



# GBI CPD GUIDELINES

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This set of guidelines is subject to change without prior notice.

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## REGISTRATION OF GBI FACILITATORS AND MAINTENANCE OF CPD

### 1.0 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 possess multi-disciplinary skills (in building sciences, architectural, energy etc). To properly discharge their obligations as trained individuals and bearing in mind the rapidly evolving knowledge-based sustainability in the 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 credits for renewal of registration.

### 2.0 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 credits’ means the number of credits 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 credits;
- (f) ‘GSB’ means Greenbuildingindex Sdn Bhd whose directors are appointed by PAM and ACEM;
- (g) ‘GBI’ means “Green Building Index” and include within its context GSB;
- (h) ‘GBIAP’ means the GBI Accreditation Panel;
- (i) ‘GBIF’ means GBI Facilitator within the context of section 3;
- (j) ‘GBI Tool’ means building rating tools developed by GSB;
- (k) ‘MGBC’ means the Malaysia Green Building Council
- (l) ‘MRA’ means Mutual Recognition Agreement which includes all bilateral and multilateral agreement of which Malaysia is a signatory for the mutual recognition of professional qualification and registration of 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: ‘Architects Act’ ‘Registration of Engineers Act’, ‘Quantity Surveyors Act’ and ‘Registration of Town Planners Act’;
- (p) ‘WGBC’ means the World Green Building Council (<http://www.worldgbc.org>);
- (q) The singular shall also refer to the plural in the relevant context.

### 3.0 REGISTRATION OF GBI FACILITATORS

#### 3.1 Mandate to Maintain Registers

The GBIAP which derives its mandate from GSB to promote sustainability in the built-environment through the use of the GBI tools, maintains a register of GBI Facilitators.

#### 3.2 GBI Facilitators (GBIF)

GBI Facilitator is an individual with in-depth 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) Registered Ar. with the Board of Architects, or Ir. with the Board of Engineers, or Sr with the Board of Quantity Surveyors;  
**OR**
- (ii) A recognised degree in architecture, engineering, quantity surveying or other building related disciplines as approved by the GBIAP; and with a minimum of three (3) years relevant working experience acceptable to the GBIAP;  
**OR**
- (iii) Other Building practitioners with a minimum of five (5) years relevant working experience acceptable to the GBIAP;
- 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 has passed the said examinations.

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## REGISTRATION OF GBI FACILITATOR AND MAINTENANCE OF CPD

### 4.0 RENEWAL OF REGISTRATION AS GBI FACILITATOR

#### 4.1 Date of implementation

- (a) From January 2012 all GBI Facilitators shall be required to submit CPD credits for renewal of registration. Compliance with CPD credits in accordance with this Guideline shall be a pre-requisite for renewal of Registration.
- (b) CPD credits shall be submitted together with renewal of registration through:
  - (i) GBI website: [www.greenbuildingindex.org](http://www.greenbuildingindex.org) (Facilitators' Login)

#### 4.2 CPD Requirements for GBI Facilitators

From January 2016, to be eligible for renewal of registration, a GBIF shall be required to complete a minimum of 10 CPD credits per year.

#### 4.3 CPD Requirements for New Registered GBIF (Effective from 2019 onwards).

- (a) For new registered GBIF approved in the month of June until August, their CPD credits requirement will be prorated to 5 credits in their renewal for the following year. However, same renewal fees shall apply.
- (b) For new registered GBIF approved in the month of September onwards, their CPD credits requirement will be exempted in their renewal for the following year. However, same renewal fees shall apply.

#### 4.4 CPD Requirements for the New Norms (Effective from 2023 onwards until further notice).

GBI Facilitators are expected to possess multi-disciplinary skills to properly discharge our obligations as trained individuals. Our CPD requirement are understandable specific due to the nature of specialization. We emphasize on the lifelong learning to stay relevant as we embark on a new norm for the built environment.

The following additional rules shall apply for 2023 registration renewal until further notice by GBIAP.

- (a) CPD credits can be recorded for any subject, provided always at least 50% of the CPD credits are obtained from events related to sustainability relevant to the built environment.
- (b) There is no longer a maximum credit for each category per annum.
- (c) GBI Facilitator can submit CPD credits earned through online training by either submitting proof of attendance or a short summary of learning outcomes.

With the above provisions, we trust GBI Facilitators can continue to record their CPD credits earned in order to measure their voluntary, on-going and self-motivated pursuit of knowledge and personal professional development.

### 5.0 QUALIFYING EVENTS & ACTIVITIES FOR CPD CREDITS

#### 5.1 Category of CPD Events and Activities

CPD credits can be accumulated by participation in events and activities accredited by GBIAP. Events and activities that will qualify for CPD credits must be RELATED TO SUSTAINABILITY RELEVANT TO THE BUILT-ENVIRONMENT and may be categorized as follows:

- (a) Category I represents participation in educational programs or visiting exhibition for knowledge and skill-enhancement. This includes conventions, conferences, seminars, courses, workshops, talks, technical visits, visiting exhibitions and trade shows, etc.
- (b) Category II 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) Category III represents contracted full-time or part-time lecture **OR** research (post-graduate studies) for a minimum of six (6) months on subjects related to sustainability for the built environment.
- (d) Category IV represents service to the industry and includes volunteer work in organisations.
- (e) Category V represents participation in implementation and actual work experience in implementing green projects.

#### 5.2 Qualifying Credits

The CPD credits and maximum allowable credits per annum for each of the category listed under 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 which is subject to revision from time to time as deemed fit by the GBIAP.

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## REGISTRATION OF GBI FACILITATORS AND MAINTENANCE OF CPD

### Table I – Qualifying Credits for CPD Events and Activities

CPD Events	Description	Qualifying Credits	Max CPD credits per annum
(a) <b>Category I (a)</b> (Participation in education program)	Conventions, conferences, seminars, courses, workshops, talks, technical visits, etc organised by: (i) MGBC, GBI; (ii) Other organisations are subject to approval by GBIAP and must be related to sustainability and the built environment.	2 CPD credits per 1/2 day	8 CPD credits
(a) <b>Category I (b)</b> (Visit to exhibition)	Exhibitions and trade shows, etc organised by: (i) MGBC, GBI; (ii) Other organisations are subject to approval by GBIAP and must be related to sustainability and the built environment.	1 CPD credit	2 CPD credits
(b) <b>Category II</b> (Presentation of papers)	Presentation of papers in conventions, conferences, seminars, courses, workshops, etc organized by: (i) MGBC, GBI; (ii) WGBC or members of WGBC; (iii) Other organisations are subject to approval by GBIAP and must be related to sustainability and the built environment.	2 CPD credits for each presentation	No limit
(c) <b>Category III (a)</b> (Contracted full time or part time lecture)	Lecture in University or other equivalent higher institutions of learning: (i) Full time or part time lecture for a minimum of six (6) months duration;	3 CPD credits	6 CPD credits
	(ii) Full time or part time lecture for a minimum of twelve (12) months duration.	6 CPD credits	
(c) <b>Category III (b)</b> (Research)	Research (post-graduate studies) in University or other equivalent higher institutions: (i) Full time or part time research for a minimum of six (6) months duration;	3 CPD credits	6 CPD credits
	(ii) Full time or part time research for a minimum of twelve (12) months duration on subject.	6 CPD credits	
(d) <b>Category IV (a)</b> (Annual volunteer services)	Serving on a volunteer basis in national and state level organisations.	4 CPD credits	8 CPD credits
	(i) Boards, Committees, Sub-committees and workgroups in MGBC and GBI;		
(d) <b>Category IV (b)</b> (Attending MBGC, AGM, EGM)	Attend MGBC, AGM or EGM.	1 CPD credit	2 CPD credits

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### Table I – Qualifying Credits for CPD Events and Activities

CPD Events	Description	Qualifying Credits	Max CPD credits per annum
(e) <b>Category V (a)</b> (Attending GBI Consultation Sessions)	Attend GBI Consultation Sessions.	1 CPD credit for each consultation session	2 CPD credits
(f) <b>Category V (b)</b> (Implementing green projects)	Implementing green projects leading to certification		8 CPD credits
	(i) GBI certified to at least Provisional (DA) Certified rating for a project	2 CPD credits for each	
	(ii) GBI certified to at least Provisional (DA) Silver rating for a project	3 CPD credits for each	
	(iii) GBI certified to at least Provisional (DA) Gold or Platinum rating for a project	4 CPD credits for each	
	(iv) GBI certified to at least Final (CVA) Certified rating for a project	4 CPD credits for each	
	(v) GBI certified to at least Final (CVA) Silver rating for a project	6 CPD credits for each	
	(vi) GBI certified to at least Final (CVA) Gold or Platinum rating for a project	8 CPD credits for each	
	(vii) GBI certified to at least Renewal (RVA) Certified rating for a project	2 CPD credits for each	
	(xi) GBI certified to at least Renewal (RVA) Silver rating for a project	3 CPD credits for each	
	(x) GBI certified to at least Renewal (RVA) Gold or Platinum rating for a project	4 CPD credits for each	
(g) <b>Category VI</b> (Attending Virtual event)	Virtual Exhibitions (i) MGBC, GBI; (ii) Other organisations are subject to approval by GBIAP and must be related to sustainability and the built environment.	0.5 CPD Credit (1 hours)	8 CPD Credits
		2 CPD Credits (4 Hours/Half Day)	
		4 CPD Credits (Full Day)	
	Virtual Seminar/Talk/Conference (Eg: Via Webinar/Zoom/any online platform)  (i) MGBC, GBI; (ii) Other organisations are subject to approval by GBIAP and must be related to sustainability and the built environment.	0.5 CPD Credit (Per hour up to 3 hours @ 1.5 CPD Credit)	
		2 CPD Credits (4 Hours/Half Day)	
		4 CPD Credits (Full Day)	

- All events, papers presented, lectures, researches (post-graduate studies) and volunteer services must be related to sustainability and the built environment.
- Qualifying credits for Category III (a) and III (b) shall be based on per program basis, as approved by the GBIAP.
- Qualifying credits for Category V shall be based on per project as awarded by the GBIAP and can be credited to only one GBIF and for the year CPD credits is claimed.
- **Qualifying credits for Category IV (a) must include proof of 60% annual attendance.**

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