**EIA CONSULTANT REGISTRATION SCHEME**

**CONTINUOUS PROFESSIONAL DEVELOPMENT**

**GUIDANCE FOR COURSE PROVIDERS AND EVENT ORGANIZERS**

## 1.0    INTRODUCTION

1.1    For the purpose of awarding CPD hours, all trainings organized by third party must be certified by DOE. For other events such as conferences, seminars or talk, to claim the CPD hours, the organizer must obtain the approval from DOE in advance. Interested course providers and event organizers are invited to obtain the certification or approval from DOE to enable their participants to claim for CPD hours. Acceptable programmes must contribute towards the professional competence of the registered individuals under this Scheme. The course provider shall contact the Secretariat to obtain the necessary certification or approval.

**Acceptable programmes should:**

(i)      Contribute to the professional competence of the participants
(ii)     State program objectives which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the programme
(iii)    Be developed by individuals highly qualified in the subject matter
(iv)    Provide programme content which is current;
(v)     Be on a professional level

1.2    The award of CPD hours also depends on the content of the course or the programme, and the number of CPD hours could be less from what is presented in Table A: Guidance on Continuous Professional Development for Registered Individuals. The award of CPD hours will be based on the course or programme content.

1.3    DOE may not certify training or approve event proposed, if DOE feels that the quality is not up to the desired standard. The training provider or event organizer will still be able to conduct the event, however, no CPD hours will be awarded to the participants.


## 2.0    APPLICATION PROCEDURES

2.1    All training providers and organizers are advised to apply for the certification or approval  from  the EIA Consultant Registration Scheme Secretariat as early as possible. For event (e.g; seminar), application must be submitted at least 1 month before the proposed date. For training, the application shall be made at least 6 weeks before the proposed date.

2.2　To apply, kindly fill in Form A : CPD Application for Programmes. The following information must be submitted to the Secretariat for EIA Consultant Registration Scheme.

**Information to be provided is as follows:**

(a) For training/ courses

(i)　　3 copies of the training modules (hard copy) – for training only
(ii)　　Timetable and course/ event date
(iii)　　Resource persons and CV
(iv)　　Target group & number of participants
(v)　　Programme brochures
(vi)　　A sample of Evaluation Form of programme  / course
(vii)　　Name of Authorized Person for attendance verification

Information to be provided after the training

(i)　　List of attendance (for DOE record)
(ii)　　Participant's Feedback Report based on Evaluation Form

2.3　For the time being, no payment is required for the certification or approval. However DOE may charge a small fee in future.

2.4　The result for training course will be informed within 3 weeks after the complete application received, and for event (e.g seminar) the result will be informed within 2 weeks. Incomplete application will not be entertained.

2.5　Certification for training modules is only valid for a year. The organizer shall apply for recertification after the expiry date.  The content of the modules need to be updated from time to time, based on the latest technology and changes in regulations.  However, details of the trainers  (name   and CV must be submitted to the Secretariat for each training).

## 3.0　REVIEW PROCEDURES

The course content will be evaluated by appointed panel members (in house). However, outside panel members may be called in, if necessary.

## 4.0　BENEFIT OF CERTIFICATION OR APPROVAL

Information on training programmes or events  certified  or  approved by DOE will be announced at DOE Website. The certification will also enhance the market value for the course or event.

**FORM A: CPD APPLICATION FOR PROGRAMMES**

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|---|---|
| 1. APPLICANT | |
| 2. ORGANISATION | |
| 3. ADDRESS | |
| 4. TEL | |
| 5. FAX | |
| 6. E MAIL | |
| 7. NAME OF PROGRAMME | e.g : Training on River Water Quality Modelling |
| 8. DESCRIPTION OF PROGRAMME | e.g : This programme is designed to ….. |
| 9. PROGRAMME DATE | |
| 10. RESOURCE PERSONS | 1.<br>2.<br>3…. |
| 11. TARGET GROUP | |
| 12. NO OF PARTICIPANTS | |

**Other documents to be submitted:**

Please see documents listed in 2.2