

## **CPD Accreditation Conditions**

### Application

1. An Approved CPD Service Provider can submit a CPD accreditation application for qualification of a CPD activity under BOA-SIA CPD Programme.
2. Link to download the CPD Accreditation Application Form:  
[https://apex.sia.org.sg/xshare/CPD\\_Accreditation\\_Application\\_Form.xlsx](https://apex.sia.org.sg/xshare/CPD_Accreditation_Application_Form.xlsx)
3. Submit your application to SIA ([cpd@sia.org.sg](mailto:cpd@sia.org.sg)) at least 3 weeks in advance before the date of the course/event.
4. The course/event title and date in the application form must be the same as the actual course/event. The Service Provider can submit a re-application to supersede an earlier application.
5. Each run/cycle/batch is considered a new event and will require a separate application.
6. Each application is to be submitted together with the following supporting documents:
  - (a) Event Synopsis,
  - (b) Speaker's Profile,
  - (c) Event Flyer, and
  - (d) Programme Timetable.
7. The objective of an CPD activity is to impart professional knowledge. There should not be any recruitment / sales / product pitch during the seminar / event.
8. Retrospective accreditation is strictly not admissible.

### Attendance to Qualify for CPD Points

9. For seminar/conference that are spread across multiple days, Architect attendees must attend ALL days of the seminar/conference in order to qualify for the CPD points.
10. For non-examination base course, Architect attendees will have to attain at least 75% of attendance in order to qualify for the CPD points.
11. For examination base course, Architect attendees will have to
  - (a) attain at least 75% of attendance, **and**
  - (b) pass the examination set by the Service Provider, in order to qualify for the CPD points.
12. The CPD points will be accorded to each Architect's record.

### Attendance List and Attendance Submission Templates

13. If an event is successfully accredited with CPD points, Service Provider is to provide the below supporting attendance proof to SIA ([cpd@sia.org.sg](mailto:cpd@sia.org.sg)) not later than 2 weeks after completion of the activity. These will be used as documentary proof to update the architect's CPD points.
14. Scanned copy of the **actual Attendance List**
  - (a) Please download the sample Attendance List template for your event registration usage:  
[http://apex.sia.org.sg/xshare/Attendance\\_List\\_Template.xlsx](http://apex.sia.org.sg/xshare/Attendance_List_Template.xlsx)
  - (b) The following details are to be included in the attendance list:
    - i. Full Name (as per NRIC/FIN/Passport),
    - ii. Organisation,

- iii. Last 4 characters of NRIC/FIN/Passport Number of Participants (both Architects and non-Architects),
- iv. BOA Number,
- v. Signature of Participants (Applicable for physical events only).

15. Completed Excel **Attendance Submission Template**

- (a) Please download the **Excel Attendance Submission Template** for your attendance submission after the event:  
[http://apex.sia.org.sg/xshare/Excel Attendance Submission Template.xlsx](http://apex.sia.org.sg/xshare/Excel_Attendance_Submission_Template.xlsx)
- (b) The Service Provider is responsible for collating and recording required information on Architect attendee's details and to include the following details in the attendance submission template:
  - i. Full Name (as per NRIC/FIN/Passport) of Architects only,
  - ii. Last 4 characters of NRIC/FIN/Passport number,
  - iii. BOA Number.

Submission of Attendance Documentary Proof to SIA

- 16. The Service Provider is to forward the following to SIA within 2 weeks upon the completion of the event/course/examination:
  - (a) Excel Attendance Submission Template,
  - (b) Scanned Attendance List,
  - (c) Copy of the Certificate of Attainment/Passing (Applicable to examination base course only)
- 17. Partial submission or missing information in the attendance list and/or submission templates will not be accepted.
- 18. Service Provider is to ensure that all information submitted (in particular, attendance and Architect details) is correct and up-to-date. Failure to submit the accurate information may result in CPD points not being updated for the architects.
- 19. Where a course is cancelled or there is no Architect attendee etc., the Service Provide is still required to inform SIA / forward the attendance file to SIA.

General Terms and Conditions

- 20. SIA does not endorse an event even if it has been accredited with CPD points by the BOA-SIA Joint Accreditation Panel (JAP). The Service Provider may only indicate that the event has been accredited 'BOA-SIA CPD Programme: (CPD points)'.
- 21. SIA reserves the final right to decide on applications submitted.
- 22. In-house training event is not eligible for CPD accreditation.