

BOARD OF QUANTITY SURVEYORS MALAYSIA/
LEMBAGA JURUUKUR BAHAN MALAYSIA

FORM A2

17th Floor, JKR Headquarters
Jalan Sultan Salahuddin
50582 Kuala Lumpur
Tel: 03-26967999/ 7803/ 7809/ 8140/ 8142 Fax: 03-2692 5680
Website: http://www.bqsm.gov.my E-mail: info@bqsm.gov.my

APPLICATION FORM FOR CPD CREDIT POINTS FOR IN-HOUSE TRAINING PROGRAMMES

1 Name and Address of Employer: _____		1.1 Core Business of Employer: _____	
		1.2 Tel. No. : _____ 1.3 Fax No. : _____	
		1.4 E-mail : _____	
2 List Down The Most Recent Training Approved By The Board			
Details of Event:		Date of Approval:	
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
3 Training Applied For: _____			
3.1 Duration of Training: _____ hours/ day(s)		3.2 Venue of Training: _____	
CPD Point Requested: _____ Credit Point		_____	
Proposed Date: _____		_____	
3.3 No. of Papers to be Presented : _____ papers (please attach the speakers' C.V.)			
_____ <i>Signature of Employer</i> <i>Company's Seal/ Stamp</i>		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- IN-HOUSE TRAINING PROGRAMMES

- (i) **One copy** of Form A1 & Form A2 are to be completed and submitted together with Employer's tentative in-house training **brochure/ programme**.
- (ii) Applications shall reach the Chairman, 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 months before the date of the event. The attendance list must be certified by a Registered QS prior to submission to the Board.
For events lasting more than one day, participants are required to sign for each day the programs 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) The Board will not entertain any application which do not comply with the aforesaid requirements.
- (vi) All decisions of the Board regarding this application is **final**.

**BOARD OF QUANTITY SURVEYORS MALAYSIA/
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FORM A1

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DETAILS OF PROGRAMME

TITLE :

NAME OF ORGANISER :

NO.	TITLE OF PAPER	TIME (HRS)	SPEAKER (S)	DESIGNATION/ EXPERIENCE
TOTAL HOUR(S) APPLIED		Hour(s)	TOTAL HOUR(S) APPROVED	
			Hour(s)	

CPD CREDIT POINT APPROVED :

SIGNATURE :
(Registrar, Board of Quantity Surveyors Malaysia)

DATE :