



香港聲學學會

Hong Kong Institute of Acoustics

New Continuous Professional Development requirements for HKIOA members

Dear Fellow and Corporate Members,

New Year Greetings! Starting from January 2015, all the Fellow and Corporate Members of HKIOA are required to comply with the new *Continuous Professional Development (CPD) requirements*. The details of the requirements are laid down as follows:

CPD requirements

- HKIOA specifies a minimum of 30 hours of CPD per year, which include
 - 15 hours for sound and vibration related activities including attending conferences, short courses, workshops, field and site visits, seminars, committee meetings, and reading academic journal articles
 - 15 hours for others
- CPD covers matters of direct technical relevance as well as broader studies also of importance to the HKIOA members in the furtherance of their careers such as communication, environmental matters, financial management, leadership skills, legal aspects, marketing, occupational safety and health and professional ethics.
- Fellow and Corporate Members themselves must determine whether an activity fits the CPD definition or not in their own particular circumstances despite the authority of its final approval being rested upon the relevant HKIOA committees. Fellow and Corporate Members are required to record their CPD hours in a CPD log sheet (see attached). This is a self-assessment and self-declaration exercise aimed at promoting CPD among Corporate and Fellow Members.

Method of submission

- Members should keep the original of the CPD Log Sheet for the period specified.
- Members are required to submit a copy of the CPD Log Sheet by email upon request

Consequences of non-compliance

- Members who are not able to provide adequate evidence to support the fulfilment of the required CPD hours shall be dealt with individually by the Education Committee as appropriate.

Should you have any questions, please do not hesitate to contact us.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Grace Kwok'.

Grace Kwok
Chairman
HKIOA



**Continuing Education and Training Gained
After Corporate Membership**

Date	Activity	Activity Organizer	CPD Claimed (hours)	Nature of the activity: Sound & Vibration Related (Y/N)



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CPD Declaration Sheet

Reporting Period : _____

Total Number of Hours for Sound and Vibration related activities: _____

Total Number of Hours for other activities: _____

Name of the Corporate/Fellow HKIOA member: _____

Membership No: _____

Signature: _____