the minimum requirement of credit points for reinstatement as a registered person in its category for this purpose, he can utilise the accumulated credit points specified under paragraph 5 by topping up to fulfill the minimum requirement of credit points for the reinstatement of registration.
- 6.3 Upon reinstatement, the registered member shall be required to accumulate a further minimum CPD credit point, in its category for the purpose of renewing their registration for the following year.

## **7.0 CPD EVENTS**

- 7.1 CPD events are the activities that may be approved by the Board which qualify for the CPD credit points.
- 7.2 To comply with CPD requirements, a registered member shall only participate in events and/or activities listed and approved by the Board.
- 7.3 A registered member must ensure that CPD events in which they participate have been approved by the Board. The onus is on the registered member to seek confirmation from the Board.
- 7.4 Application for approval of CPD events shall be submitted to the Board using the prescribed **online CPD Form B**.

## **8.0 SUBMISSION OF CPD RECORDS**

- 8.1 Every registered member shall submit his CPD records to the Board on a regular basis, preferably after attendance of each event.
- 8.2 Applicants must complete and submit the presented 'CPD Form B' together with all supporting documents for the Board's verification and approval.

- 8.3 The Board will not approve an application for the renewal of registration if the applicant does not comply with the CPD requirements as stated in the Table shown in Appendix A of this Guideline.
- 8.4 The Board will revoke the registration of any registered member at any time if the Board is satisfied that the renewal of registration has been obtained by submission of fraudulent documents.

## **9.0 DATE OF IMPLEMENTATION**

- 9.1 The above requirements shall be **mandatory** for all registered members with effect from **1 January 2024 for the Renewal of Registration on 1 January 2025** and subsequently for the following years.
- 9.2 Credit points accumulated from year 2023 will be adjusted beginning of year 2024 to reflect the new CPD credit points in the subsequent years.
- 9.3 All registered members are required to keep records of their CPD participation. Renewal of registration must be accompanied with all relevant documents and/or certificates of attendance in respect of CPD events that the registered members 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.

## **10.0 CORRESPONDENCE**

All correspondence relating to this CPD Guidelines should be addressed to: -

The Registrar Board of Architects Malaysia. or 17 <sup>th</sup> 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 Email: info@lam.gov.my	Fax: 03-26936881

## **11.0 EXPLANATORY NOTES**

- 11.1 The activities that will qualify for CPD credit points must be related to the career development of the registered members. These comprise both technical and non-technical topics. Non-technical topics include management, accounting, law, economics, foreign languages and others which will assist the registered members.
- 11.2 Functions that are routinely performed by registered members that form part of their employment do not qualify for CPD credit points. For example, lecture notes prepared by lecturers to teach the students do not qualify for the CPD credit points. However, papers presented for conferences/seminars at the national and international levels may be accepted.

11.3 The CPD events are categorised as follows:

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

**11.3.1 Conventions, Conferences, Seminars, Workshops, Talks, Courses, Technical Visits, etc.**

These include seminars, conferences, workshops, CPD talks, and technical site visits organised by the Board or its approved associations such as PAM, RBDAM, MIID, COWAM & ACAM. 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.

**11.3.2 Research and Post Graduate Studies**

A registered member attending full time or part time studies on subjects related to architecture can apply for CPD credit points accordingly.

**11.3.3 Presentation of Papers**

A registered member who prepares and present papers for conventions, conferences, seminars, workshops, talks, courses, etc. organised by the Board or its approved associations can also apply for CPD credit points accordingly if the papers prepared and presented are on architectural related matters or contribute to the advancement of the profession.

**11.3.4 Publication of Books and Articles**

A registered member who publishes books or articles in journals related to architecture will be granted CPD credit points accordingly. This excludes the publication of company brochures.

**11.3.5 Service to the Profession**

CPD credit points can be granted 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 and organizations approved by the Board in committees, sub-committees and expert groups at both the national and international levels accordingly.

**11.3.6 Others**

A registered member who undertakes other types of CPD activities not described above, such as being a chairperson or organiser of other events, can make an application using the Board prescribed CPD form for approval.

## **12.0 SUPPORTING DOCUMENTS**

The supporting documents, where applicable are to be submitted together with the prescribed CPD Form B shall be as follows, where applicable: -

- (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, approved association, committees, sub-committees.
- (v) proof of authorship of articles or books.
- (vi) proof of presentation/attendance at talks/seminars, etc.
- (vii) exemption letters/certificates as approved the Board of Architects Malaysia.

**13.0 All registered members are reminded to comply with the minimum CPD requirements according to this General Circular. Therefore, General Circular No.3/2004 dated 3 September 2004 and Board's Notice dated 15 August 2005 are hereby repealed.**

Thank you.

By Order of the Board of Architects Malaysia,

  
(**ABD. SHUKOR BIN ISMAIL**)  
**Registrar**

2 October 2023

Distribution :  
All registered members

## LEMBAGA ARKITEK MALAYSIA

### CPD CREDIT POINTS TABLE FOR REGISTERED MEMBERS

No.	CPD Events	Description	CPD 2.0	Remarks
A.	Conventions Conferences, Seminars, Workshops, etc.	<b>1. Organised by the Board</b>		<b>Board/Approved Association</b> <ul style="list-style-type: none"> <li>• Speaker granted additional 2 CPD credit points from Board approved organizer.</li> <li>• Emcee &amp; moderator granted only 2 CPD points (where attendance as participant is not complied)</li> <li>• Organising Committee (Informal) granted 2 CPD Points for LAM or approved associations events only.</li> </ul>
		1.1 National level		
		i) Half day	5	
		ii) One day	10	
		iii) More than one day	12	
		1.2 International level		
		i) Half day	8	
		ii) One day	12	
		iii) More than one day	14	
		<b>2. Organised by approved association such as PAM, ACAM, MIID, RBDAM, COWAM</b>		
2.1 National level				
i.) Half day	4			
ii.) One Day	8			
iii.) More than one day	10			
2.2 International Level				
i) Half day	6			
ii) One day	10			
iii) More than one day	12			
<b>3. Organised by others as approved by the Board.</b>				
3.1 National level				
i) Half day	2			
ii) One day	4			
iii) More than one day	5			
3.2 International level				
i) Half day	3			
ii) One day	5			
iii) More than one day	8			
B	Research & Post Graduate Studies	1. Full time study for minimum of twelve (12) months duration or more on subject related to architecture	12	Limited up to 3 Years
		2. Fulltime study for a minimum of six (6) months duration on subject related to architecture	6	
		3. Part-time Study/ Distance Learning Course for a duration of not less than two (2) years leading to a qualification related to Architecture or Built Environment	6	
		4. Other studies as approved by the Board		Case to case basis



No.	CPD Events	Description	CPD 2.0	Remarks
C	<b>Publication of Books and Articles*</b>	1. Authored, edited and/or published a book which is related to the profession as approved by the Board. (Upon completion) 2. Published an article in journal/chapter in a book which is related to the profession as approved by the Board. (Upon completion)	12  6	
D	<b>Service to the Profession</b>	Registered members serving in the Board or approved associations, committees and sub-committees who have attended regular meetings with a minimum of 60% attendance overall, for any one of the following positions held: <ol style="list-style-type: none"> <li>1. Board President /Registrar</li> <li>2. Board Member</li> <li>3. Board Committee Chairman</li> <li>4. Board Committee Member</li> <li>5. Representing Board in official capacity (e.g. Accreditation Panel/Validation Panel)</li> <li>6. Association President</li> <li>7. Association Council</li> <li>8. Association Committee</li> </ol>	14 8 6 4 4 8 5 2	
E	<b>Others</b>	Others as approved by the Board		Case to case basis

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

**Example of events which are not entitled for CPD credit points:**

1. Sports activity not representing the Board or its approved associations
2. Research not completed
3. Any activity within the normal scope of services of the registered person
4. Luncheon talk (topics not related to architecture)
5. Attendance at site meeting
6. Attendance at opening ceremony of event only
7. Honorary Degree which is not related to architecture