

LEMBAGA ARKITEK MALAYSIA

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GENERAL CIRCULAR NO. 4/2004

CONTINUING PROFESSIONAL DEVELOPMENT for registered Building Draughtsmen

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.

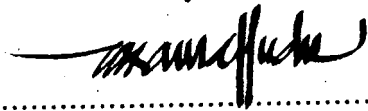
The revised Guidelines and the List of Approved CPD events are also posted on the Board's website. For attendance at any non-approved CPD event, application for recognition of such event may be submitted to the Board using 'CPD Form B' as per Appendix E to the Guidelines.

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

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 point’ means the number of points accredited by the Board for an approved event;

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

‘PAM’ means Pertubuhan Akitek 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.

‘registered person’ means a Professional Architect, registered Architect or registered Building Draughtsman.

3.0 POWERS TO IMPLEMENT

- 3.1 In respect of Professional Architects and registered Architects, **Sections 13(2)** 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.”;

- 3.2 In respect of registered Building Draughtsmen, **Section 22(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 REQUIREMENTS

- 4.1 Pursuant to the above, the Board has decided as follows -

- 4.1.1 **all Professional Architects and registered Architects shall complete a minimum of ten (10) credit points of CPD per year;**
- 4.1.2 **all registered Building Draughtsmen shall complete a minimum of four (4) credit points of CPD per year;**
- 4.1.3 **notwithstanding paragraph 4.1.1 above, Professional Architects and registered Architects who are 65 years of age and above are only required to complete a minimum of five (5) credit points of CPD per year;**
- 4.1.4 **notwithstanding paragraph 4.1.2 above, registered Building Draughtsmen who are 65 years of age and above are only required to complete a minimum of two (2) credit points of CPD per year.**

- 4.2 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.

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

- 4.3.1 all Professional Architects, registered Architects and registered Building Draughtsmen;
- 4.3.2 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;

4.3.3 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;

4.3.4 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.

4.4 **Exemption from CPD**

4.4.1 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.

4.4.2 The Board has the discretion to approve or reject such applications and its decision is final.

5.0 **CPD CREDIT POINTS**

5.1 Professional Architects and registered Architects must successfully complete ten (10) credit points, ensuring that at least five (5) of the ten (10) credit points are from events which are architecturally related.

5.2 Professional Architects and registered Architects who are 65 years of age and above must successfully complete five (5) credit points, ensuring that at least two (2) of the five (5) credit points are from events which are architecturally related.

5.3 Registered Building Draughtsmen must successfully complete four (4) credit points, ensuring that at least two (2) of the four (4) credit points are from events which are architecturally related.

5.4 Registered Building Draughtsmen who are 65 years of age and above must successfully complete two (2) credit points, ensuring that at least one (1) of the two (2) credit points is from event which is architecturally related.

5.5 The number of CPD credit points allotted to the various CPD events are shown in **Appendix A1** for Professional Architects and registered Architects, and in **Appendix A2** for registered Building Draughtsmen.

5.6 There is no limit to the number of events and total credit points that a Professional Architect, registered Architect and registered Building Draughtsman can accumulate per year.

5.7 **Excess Credit Points**

- 5.7.1 All registered persons who have accumulated more than the minimum requirement of credit points for the year can carry forward in full the excess credit points to the subsequent year.
- 5.7.2 Such excess credit points can be carried forward for one year only.

5.8 **Insufficient Credit Points**

- 5.8.1 In the event that the credit points accumulated are less than the stipulated minimum requirement for the year, the Board shall remove the names of the Professional Architects, registered Architects or registered Building Draughtsmen from the Registers for failure to comply with the conditions stipulated under Clause 3.1 or Clause 3.2.
- 5.8.2 Any person whose name has been removed and desires to be reinstated must satisfy the minimum requirement of credit points for reinstatement as a Professional Architect, registered Architect or registered Building Draughtsman. For this purpose, he can utilise the accumulated credit points specified under Clause 5.8.1 by topping up to fulfill the minimum requirement of credit points for the reinstatement of registration.
- 5.8.3 Upon reinstatement, the Professional Architect and registered Architect shall be required to accumulate a further minimum of ten (10) credit points, and the registered Building Draughtsman, a further minimum of four (4) credit points, for the purpose of renewing their registration for the following year.
- 5.8.4 In respect of those who are 65 years of age and above, he shall be required, upon reinstatement, to accumulate a further minimum of five (5) credit points (for Professional Architect and registered Architect), and a further minimum of two (2) credit points (for 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 points.
- 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.

- 6.4 Application for recognition of CPD events shall be submitted to the Board using the 'CPD Form B' at Appendix E.

7.0 SUBMISSION OF CPD RECORDS

- 7.1 Every Professional Architect, registered Architect and registered Building Draughtsman shall submit his CPD records to the Board on a regular basis, preferably after attendance of each event.
- 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 4.1.1, Clause 4.1.2, Clause 4.1.3 and Clause 4.1.4.
- 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 above requirements shall be **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 begins 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 all their accumulated credit points in year 2003 to year 2004.
- 8.4 Credit points accumulated during the year 2004 can be further carried forward to year 2005 for the purpose of calculating the minimum requirements of credit points 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 17 th Floor, JKR Headquarters Jalan Sultan Salahuddin 50582 Kuala Lumpur	or	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

10.0 EXPLANATORY NOTES

- 10.1 The activities that will qualify for CPD credit points must be related to the career of a Professional Architect, registered Architect and registered Building Draughtsman. These comprise both technical and non-technical topics. Non-technical topics include management, accounting, law, economics, foreign languages and others which will assist the Professional Architects, registered Architects 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 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 could be accepted.
- 10.3 The CPD events are categorised as follows :

<u>For Professional Architects and registered Architects</u>	<u>For registered Building Draughtsmen</u>
(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 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 points 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 points 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 points in accordance with Appendices A1 and A2. This excludes the publication of company brochures.

10.3.5 **Service to the Profession**

Credit points 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 FLOW CHART

Please refer to **Appendix D**.

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CPD CREDIT POINTS TABLE FOR PROFESSIONAL ARCHITECTS AND REGISTERED ARCHITECTS

No.	CPD Events	Description	Credit Point Per Event
a	Conventions, Conferences, Seminars, Workshops, Talks, Courses, Technical visits, etc.	<p>1. Organised by the Board or PAM</p> <p>1.1 National level</p> <p>i) Half day 2</p> <p>ii) One day 4</p> <p>iii) More than one day 6</p> <p>1.2 International level</p> <p>i) Half day 3</p> <p>ii) One day 6</p> <p>iii) More than one day 8</p> <p>2. Organised by others as approved by the Board.</p> <p>2.1 National level</p> <p>i) Half day 1</p> <p>ii) One day 2</p> <p>iii) More than one day 3</p> <p>2.2 International level</p> <p>i) Half day 2</p> <p>ii) One day 4</p> <p>iii) More than one day 6</p> <p>3. Technical Visits (structured) 1</p> <p>4. Attendance at PAM Annual General Meeting (AGM) 1</p>	
b	Research & Post Graduate Studies	<p>1. Full time study for minimum of twelve (12) months duration or more on subject related to architecture 10</p> <p>2. Full time study for a minimum of six (6) months duration on subject related to architecture 5</p> <p>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</p> <p>4. Other studies as approved by the Board **</p>	

No.	CPD Events	Description	Credit Point Per Event
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 1.2 International level 2. Organised by others 2.1 National level 2.2 International level	 6 8 4 6
D	Publication of Books and Articles *	1. Authored, edited and/or published a book which is related to the profession as approved by the Board. 2. Published an article in journal which is related to the profession as approved by the Board.	 up to 10 up to 4
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 2. Board Member / PAM Council 3. Board or PAM Committee Member 4. Representing Board or PAM in official capacity	 8 4 4 **
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 points to be determined by the Board

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CPD CREDIT POINTS TABLE FOR REGISTERED BUILDING DRAUGHTSMEN

No.	CPD Events	Description	Credit Points Per Event
a	Conventions, Conferences, Seminars, Workshops, Talks, Courses, technical visits, etc.	1. Organised by the Board or RBDAM 2. Organised by others 3. Technical Visits 4. Attendance at RBDAM Annual General Meeting (AGM)	2 1 1 1
b	Studies	1. Full time study for minimum of twelve (12) months duration or more on subject related to architecture 2. Full time study for a minimum of six (6) months duration on subject related to architecture 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 4. Other studies as approved by the Board	6 3 3 **
c	Presentation of Papers *	Preparation and presentation of papers for conventions, conferences, seminars, workshops, talks, courses, etc. 1. Organised by Board or RBDAM 2. Organised by others	3 2
d	Publication of Books and Articles *	1. Published a book which is related to the profession 2. Published an article in referic journal which is related to the profession	4 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: 1. President of RBDAM 2. Board Member/RBDAM Council 3. Representing Board or RBDAM in official capacity	3 1 1
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 points to be determined by the Board



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CPD SUBMISSION FORM FOR PROFESSIONAL ARCHITECTS AND REGISTERED ARCHITECTS

RECORD FOR THE YEAR

Name : _____

Registration No. : _____

No	CPD Events	Description	Date	Credit Points
i	Credit Points 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 Points			
ii	Credit Points 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



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CPD SUBMISSION FORM FOR REGISTERED BUILDING DRAUGHTSMEN

RECORD FOR THE YEAR

Name : _____

Registration No. : _____

No	CPD Events	Description	Date	Credit Points
i	Credit Points 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 Points			
ii	Credit Points Carried Forward			

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

.....
 (Signature of Applicant)

Date : _____

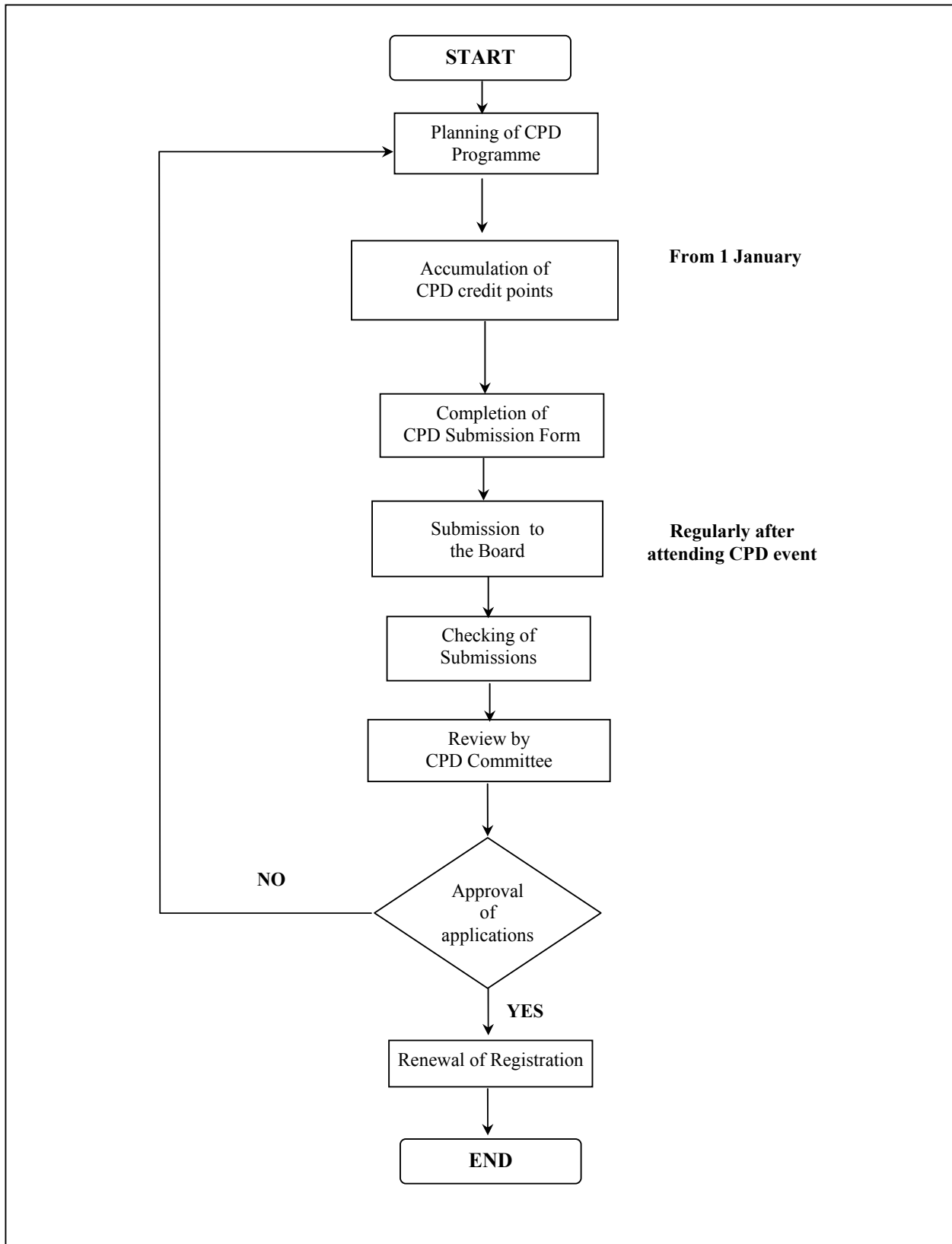
Please tick before submission :-

Form is duly completed

Relevant supporting documents required under Clause 11.0 are attached

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CPD IMPLEMENTATION FLOWCHART



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CPD FORM B

APPLICATION FOR RECOGNITION OF CPD EVENT (Professional Architects, Architects and registered Building Draughtsmen)

YEAR _____

INSTRUCTIONS TO APPLICANT

1. Use separate Form for each event
 2. Completed Form must be submitted together with the organiser's event brochure.
 3. If you were the speaker, you are also required to submit a copy of the papers presented.
 4. Application shall be submitted **after the event** together with the Certificate of Attendance.
 5. All decisions of the Board regarding this application is final.
-

A. Personal Details

- (i) Name of applicant : _____
- (ii) Registration No. : _____
- (iii) Correspondence Address : _____

- (iv) Tel. No. : _____ Fax. No. : _____
- (v) Email Address : _____ H/p No. : _____

B. Details of Events

- (i) Title of Event : _____
- (ii) Name of Organiser : _____
- (iii) Start Date : _____ End Date : _____
- (iv) Venue : _____
- (v) No. of Hours : _____
 (excluding breaks,
 lunch, etc.)

(vi) Type of event [Please tick (✓) where applicable] :

- Seminar Workshop Others (Please state)
 Conference Discussion Group

(vii) Role of Applicant [Please tick (✓) where applicable] :

- As speaker As participant

(viii) No. of Papers Presented : _____

.....
Signature of Applicant

.....
Date

C. For Office Use

- Approved Rejected

No. of Credit Points approved : _____

Date : _____