

CPD Accreditation Conditions

1. An Approved CPD Service Provider can make an online CPD accreditation application for qualification of a CPD activity under SIA-BOA CPD Programme.
2. Submit your application at least 3 weeks in advance before the date of the course(s).
3. Each course is considered as new application. Retrospective accreditation is strictly not admissible.
4. Application course title and date should be the same as what you would inform your participants. To make any amendments, you can submit a re-application and request SIA to delete the earlier application.
5. Application will have to be submitted online together with supporting documents such as Event Synopsis, Speaker's Profile, Event Flyer and Programme Timetable.
6. CPD activity is to impart professional knowledge. There should not be any recruitment / sales / product pitch during the seminar / event.
7. If your application has been successfully qualified for CPD, you are reminded to provide the below supporting attendance proof to SIA (cpd@sia.org.sg) not later than 2 weeks after completion of the activity for updating of architects' CPD points. Attendance without the following details WILL NOT be updated in our record.

(a) Scanned copy of the actual signed Attendance List (please refer to below for template)

The following details are to be included in the attendance list:

- Full Name and NRIC of Participants (both Architects and non-Architects)
- Organisation
- NRIC/FIN number
- BOA/SIA number
- Signature of Participants

(b) Completed Excel Attendance Submission Template (please refer to below for template)

Service Provider is responsible to collate and record important information on Architect attendee full names as per NRIC, NRIC nos. and BOA registration nos. (if any) in the Excel Attendance Submission Template and forward to SIA.

** For seminar/conference that are spread across a few days, Architect attendees will have to attend all the days of the seminar/conference in order to qualify for the CPD points.

** For non-examination base course, Architect attendees will have to attain at least 75% of attendance in order to qualify for the CPD points.

** For examination base course, Architect attendees will have to attain at least 75% of attendance and also pass the examination set by the Service Provider in order to qualify for the CPD points. Service Provider to forward the Excel Attendance Submission Template, scanned Attendance List and a copy of the passed Certificate upon completion of examination (not restricted by 2 weeks submission deadline depending on completion of examination set) to SIA.

8. Where a course is cancelled or there is no Architect attendee etc., the attendance file is also required to be forwarded to SIA.
9. Service Provider is to ensure that all information (in particular, attendance and Architect details) submitted is correct and up-to-date. Failure to submit the accurate information may result in CPD points not updated for the architects.
10. CPD points be accorded into Architect's record. If required, Service Provider can arrange to collect e-ID machine one day in advance before the event if the event is attended by more than 20 architects. Service Provider may download the e-ID Machine Application Form ([pls click here](#)) and forward to SIA (cpd@sia.org.sg) a few days in advance to check for e-ID machine availability prior to collection.

11. SIA does not endorse the event even it has been qualified with CPD by SIA. You may only indicate that your event has 'SIA-BOA CPD Programme: (CPD points)' as part of your event information.
12. SIA reserves the final right to decide on applications submitted.

- Please click the below link to download the e-ID Machine Application Form for loaning of the scanner.
http://apex.sia.org.sg/xshare/e-ID_Machine_Application_Form.doc

- Please click the below link to download a sample Attendance List template for your event registration usage.
http://apex.sia.org.sg/xshare/Attendance_List_Template.xlsx

- Please click the below link to download the Excel Attendance Submission Template for your attendance submission after the event.
http://apex.sia.org.sg/xshare/Excel_Attendance_Submission_Template.xlsx