

**BOARD OF QUANTITY SURVEYORS MALAYSIA/  
LEMBAGA JURUUKUR BAHAN MALAYSIA**

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**APPLICATION FORM FOR CPD CREDIT POINT FOR IN-HOUSE TRAINING PROGRAMME**

1. Name and Address of Organiser:	1.1 Core Business of organiser:
	1.2 Tel. No. :
	1.3 Fax No. :
	1.4 E-mail :

2. List Down The 3 Most Recent CPD Events Approved By The Board	
Details of CPD Programme:	Date of Approval:
1. _____	_____
2. _____	_____
3. _____	_____

3. Training Applied For : \_\_\_\_\_

Event Title : \_\_\_\_\_

3.1 Duration of Training : _____ hours/ day(s)	3.2 Venue of Training: _____ _____
CPD Point Requested: _____	
Proposed Date : _____	

3.3 No. of Papers to be Presented : _____ papers (Please attach the speakers' C.V.)	4. Target Groups:
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Signature of Organiser  
Company's Seal/ Stamp

Date:

**For Office Use Only**

- (i) CPD Credit Point Approved : \_\_\_\_\_ Credit Point
- (ii) Date of Attendance List Submitted : \_\_\_\_\_
- (iii) Date of Event Papers Submitted : \_\_\_\_\_

## **CONDITIONS FOR CPD EVENTS**

- (i) One copy of Form A2 & Form A1 are to be completed and submitted together with Organiser's tentative brochure/ programme
- (ii) Applications shall reach the CPD Committee not later than two months before the date of the event.
- (iii) Attendance lists must be duly signed by participants and shall be submitted not later than 2 weeks after the date of the event. The attendance list must be certified by the organiser prior to submission to the Board. For events lasting more than one day, participants are required to sign for each day the programme was held.
- (iv) Copies of all papers presented shall be submitted together with item (iii) above not later than **2 weeks after** the event.
- (v) All approved CPD events shall be posted at the Board's web-site at <http://www.bqsm.gov.my>.
- (vi) The Board will not entertain any application which does not comply with the aforesaid requirements.
- (vii) All decisions of the Board regarding this application is **final**.

