

ACCEPTABLE EVIDENCE FOR CPD ACTIVITIES PER CATEGORY

In order to make it easier for registered professionals to claim CPD points, the varied type of documentary evidence for CPD activities by registered professionals under Category A, B and C has been tabulated as per below Table as follows:

CATEGORY A: CPD ACTIVITIES			
Core knowledge	Acceptable CPD Evidence	Non-Core knowledge	Acceptable CPD Evidence
1. Academic studies: Certificate, diploma, post-graduate diploma, degree, masters, doctorate	University certificate & curriculum	1. Computer training	Certificate & attendance register
2. Local and/or international accredited conferences/ congresses	Certificate of attendance	2. Technical/ professional annual general meetings	Certificate & attendance register
4. Registered formal educational meetings	Attendance register	3. Refresher courses	Certificate of attendance
5. Seminars	Certificate of attendance	4. Accredited research colloquia; presentations	Research paper
6. Workshops	Attendance register/certificate		
7. Accredited short courses in: <ul style="list-style-type: none"> • Technical training • Management aspects • Financial aspects • Professional ethics • Health and safety • Project management • Planning 	Certificate with CPD points/hours		
8. Peer-reviewed research thesis/dissertation/journal papers in CPM, CM & CHS non-refereed conference/journal papers; monographs/books	Conference/ journal paper/ thesis/dissertation		

CATEGORIES B & C: CPD ACTIVITIES			
Category B: Mentoring	Acceptable CPD Evidence	Category C: Ongoing Practice	Acceptable CPD Evidence
1. Signing of commitment and undertaking to mentor registered candidate towards professional registration	Signed commitment and undertaking form & candidate's candidacy application	1. Unbroken continuous work/service	Letter of service signed by Human Resources/direct supervisor on company letterhead
2. Mentoring registered candidate	Signed assessment report/logbook (by candidate & mentor)	2. On the job training	Attendance register/certificate
3. Mentoring experiential learner in work integrated learning programme	Signed-off logbook (signed by mentor)	3. Teaching and training work	Appointment letter/letter of service/recommendation (on an official letterhead of the company appointing the registered person)
4. Informal mentoring of staff on the job	Letter of confirmation by employer on company letterhead (signed by mentor and mentee) and <i>curriculum vitae</i> of mentee	4. Examiner/moderator for accredited relevant exams	Appointment letter
5. Training of contractors in Project and Construction Management work (extends to include specified categories).	Appointment letter or signed-off logbook (signed by contractors/mentee)	5. Assessor/councillor in Council committee	Appointment letter/confirmation on the company letter head
6. Professional consultancy services provider (to government and private sector)	Project appointment letter and completion certificate	6. Serving in committees of recognised Voluntary Association (VA)	Appointment letter and or confirmation letter from the VA
7. Training of community members in Project and Construction Management work (extends to include specified categories).	Appointment letter/ thank you letter from the community	7. Researcher/ lecturer or professor	Appointment letter/letter of service/recommendation (signed on an official letterhead of the company appointing the registered person)
		8. Industry experience	Letter of service by company/Voluntary Association
		9. Professional position held in company	Letter of service signed by Human Resources/direct supervisor on company letterhead/