

## Members' update

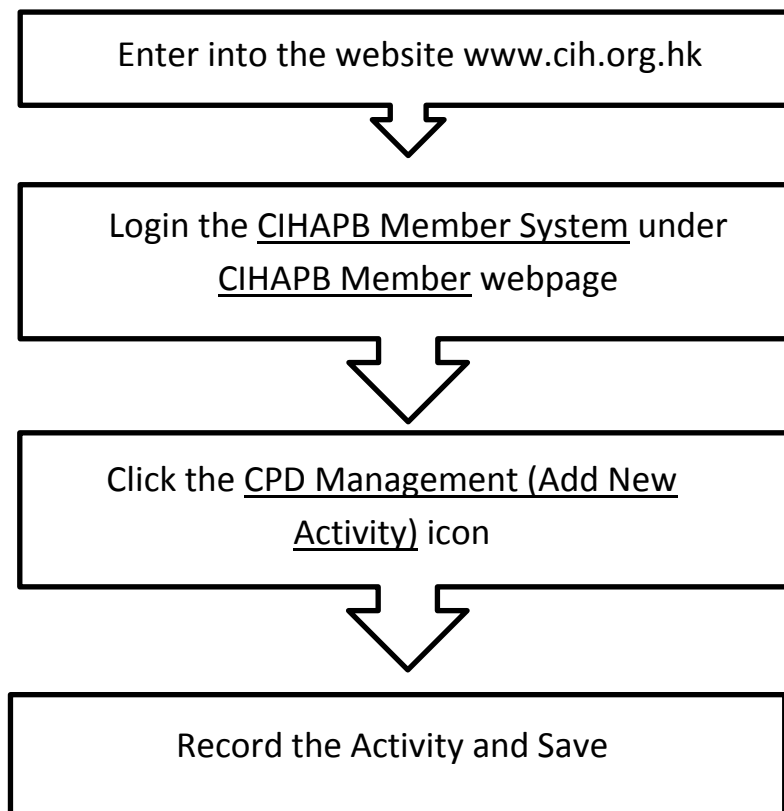
### **Continuing Professional Development Programme (CPD)**

Our CPD programme is to become mandatory this year, following the successful voluntary implementation in 2014. Let's refresh its few simple steps as below for your necessary preparation. Remember to make CPD submission by 30 November 2015.

All Chartered / Fellow Members are required to submit records showing completion of sufficient units of CPD to the Institute by the end of November each year for renewal of membership of the following year. Please note that the deadline for the first mandatory CPD submission for renewal of membership Year 2016 will be 30 November 2015. Member could choose to make their CPD submission through the website of CIHAPB or by completing prescribed Registration Form, in which a declaration of fulfillment of CPD requirements, for the immediate past 12 months is embedded.

We would like to remind that all CIH Chartered / Fellow Members are required to undertake at least 20 CPD units a year, at least 5 units should be from each of the following areas, Education and Training, Professional Practice & Personal Development. One unit is equivalent to one hour of activity. For further information, please refer to the relevant guidelines in our Branch's website – [www.cih.org.hk](http://www.cih.org.hk).

The steps for submitting records of CPD are listed below;



## 會員消息

### 持續專業發展計劃

隨著 2014 年成功試行後，會員的持續專業發展計劃(CPD)將於今年全面推行。為各會員作出適切的準備，讓我們再審視計劃幾個簡單的步驟。我們的 CPD 登記表須於 2015 年 11 月 30 日前提交。

亞太分會特許會員及資深會員於 2015 年 1 月起均必須每年完成持續專業發展計劃。各會員每年需要從教育及培訓、專業實務及個人發展三大類別合共完成最少 20 個單元。而會員於各類別最少每年完成 5 個單元，而該 5 個單元不應於同一個月內完成。每 1 小時學習相等於 1 個單元。

會員可經亞太分會網址或填寫登記表提交有關記錄，並須在登記表內聲明已符合過去 12 個月的要求。會員須要附上持續專業發展總結記錄作為初步核證要求。登記表須在每年 11 月 30 日或之前遞交到亞太分會辦事處。詳情數據請瀏覽裝址 [www.cih.org.hk](http://www.cih.org.hk)。

透過 [www.cih.org.hk](http://www.cih.org.hk) 網頁內的會員專區提交持續專業發展記錄，程序詳列如下：

