

BOARD OF ARCHITECTS - SINGAPORE INSTITUTE OF ARCHITECTS

**CONTINUING PROFESSIONAL  
DEVELOPMENT**

**BOA-SIA  
CPD SERVICE PROVIDER  
APPLICATION**

The Board of Architects - Singapore Institute of Architects  
Continuing Professional Development Programme

## Steps to Being a CPD Service Provider

### 1. Apply to the BOA-SIA/CPD

- Complete a CPD Service Provider Registration Form. Please contact SIA if more information or clarification is required.
- Allow 8 weeks for your application to be processed, prior to the commencement of the CPD programme.

### 2. Develop your professional development programme(s)

- CPD Programmes need to be pre-approved by BOA-SIA/CPD (quality control is maintained by an audit system) and Service Providers may submit their programme for evaluation and determination of the points to be awarded.

### 3. Market your CPD programme or course

- Your programme will be added to the CPD *Calender of Events* on SIA's web site, [www.sia.org.sg](http://www.sia.org.sg)

### 4. Report attendance of participants of your programmes

- CPD Service Providers are to send the seminar / course to the BOA-SIA/CPD Records Office at Singapore Institute of Architects (SIA), least two months prior to the commencement of the seminar / course. CPD Service Providers are also responsible to submit the attendance list of participants of their programmes to the BOA-SIA/CPD Records Office within two weeks of the completion date.

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## BOA-SIA/CPD Guidelines Overview

All BOA-SIA/CPD Service Provider programmes must meet the following criteria:

- Be at least one (1) hour (60 minutes) in length
- Non-bias, non-partial, non-bashing, not marketing a company's products or services
- Have a clear purpose and intended learning objectives
- Be organized, structured and designed as a learning activity
- Planned and presented by qualified individuals in the subject matter
- Be registered with the BOA-SIA/CPD Records officer at least two (2) months prior to the event
- Be reported to the BOA-SIA/CPD Records officer at least two (2) weeks after completion

This list is not all-inclusive.

## What types of programme(s) can offer CPD points?

Education activities that value-add to Continuing Professional Development could qualify for CPD points (if all guidelines are met):

- Conferences/Conventions
- Lectures
- Workshops
- Seminars
- Computer based training

The number of CPD points awarded will depend on the contact hours and subject content of the activity, which is subject to evaluation.

Note : All CPD courses and programme are subject to the approval of the Joint Accreditation Panel and they are not liable to explain the rationale of awarding points.

BOA-SIA CPD SERVICE PROVIDER REGISTRATION FORM

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## Provider Categories, Benefits, Services & Fees

### Non-Commercial Organisation

- **Government Agencies** – Government agencies who offer professional development activities to the architectural profession and construction industry.
- **Non Profit Professional Allied Institutions** – Allied institutions from the construction industry who offer professional development activities.

### Basic Benefits & Services

BOA-SIA/CPD Providers receive these **Basic Benefits and Services**:

- Authorization to publicize organization as a “BOA-SIA/CPD Service Provider” and education programmes as “Registered CPD Service Provider with BOA-SIA”
- Accreditation of CPD programmes by SIA
- Use of E-ID machine free of charge
- Architects attending approved CPD programme will be recorded for CPD points
- List programmes in the *CPD Calender of Events* on SIA website

# BOA-SIA/CPD Service Provider Application

Providers of professional development activities who wish to offer CPD Points must complete this form to become a CPD Service Provider With the BOA-SIA Continuing Professional Development (BOA-SIA/CPD). Upon completion, return this application to the BOA-SIA/CPD.



Please answer all questions on the application. Incomplete applications will delay processing and may be returned.

## Organization and Contact Information

As it is to appear in CPD Service Provider listings.

\_\_\_\_\_  
Name of Company/Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/ZIP (Province/Country)

## CONTACT PERSON

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Title of Contact Person

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website Address

## Topics and Venues

List the topic(s) your professional development activities will cover and the venue(s) they will be offered. (Use an additional sheet if necessary).

**List the topic(s) of your intended CPD programmes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List the venue(s) you intended to offer CPD programmes:**

\_\_\_\_\_  
\_\_\_\_\_

## Programmes and Courses

Check all that apply.

**Approximate number of different education programmes intend to offer:**

\_\_\_\_\_

**Estimate how often CPD programs will be offered (i.e., 2/week, 1/month, etc.):**

\_\_\_\_\_

Format of intended CPD programme(s) offered:

Convention/Conference     Lecture     Seminars

Workshop     Other: \_\_\_\_\_

**Categories**

Please tick appropriate category.

 **Government Agencies** **Non Profit Professional Allied Institutions**

On behalf of the applying company/organization, we agree to abide by the SIA criteria and guidelines as outlined above. We will be responsible for the quality assurance of any CPD programme(s) reported under the Service Provider programme.

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Print Name

Designation

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Signature

Date

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Organization/Company

**Submit Application and Payment**

It will take approximately two weeks after SIA has received the completed forms to process the application.

Incomplete applications will delay processing.

**Questions?**

Contact the SIA at 6226 2668 or at [cpd@sia.org.sg](mailto:cpd@sia.org.sg)

**Return application to:**

Singapore Institute of Architects  
79B Neil Road  
Singapore 088904

OR

Email to [cpd@sia.org.sg](mailto:cpd@sia.org.sg)