



GBI CPD GUIDELINES

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This set of guidelines are subject to changes by the GBIAP at any time.

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REGISTRATION OF GBI FACILITATORS AND MAINTENANCE OF CPD

1 PREAMBLE

GBI Facilitators are individuals and professionals with specialised knowledge of sustainability in the built environment. Due to the nature of this specialisation, GBI facilitators are expected to have multi-disciplinary skills (building sciences, architectural, energy etc). To properly discharge their responsibilities as trained individuals and bearing in mind the rapidly evolving 'knowledge-base' of 'sustainability' in built-environment, GBI Facilitators are expected to ensure that their knowledge and skills stay "current" to be relevant. Continuing Professional Development (CPD) is therefore a necessary framework for GBI Facilitators to remain "current" and be accredited with the GBI Accreditation Panel (GBIAP).

From January 2012, the GBIAP, who accredits and maintains the registers of GBI Facilitators will require the submission of minimum CPD points for renewal of registration.

2 TERMS & DEFINITIONS

In the interpretation of these Guidelines, the following terms shall have the definition as follows:

- (a) 'ACEM' means the "Association of Consulting Engineers Malaysia"
- (b) 'approved' means approved by the Panel;
- (c) 'CPD' means Continuing Professional Development;
- (d) 'CPD credit hour' means the number of hours accredited by the Panel for an approved event;
- (e) 'CPD event' means the activities that are approved by the Panel which qualify for the CPD credit hour;
- (f) 'GSB' means Greenbuildingindex Sdn Bhd a company incorporated in Malaysia shareholders being the Pertubuhan Arkitek Malaysia (PAM) and the Association of Consulting Engineers Malaysia (ACEM);
- (g) 'GBI' means "Green Building Index" and include within its context GSB;
- (h) 'GBIAP' means the GBI Accreditation Panel, a panel established in trust by GSB, PAM and ACEM;
- (i) 'GBIF' means GBI Facilitator within the context of section 3.
- (j) 'GBI Tool' means building rating tools developed by GSB;
- (k) 'MGBC' means Malaysia Green Building Confederation;
- (l) 'MRA' means Mutual Recognition Agreement which include all bilateral and multilateral agreement of which Malaysia is a signatory for the mutual recognition of professional qualification and registration for professional architects and engineers;
- (m) 'PAM' means Pertubuhan Arkitek Malaysia;
- (n) 'Panel' means the GBI Accreditation Panel;
- (o) 'Professional', in the context of these Guidelines, means a person registered under a professional board established under any Act in force in Malaysia; viz: 'Registration of Engineers Act' 'Architects Act', 'Surveyors Act' and 'Registration of Town Planners Act';
- (p) 'WGBC' means World Green Building Council (<http://www.worldgbc.org>);
- (q) The singular shall also refer to the plural in the relevant context.

3 REGISTRATION OF GBI FACILITATORS

3.1 Mandate to Maintain Registers

The GBIAP which derives its mandate from a joint cooperation between PAM and ACEM to promote sustainability in the built-environment and in support of the GBI tools, maintains a register of GBI Facilitators.

3.2 GBI Facilitators (GBIF)

GBI Facilitators are individuals with indepth knowledge of the GBI rating tool and can assist developers in the submission of new-development or refurbishment projects for GBI certification.

Pre-requisites to be registered as a GBI Facilitators are as follows:

- (a) (i) A registered member of the Board of Architects, Board of Engineers or Board of Quantity Surveyors;
OR
 - (ii) A recognised degree in architecture, engineering, quantity surveying or other building related disciplines as approved by the GBI Accreditation Panel; and with a minimum of three (3) years relevant working experience acceptable to the GBI Accreditation Panel;
OR
 - (iii) Other Building practitioners with a minimum of 5 years relevant working experience acceptable to the GBI Accreditation Panel;
- AND**
- (b) Undergone the GBI Facilitator course;
- AND**
- (c) After having complied with 3.2(a) to 3.2(b) above, sat for the GBI Facilitator examinations and have passed the said examinations.

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4 RENEWAL OF REGISTRATION AS GBI FACILITATORS

4.1 Date of implementation

(a) From January 2012 all GBI Facilitators shall be required to submit CPD credit hours for renewal of registration. Compliance with CPD credit hours in accordance with this Guidelines document shall be a pre-requisite for renewal of registration.

(b) CPD credit hours calculated at the year of renewal shall be a rolling average of the two previous years.

(c) CPD credit hours shall be submitted in the format as per Appendix I and shall be submitted together with renewal of registration.

4.2 CPD Requirements for GBI Facilitators

From January 2012, to be eligible for renewal of registration, all GBIF shall be required to complete a minimum of CPD credit hours per year as follows:

(a) For year 2012, 8 CPD hours will be required for renewal (accumulated from year 2011);

(b) For year 2013 and thereafter, 12 credit hours of CPD will be required for renewal (rolling average accumulated from years 2012 onwards);

5 ACTIVITIES QUALIFYING FOR CPD HOURS

5.1 Category of CPD Events and Activities

CPD credit hours can be accumulated by participation in events and activities accredited by GBIAP. Events and activities that will qualify for CPD credit hours must be RELATED TO SUSTAINABILITY WITH REFERENCE TO THE BUILT-ENVIRONMENT and can be categorised as follows:

(a) The first category represents participation in education programmes for knowledge and skill-enhancement. This includes conventions, conferences, seminars, courses, workshops, talks, technical visits etc.

(b) The second category represents presentation of papers in conventions, conferences, seminars, courses, workshops etc. In preparing papers for presentation, the presenter will normally be required to research in-depth into a particular topic.

(c) The third category represents research and post-graduate studies and include full or part-time study for a minimum of 12 months on a subject related to sustainability for the built environment. Study and obtaining certification from other green-certification body; e.g. GreenMark, GreenStar, LEED, BREEAM will also qualify under this category.

(d) The fourth category represents service to the industry and include volunteer work in organisations.

(e) The fifth category represents actual work experience in implementing green projects.

5.2 Qualifying Credit Hours

The CPD credit hours and maximum allowable credit hours per annum for each of the category listed in 5.1 shall be as per Table I below. The events and category listed shall also be subject to accreditation and approval by the GBIAP and may be subject to revision from time to time as deemed fit by the GBIAP.

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Table I – Qualifying Credit Hours for CPD Events and Activities

CPD Events	Description	Qualifying Credit Hours	Max CPD hours per annum
(a) Category I (Participation at conferences, seminars etc).	Conventions, conferences, seminars, courses, workshops, talks, technical visits organised by: (i) MGBC, GSB, PAM, ACEM; (ii) Other organisations shall be subject to approval by GBIAP and shall be related to sustainability and the built environment.	2 CPD hours per ½ day seminar	8 CPD hours
(b) Category II (Presentation of papers).	Presentation of papers in convention, conferences, seminars, courses, workshops etc. (i) Events organised by MGBC, GSB, PAM, ACEM; (ii) International events organised by WGBC or members of WGBC; (iii) Events organised by other organisations shall be subject to approval by GBIAP.	2 CPD hours per paper	8 CPD hours
(c) Category III (Research; studies)	Research and post-graduate studies: (i) Full time study for a minimum of six (6) months duration;	1 CPD hour	6 CPD hours
	(ii) Full time study for a minimum of twelve (12) months duration on subject;	2 CPD hours	
	(iii) Part time study or correspondence or distance learning course for a duration of not less than two (2) years leading to a post-graduate degree;	3 CPD hours	
	(iv) Part time or full time study leading to certification as green building professional, certification issued by any green council recognised by the WGBC;	3 CPD hours	
	(v) Others to be approved by GBIAP.	To be approved	
(d) Category IV	Serving on a volunteer basis in national and state level organisations (certified having attended at least 75% of meetings):	1 CPD hour /committee or workgroup (certified attended at least 75% meetings).	4 CPD hours
	(i) Committees, workgroups, board,sub committee in MGBC and GSB;		
	(ii) Committees, workgroups, board,sub committee in PAM, ACEM and IEM related to sustainability;		
	(i) Others to be approved by GBIAP		
(e) Category V	Implement a green project leading to certification		6 CPD hours
	(i) GBI certified for a medium size (or larger) project	1 CPD hour per project	
	(ii) GBI certified to at least gold rating for a small project	2 CPD hours/project	
	(iii) GBI certified to at least gold rating for a medium size (larger) project	3 CPD hours/project	
	(iv) GBI certified to at least gold rating for a large size (larger) project	4 CPD hours/project	
<ul style="list-style-type: none"> All events, papers presented, research, post-graduate studies and volunteer services should be related to sustainability and the built-in environment. Qualifying credit hours for Category III shall be based on per programme approved by the GBIAP. Qualifying credit hours for Category V shall be based on per project certified by the GBIAP and can be reported only for one GBIF and certified at the year CPD credit is claimed. 			

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Appendix I – Submission of CPD Hours for GBI Facilitators

CONTINUING PROFESSIONAL DEVELOPMENT FOR GBI FACILITATORS

NAME _____ YEAR _____

GBI FACILITATOR NO. _____

Ref.	Date	CPD Activity	CPD Credit Hours		
			Actual Hours	Weightage	Qualifying CPD Hours
Total CPD Credit for this year					
Total CPD Credit carried over from previous year					
Average CPD Credit for this year					

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