ENVIRONMENTAL AUDITOR REGISTRATION SCHEME

**GUIDANCE ON CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)
FOR REGISTERED ENVIRONMENTAL AUDITORS**

1.0   INTRODUCTION

Under the Environmental Auditor Registration Scheme, registered Environmental Auditors are required to collect a minimum of 50 CPD hours peryear. The objective of this requirement is to ensure those registered under this scheme will continually improve and upgrade their knowledge and skills.

2.0   ACTIVITIES ACCOUNTED FOR CPD

Generally there are five categories of activities accepted for CPD.

(i) Related Structured Training

Attendance as **participant** at related conferences, colloquiums, seminars, workshops and training. A minimum of 20 out of 50 CPD hours must be obtained from this category.

(ii) Related Meetings

a. Attendance at related **recognized technical meetings as appointed committee member or expert** at international, national and state level.

(iii) Conducting Related Training

The subject trained must be relevant to environmental or technical areas or subject matter related to the the consultant's expertise. Unrelated subject will not qualify for CPD hours.

(iv) Related Publications (Maximum claimable

The types of publication acceptable are books, recognized guidelines (e.g endorsed by government agencies or recognized bodies), and published articles in magazine, journal and newspapers. The publications must be related to environmental or technical areas or subject matter within the consultant's expertise.

(v) Related Self study

Self study includes reading related books and other publications. The title of books and articles must be recorded in the log book. A maximum of 5 CPD hours can be claimed under this category. The reading materials must be environmental issues or any areas related to the consultant's expertise. Unrelated reading materials will not qualify for CPD hours.

3.0   CALCULATION FOR EACH ACTIVITY

Table A : Calculation on CPD hours for each activity

(i) STRUCTURED ACTIVITIES : **TRAINING, WORKSHOP, CONFERENCE, SEMINARS, COLLOQUIUM**		
Activity	Actual duration	CPD Hours
1. Related training/ workshops/ conferences/seminars/ colloquium - as participant	Half day (3-4 hours) Full day (6-8 hours) e.g : for two full days workshop, the number of CPD hours is 12.	3 6

ii. RELATED MEETINGS		
1. Attendance to **recognized technical meetings** (related to auditing, environmental or technical areas related to consultant's expertise) **as appointed committee member or expert** at international, national or state level.	Half day meeting Full day meeting	2 4 (Maximum claimable per meeting is 8 hrs per event)
iii. CONDUCTING TRAINING		
Conducting training (as resource person) -verification to be provided)	1 hr	3 hrs (Maximum CPD hours claimable per event is 12 hrs per event)
iv. PUBLICATIONS		
Publication of books, articles, journals, research papers	1 page of single spaced print , font size 12	2 hours/page (Maximum claimable - 12 Hours/ material)
v. SELF STUDY		
Reading related books and articles (Please provide title and short synopsis in your log sheet)	Book – 0-100 pages >100 1 article	2 3 0.5 (Maximum CPD hours claimable is 5 hr)

4.0 OTHER MATTERS

4.1 Any excess on CPD hours can be brought forward to the other year.

4.2 All registered auditors are required to log their activities in the CPD log sheet .

4.3 **Records on CPD hours obtained under Structured Training must be logged on separate sheet** (not to be mixed with other activities). Other activities may be recorded together.

4.4 For verification purpose, the log sheet need to be stamped/ signed by personnel authorized by the approved event or training organizer. Other forms of verification such as certificates; invoices etc are acceptable.

4.5 Upon renewal, copy of log sheets must be attached together with renewal form.

4.6 For registered individuals who are also members of other professional bodies, you may take into account the related (acceptable) activities as listed in Table A, however special log sheet under the Environmental Auditor Registration Scheme must be used as the CPD hours assigned or calculated could be different.