



لمباڠ ارکیتیک جوروترا فروفیسیونل دان جورواوکور باهن نڠارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

GUIDELINE NO. 2

ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS ORDER 2011
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS RULES 2016
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS (AMENDMENT) RULES 2018

PART IV – RULE 22

GUIDELINES FOR CONTINUING PROFESSIONAL EDUCATION (CPE)

CONTINUING PROFESSIONAL EDUCATION COMMITTEE
24th September 2019

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PREAMBLE

In the era of globalisation, technology advancement, climate change and the dynamics of economic and financial fluctuations have changed Architects, Professional Engineers and Quantity Surveyors' role to a new role that calls for new mindset and business culture, the ability to implement tailored and adaptable solutions driven by creativity and innovativeness. Architects, Professional Engineers and Quantity Surveyors need to equip themselves with the latest knowledge and information and the know-how to be able to adapt to the changing environment. Therefore, in order for their nature of their business to thrive and sustain, continuing professional education and development are essential to allow their nature of business to learn and adapt to the rapid changes and sustain their professionalism and business growth.

Continuing Professional Education (CPE) also acknowledge as Continuing Professional Development (CPD) encompasses the overall process of facilitation for the acquirement and broadening of knowledge and skill that is needed to develop their personal qualities and safety aspect awareness necessary for the execution of professional and technical duties throughout the practitioner's working life.

Architects, Professional Engineers and Quantity Surveyors Order 2011 (S 33/2011), one of the functions of the Brunei Darussalam Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS) is to promote learning and education in connection with architectural, professional engineering and quantity surveying. Through the implementation of Continuing Professional Education, BAPEQS aims to maintain the learning and the development of Architects, Professional Engineers and Quantity Surveyors (APEQS) in their professionalism towards the outcome of highly, established professional product deliveries and services.

1.0 INTRODUCTION

The main purpose of this booklet is to set out the guideline on the implementation and requirements of CPE for Architects, Professional Engineers, Quantity Surveyors and Building Draughtsmen. This booklet will also provide guidelines on how Architects, Professional Engineers, Quantity Surveyors and Building Draughtsmen can participate, record and monitor their CPE activities to meet the CPE requirements as part of their renewal of registration and registration with Practising Certificate.

2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL EDUCATION

APEQS Order 2011 (S 33/2011), Part V – Practising Certificates, the rule empowers and impose the compulsory requirement for registered persons to meet certain minimum CPE points as one of the criteria for the annual renewal of registration. BAPEQS has decided that Architects, Professional Engineers and Quantity Surveyors shall participate in CPE programmes and is to accumulate the required credit points, before an application for the renewal of registration is submitted to BAPEQS.

3.0 DATE OF IMPLEMENTATION

With effect from 1st January 2017, it is mandatory for all Architects, Professional Engineers and Quantity Surveyors to participate and maintain records of their participation in CPE. All renewals of registration with BAPEQS, for the year 2016 onwards shall include evidence that they have undertaken and accumulated the required minimum CPE credit point.

4.0 INTERPRETATION

For the purpose of this Guideline: -

Part 1:

- a. 'continuing professional education points' means a CPE or can be referred to as a CPD point which a registered architect, registered professional engineer or registered quantity surveyor obtains by successfully completing any continuing professional education or continuing professional development programme;
- b. 'continuing professional education programme means any activity, course or programme in the list of activities, courses or programmes published by the Board under Section 21, APEQS Rules 2016;
- c. 'qualifying period' means the period of 12 months immediately preceding the date on which the practicing certificate in respect of which he has made an application is to commence;
- d. 'requisite continuing professional education points' means the number of continuing professional education points he is required to obtain under Section 18, 19 and 20, APEQS Rules 2016, as the case may be';

- e. 'structured activity' means any activity, course or programme identified under Section 21(2), APEQS Rules 2016 as a structured activity;
- f. 'unstructured activity' means any activity, course or programme identified under under Section 21(2), APEQS Rules 2016 as an unstructured activity.

Part 2:

- a. A registered Architect, registered Professional Engineer or registered Quantity Surveyor obtains a specified number of CPE points if he successfully completes one or more of the activities, courses or programmes in the list published under Section 21(1), APEQS Rules 2016 the total number of continuing professional education points of which equals or exceeds that specified number.

Under Section 21(1), APEQS Rules 2016: The Board shall publish a list of activities, courses and programmes for the purposes of this part and the number of continuing professional education points which a registered Architect, registered Professional Engineer or registered Quantity Surveyor obtains by successfully completing each of the activities, courses and programmes.

Under Section 21(2), APEQS Rules 2016: The Board shall, for each activity, course or programme set out in the list, state whether it is a structured activity or unstructured activity for the purposes of this Part.

5.0 CPE REQUIREMENTS

5.1 The said professionals who are subjected to CPE

The following categories of the said professionals subjected to CPE are:-

- i) All Registered Architects with Practising Certificate
- ii) All Registered Professional Engineers with Practising Certificate
- iii) All Registered Quantity Surveyors with Practising Certificate
- iv) All Registered Architects, Professional Engineers and Quantity Surveyors
- v) All Registered Building Draughtsmen

5.2 CPE Requirements of Registration and CPE Credit Point

- i) In general, for the purpose of Section 25(4), APEQS Order 2011, the Board may refuse to issue a practicing certificate to a Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor if he fails to satisfy the BAPEQS that he has obtained or will obtain the requisite CPE points during the qualifying period. However, the BAPEQS may overrule this condition under special circumstances as it may determine.

For Registered Architect with Practising Certificate:

- ii) Where a Registered Architect on the date which the renewal application has been made, the requisite CPE points accumulated within that year are required to obtain a practicing certificate as follows:

- (a) Below the age of 60 years, the required minimum is 25 CPE points per year, which can be averaged over the preceding 2 years.

Example a person aged 59 years old, obtains 10 CPE points in 2019, his/her PC renewal would be considered if he/she had 40 CPE points on 2018 – on average 25 CPE points over the preceding 2 years.

- (b) Age 60 and below 70 years, the required minimum 20 CPE points per year, which can be averaged over the preceding 2 years.

- (c) Age 70 and above 70 years, the required minimum 15 CPE points per year, which can be averaged over the preceding 2 years..

For registered Professional Engineer with Practising Certificate:

- iii) Where a Registered Professional Engineer on the date which the renewal application has been made, the requisite CPE points required to obtain a practicing certificate are as follows:

- (d) Below the age of 60 years, the required minimum 25 CPE points per year, which can be averaged over the preceding 2 years.

- (e) Age 60 and below 70 years, the required minimum 20 CPE points per year, which can be averaged over the preceding 2 years.

- (f) Age 70 and above 70 years, the required minimum 15 CPE points per year, which can be averaged over the preceding 2 years.

For Registered Quantity Surveyor with Practising Certificate:

- iv) Where a Registered Quantity Surveyors on the date which the renewal application has been made, the requisite CPE points accumulated within that year are required to obtain a practicing certificate as follows:

- (a) Below the age of 60 years, the required minimum 25 CPE points per year, which can be averaged over the preceding 2 years.

- (b) Age 60 and below 70 years, the required minimum 20 CPE points per year, which can be averaged over the preceding 2 years.

- (c) Age 70 and above 70 years, the required minimum 15 CPE points per year, which can be averaged over the preceding 2 years.

Tabulation of CPE requirements for Registered Architects/ Professional Engineers/ Quantity Surveyors with Practising Certificate:

Professions	Age	Required CPE Points
Architect, Professional Engineer and Quantity Surveyor	Below 60 years (<60 years)	25
	Age 60 and below 70 years (60 years – 69 years)	20
	Above 70 years (>70 years)	15

For Registered Architect/ Professional Engineer/ Quantity Surveyor:

- v) A registered person shall renew his/her registration with a minimum of 25 CPE points accumulated over the preceding 2 years. This registration renewal requirement is effective for renewals submitted from the year 2021.

For Building Draughtsman:

- vi) A registered Building Draughtsman shall renew his/her registration with a minimum of 15 CPE points accumulated over the preceding year. This registration renewal requirement is effective for renewals submitted from the year 2021.

5.3 CPE Activities and Accreditation

1) Any party other than the BAPEQS/ PUJA, who wishes to organise in any CPE events with the intention of obtaining 'CPE credit point' must apply in writing or email or through the official website for registration to the Board and for acknowledgement before the proposed date of the event.

2) The Board shall publish a list of activities, courses and programmes for the purposes of this Part and the number of CPE points which a Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor obtains by successfully completing each of the activities, courses and programmes.

3) The Board shall, for each activity, course or programme set out in the list, state whether it is structured activity or unstructured activity for the purpose of this part.

6.0 ADMINISTRATION OF CPE COMPLIANCE

Unless exempted by the BAPEQS, an application for renewal of registration shall comply with the following requirements.

6.1 Maintenance of CPE record

The BAPEQS from time to time, may request the said professionals to provide evidence of their participations in the CPE events. The said professionals shall maintain all relevant documents and certificates of attendance as proof of their participations.

6.2 Submission of CPE record

The said professionals must submit CPE record together with the application for renewal of registration with the Institution. Applicants must complete and submit the 'CPE Submission Form' (Attached as Appendix B) together with all supporting documents for the BAPEQS's verification and approval.

6.3 Non-Compliance of CPE Requirements

An application for renewal of registration will not be approved if the applicant does not comply with the CPE requirements, unless the BAPEQS has approved such non-compliance.

6.4 False Declaration

The BAPEQS shall revoke registration of any said professionals if the approval for renewal of registration was obtained by means of false declaration regarding CPE requirements.

7.0 CORRESPONDENCE

All correspondence relating to CPE shall be addressed to:-

The Registrar,
Brunei Darussalam Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS)
Board Management Division (BMD)
Ground Floor (East Wing), Ministry of Development Building,
Jalan Pembangunan, Bandar Seri Begawan, BB 3510,
Negara Brunei Darussalam.

The Secretariat office contact detail:

Telephone number : +673 2382076
Faximile number : +673 2382076
Email address : apeqsec@mod.gov.bn
Website : www.bapeqs.gov.bn

8.0 EXPLANATORY NOTES ON CPE CREDIT POINT TABLE

The said registered professionals are encouraged to participate in various CPE activities or events recognised by BAPEQS and accumulate the required credit points per year to be eligible for submission of application for renewal of registration of Practising Certificate in the preceding year as listed in CPE Credit Point Table (Appendix 'A').

This is to encourage the said professionals to participate in various categories of CPE activities/ event and opportunity to a wider range of choices to accumulate the required CPE credit point. In carrying out the CPE event, BAPEQS from time to time, may accredit professional bodies where the said professionals may obtain CPE credit points by serving as committee and/or sub-committee member or attend seminar, conference, workshops, CPE talk, short courses or technical visit organised by them.

With the online registration facilities, all registered persons may upload and maintain their accumulated CPE points regularly which will be calculated for the renewals by the 1 December of the year.

8.1 Attendance at the Meeting

The said professionals attending qualified event under this category considered as unstructured activity, an attendance at a meeting, will be accorded with the cumulative maximum credit points annually as listed in Appendix `A`.

For registered Architects/ registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen:

- (a) Three (3) CPE credit points per event for attending BAPEQS meeting
- (b) Three (3) CPE credit points for attending BAPEQS committee meeting
- (c) Three (3) CPE credit points for attending BAPEQS sub-committee meeting
- (d) Three (3) CPE credit points for attending committee meeting
- (e) Two (2) CPE credit points for attending sub-committee meeting
- (f) One (1) CPE credit points for attending Project Meeting. Maximum five (5) meetings per registered year.

For

The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of appointment as the BAPEQS Board member and/or it's committee member and/or it's sub-committee member serving in the Board/ accredited professional bodies; or
- ii) Proof of attendance at the meeting.

8.2 Attendance at Annual General Meeting (AGM)

Attendance at the Institution AGM considered as structured activity, Institution Division' AGM or AGM of any recognised professional bodies (structured activity):

- (a) For Registered Architects / Professional Engineers/ Quantity Surveyors/ Building Draughtsmen , the CPE credit points is five (5).

For above, a maximum of two (2) events only per registered year

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

8.3 Attendance at Seminar, Conference, Workshop, CPE Talk, Short Course and Technical Visit

The said registered professionals are encouraged to attend Seminars, Conferences, Workshops, CPE Talks, Short Courses and Technical Visits organised by the BAPEQS or professional bodies /organisations such as PUJA, whose events are recognised by BAPEQS to develop their core skills and knowledge of the said professionals and other relevant knowledge development event.

The said professionals attending qualified event under this category may be accorded with credit points as follows:-

- a) For Registered Architects/ registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen
 - (i) Twelve (12) CPE credit points for a two day
 - (ii) Six (6) CPE credit points for full day (8 hrs)
 - (iii) Three (3) CPE credit points for half day (4 hrs)
 - (iv) Three (3) CPE credit points for a technical visitFor above, a maximum of twelve (12) CPE Credit points per event.

As listed in Appendix `A`, the said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Certificates of attendance; or
- ii) Proof of attendance.

8.4 Speaker on Professional Matters

To encourage the said professionals share knowledge and experience in a particular topic with fellow said professionals:

- (a) Five (5) CPE credit points for Registered Architects / Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen

However, for presentation of paper where the event is not organised by the BAPEQS, the presenter shall provide two (2) copies of synopsis for the paper presented, before the event for BAPEQS acknowledgement. The contents of the paper presented should be relevant to develop the said professionals' core skills and knowledge of the said professionals respectively and other relevant knowledge development event. The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of presentation
- ii) Summary paper on the topic presented.

8.5 Research or Post-Graduate Studies

The said professionals undertaking full-time study for a duration of not less than six (6) months:

- (a) For Registered Architects / Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen on subject related to Architecture earns ten (10) CPE credit points.

The said professionals undertaking full-time study for a duration of twelve (12) months or more:

- (a) For Registered Architects/ Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen on subject related to Architecture earns twenty (20) CPE credit points.

For part-time study/Correspondence/Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree:

- (a) For Registered Architects/ Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen on subject related to Architecture earns ten (10) CPE credit points.

This is to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development. The said professionals are to submit proof of attendance/registration/certificate for attending the recognized full time or part time study/correspondence/distance learning courses as supporting documents together with Appendix B (CPE Submission Form).

8.6 Authorship and Publication

The said professionals may gain CPE credit point through authorship and publication of technical articles or books on topics relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development. Article or book published in professional journals as recognized by BAPEQS:

For Registered Architects / Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen, for articles published in professional journals as recognized by BAPEQS:

- (a) Five (5) CPE credit points for original/research paper.
- (b) Two (2) CPE credit points for non-original/review paper.
- (c) Eight (8) CPE credit points for original published books registered by ISBN.
- (d) Five (5) CPE credit points for translation of published books registered by ISBN.

The said professionals are to submit proof of authorship and publication of articles or books and BAPEQS approval as supporting documents together with Appendix B (CPE Submission Form).

8.7 In-house Training

To encourage firms/public companies/government agencies employing the said professionals to provide in-house training especially for their junior staff to assist in their professional development and also encourage the transfer of technical skills within the organization, on application to the BAPEQS by the firms/public companies/government agencies, CPE credit point may be accorded to the presenters and participants in the event.

The said professionals presenting in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded:

- (a) Two (2) CPE credit points for Registered Architects/ Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen

The said professionals participating in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded:

- (a) Two (2) CPE credit points for registered Architects/ Registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen

The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

As Presenter:

- i) Appreciation letter at approved in-house training; or
- ii) Invitation letter to deliver topics on in-house training

As Participant:

- i) Certificates of attendance at approved in-house training; or
- ii) Any proof of attendance at approved in-house training.

8.8 Private Studies

The said professionals (especially those residing in rural areas) may be concerned that they cannot attend the Institution or other Institution approved CPE events. Private Studies such as reading books, articles and other publications are acceptable as fulfilling the requirements. The said professionals in remote areas can also learn from audio and video tapes rented out by the registered person for their home viewing or at the Institution Headquarter or through e-learning. The topics covered should be relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development.

Each approved relevant topic covered through reading, learning from audio or video tapes or e-learning through web pages may be accorded with:

- (a) Two (2) CPE credit points for Registered Architects/ registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen

For above, a maximum of two (2) study material per registered year.

The said professionals are to submit a summary and/or synopsis of reading or viewing of video tapes and listening to audio cassette tapes or viewing of web pages as supporting documents together with Appendix B (CPE Submission Form). Submission contents of synopsis (not less than 150 words) should include:-

- a) Brief description of main elements of topic reading
- b) Significant learning points that can be applied to current application
- c) Conclusion

8.9 Community or Committee Activities

- (a) Two (2) CPE credit points for registered Architects/ registered Professional Engineers/
Registered Quantity Surveyors/ Registered Building Draughtsmen

For above, a maximum of one (1) event per registered year, can be attained by taking part in community or committee activities arranged in the country.

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

8.10 Arbitration Hearing

The said professionals appointed as member in Arbitration Process, Alternative Dispute Resolution (ADR) or Mediation and involved as expert witness or as a party representative in Arbitration may be accord:

- (a) Two (2) CPE credit points for Registered Architects/ registered Professional Engineers/
Registered Quantity Surveyors/ Registered Building Draughtsmen,

For above, only maximum of two (2) events per registered year as per Appendix 'A'.

The said professionals are to submit the following applicable supporting documents together with Appendix B (CPE Submission Form):

- i) Summary of the case attended.
- ii) Proof of attendance e.g. appointment or request letter.

8.11 Industry Involvement (for academicians)

The said professionals employed in academic positions are expected to foster links with industry or Institutes to the benefit of engineering education, research and practice. This requirement also ensures that they are exposed to developments in engineering practice outside their university. Industry or Institute involvement will normally be in the form of consulting services. However, where one has close ties with industry or Institutes, he can include supervision of industry/Institute-sponsored research. Supervision of projects carried out for industry and field trips may also be counted if they have contributed to the above objectives may be accord:

- (a) Five (5) CPE credit points for Registered Architects/ registered Professional Engineers/
Registered Quantity Surveyors/ Registered Building Draughtsmen

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

8.12 Others

Participation and contribution as an organising member at seminar, conference, workshop or talk conducted by professional bodies/government agencies/institutions of higher learning/NGO/societies which are not covered under Category 2 in Appendix `A' but topics covered are relevant to the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development is accorded:

- (a) Two (2) CPE credit points for Registered Architects/ registered Professional Engineers/ Registered Quantity Surveyors/ Registered Building Draughtsmen.

For above, a maximum of two (2) events per registered year.

Said organizing members are to submit proof of attendance acceptable to the Institution as supporting documents together with Appendix B (CPE Submission Form).



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APPENDIX A

CPE CREDIT POINT TABLE			
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event
1 Non-Structured	Attendance at Meeting	(a) Architects, Professional Engineers and Quantity Surveyors registered in BAPEQS	
		• Meeting	3
		• Committee Meeting	3
		• Sub-Committee Meeting	3
		(b) Architects, Professional Engineers and Quantity Surveyors serving in the professional bodies acknowledge by BAPEQS:	
		i) Committee Meeting	3
		ii) Sub-Committee Meeting	2
	(c) Project Meeting (Max 5 meetings)	1	
2 Structured	Attendance at (Annual General Meeting) AGM	Attendance at the Institution AGM, Institution Division' AGM or AGM of any accredited professional bodies.	5 (Max 2 events)
3 Structured	Attendance at Seminar, Conference, Workshop, CPE Talk, Short Courses and Technical Visit	Organised by BAPEQS or others acknowledged by BAPEQS	
		i) Seminar, Conference, Workshop, CPE Talk and short Courses including organized through in-house	[Max 12 pts per event]
		2 days	12
		Full day (8hrs)	6
		½ day (4hrs)	3
	ii) Technical visit	3	
4 Structured	Speaker on professional matters	Preparation and delivery as a speaker at talks, seminars, workshop, symposiums, etc. on professional matters	5

CPE CREDIT POINT TABLE			
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event
5 Structured	Research or Postgraduate studies	a) Full time study for a duration of not less than six (6) months on subject related to Quantity Surveying, Engineering and/or Architecture	10
		b) Full time study for a duration of twelve (12) months or more on subject related to Quantity Surveying, Engineering and/or Architecture	20
		c) Part-time Study/ Correspondence/ Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree related to Quantity Surveying, Engineering or/and Architecture	10
6 Structured	Authorship and Publication	a) Article published in professional journals as recognised by BAPEQS:	
		i) Original/Research Paper	5
		ii) Non-original/Review Paper	2
		b) Published books (register by ISBN):	
		i) Original	8
		ii) Translation	5
7 Non-Structured	In-House Training	Presentation/participation at firms/public companies/ Government agencies in-house training related to Architecture, Engineering and Quantity Surveying field area.	Presenter
			2
			Participation
			2
8 Non-Structured	Private studies	a) Reading books, articles and other publications related to Quantity Surveying, Engineering and/or Architecture.	2
		b) Learning from audio and video tapes of matters related to Quantity Surveying, Engineering and/or Architecture.	2
		c) E-Learning on subject matters to Quantity Surveying, Engineering and/or Architecture.	2

CPE CREDIT POINT TABLE			
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event
			Max 1 event
9 Non-Structured	Community Service	Taking part in community service activities arranged in the country.	2
			Max 2 events
10 Non-Structured	Arbitration Hearing (on a case to case basis)	a) Arbitration Process	2
		b) ADR	2
		c) Mediation	2
		d) Expert Witness	2
		e) Party Representative in Arbitration	2
11 Structured	Industry Involvement (for academicians)	Architects, Professional Engineers and Quantity Surveyors, employed in academic positions foster links with industry, Institutes to the benefit of Architecture, Engineering and Quantity Surveying education, research and practice.	5
			Max 2 events
12 Non Structured	Others	Participation and contribution as an organizing member or contributing to any activities related to Architecture, Engineering or/and Quantity Surveying for professional bodies/ government agencies/ Institutions of Higher Learning/ NGO/societies as approved by APEQS (Brunei).	2

Note : Supporting documents shall be submitted to BAPEQ for CPE point reference.



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APPENDIX B

CPE SUBMISSION FORM

CPE RECORD FOR THE YEAR:

Practising Certificate No. : _____ Registration No : _____

Name : _____ Age : _____

Registration No: _____

Category of Registered:

- | | |
|--|--|
| <input type="checkbox"/> Architects | <input type="checkbox"/> Professional Engineer |
| <input type="checkbox"/> Below 60 years | <input type="checkbox"/> Below 60 years |
| <input type="checkbox"/> Age 60 and below 70 years | <input type="checkbox"/> Age 60 and below 70 years |
| <input type="checkbox"/> Age 70 and above 70 years | <input type="checkbox"/> Age 70 and above 70 years |
| <input type="checkbox"/> Quantity Surveyor | <input type="checkbox"/> Building Draughtsman |
| <input type="checkbox"/> Below 60 years | |
| <input type="checkbox"/> Age 60 and below 70 years | |
| <input type="checkbox"/> Age 70 and above 70 years | |

Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
1	Attendance at Meeting [Note : Max 5 Project Meetings]					
2	Attendance at AGM [Max 2 events]					
3	Attendance at Seminar, Conference, Workshop, CPE Talk, Course and Technical Visit, etc [Maximum 12 CPE Credit Points per event]					
4	Speaker on Professional Matters related to Architecture, Engineering and Quantity Surveying field areas					
5	Research or Postgraduate Studies					
6	Authorship and Publication					

Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
7	In-House Training					
8	Private Studies [Max. 2 study materials]					
9	Community Service					
10	Arbitration Hearing (on a case to case basis) [Max. 2 events]					
11	Industry Involvement (for academicians)					
12	Others					