



To: BOA-SIA Continuing Professional Development Programme  
c/o Singapore Institute of Architects  
79B Neil Road  
Singapore 088904  
Tel: 6226 2668  
Email: cpd@sia.org.sg

## CPD ACCREDITATION APPLICATION FORM

### Section A

Type of Activity: (Please tick appropriate box)

Formal study course (*with exam*)       Lecture, short course, conference, workshop or seminar

Title of Activity: \_\_\_\_\_

Learning Objectives: \_\_\_\_\_

\_\_\_\_\_

How would architects benefit from attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach a synopsis of the activity.**

### Section B (Please attach course / seminar brochure)

Name of course organiser: \_\_\_\_\_

Name of lecturer(s) or speaker(s): (**Please enclose CV of each speaker**)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Venue : \_\_\_\_\_

Course fee : \_\_\_\_\_ (Member) \_\_\_\_\_ (Non-Member)

### Please attach programme

Duration of activity : From \_\_\_\_\_ (Date/Time) To \_\_\_\_\_ (Date/Time)

Registration : From \_\_\_\_\_ (Time) To \_\_\_\_\_ (Time)

Coffee break : From \_\_\_\_\_ (Time) To \_\_\_\_\_ (Time)

Lunch break : From \_\_\_\_\_ (Time) To \_\_\_\_\_ (Time)

Total contact hours : \_\_\_\_\_ (excluding registration, coffee & lunch break)

Contact Person(s) attending to course / seminar enquiries:

1. \_\_\_\_\_ Tel: \_\_\_\_\_

2. \_\_\_\_\_ Tel: \_\_\_\_\_

Organiser's web address where the event's details are available: \_\_\_\_\_

***Please complete our Excel Template given and forward SIA a copy of the Attendance List not later than 2 weeks after completion of the activity. Attendance List without the following details WILL NOT be updated in our record.***

*The following details are to be included in the attendance list (please follow our sample attendance list copy given):*

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

**\*\*For Examination Course, you may forward the Excel Template, scanned Attendance List and copy of the passed Certificate upon completion of examination.**