



لمباڠ اركيټيڪ جوروترا قروفيسيونل دان جورواوڪور باهن نڅارا بروني دارالسلام  
*Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors*

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## **GUIDELINE NO. 2**

**ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, ORDER 2011  
AND  
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, RULES 2016**

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# PART IV – RULE 22

## GUIDELINES FOR CONTINUING PROFESSIONAL EDUCATION (CPE)

**CONTINUING PROFESSIONAL EDUCATION COMMITTEE**  
**18<sup>th</sup> July 2018**

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**This guideline is not applicable for NEW registration of Practising Certificate**

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## **PREAMBLE**

In the era of globalisation, technology advancement, climate change and the dynamics of economic and financial fluctuations have changed Architects, Professional Engineers and Quantity Surveyors' role to a new role that calls for new mindset and business culture, the ability to implement tailored and adaptable solutions driven by creativity and innovativeness. Architects, Professional Engineers and Quantity Surveyors need to equip themselves with the latest knowledge and information and the know-how to be able to adapt to the changing environment. Therefore, in order for their nature of their business to thrive and sustain, continuing professional education and development are essential to allow their nature of business to learn and adapt to the rapid changes and sustain their professionalism and business growth.

Continuing Professional Education (CPE) also acknowledge as Continuing Professional Development (CPD) encompasses the overall process of facilitation for the acquirement and broadening of knowledge and skill that is needed to develop their personal qualities and safety aspect awareness necessary for the execution of professional and technical duties throughout the practitioner's working life.

Under the Constitution of Brunei Darussalam- Architects, Professional Engineers and Quantity Surveyors Order 2011 (S 33/2011), one of the functions of the Brunei Darussalam Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS) is to promote learning and education in connection with architectural, professional engineering and quantity surveying. Through the implementation of Continuing Professional Education, BAPEQS aims to maintain the learning and the development of Architects, Professional Engineers and Quantity Surveyors (APEQS) in their professionalism towards the outcome of highly, established professional product deliveries and services.

## **1.0 INTRODUCTION**

The main purpose of this booklet is to set out the guideline on the implementation and requirements of CPE for Architects, Professional Engineers and Quantity Surveyors. This booklet will also provide guidelines on how Architects, Professional Engineers and Quantity Surveyors can participate, record and monitor their CPE activities to meet the CPE requirements as part of their renewal of registration of Practising Certificate.

## **2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL EDUCATION**

Under the Constitution of Brunei Darussalam- APEQS Order 2011 (S 33/2011), Part V – Practicing Certificates, the rule empowers and impose the requirement for registered members to compulsory take CPE to meet certain minimum points as one of the criteria for the annual renewal of registration. BAPEQS has decided that Architects, Professional Engineers and Quantity Surveyors shall participate in CPE programmes and is to accumulate the required credit points, before an application for the renewal of registration is submitted to BAPEQS.

## **3.0 DATE OF IMPLEMENTATION**

With effect from 1st January 2017, it is mandatory for all Architects, Professional Engineers and Quantity Surveyors to participate and maintain records of their participation in CPE. All renewals of registration with BAPEQS, for the year 2016 onwards shall include evidence that they have undertaken and accumulated the required minimum CPE credit point.

## **4.0 INTERPRETATION**

For the purpose of this Guideline:-

Part 1:

- a. 'continuing professional education points' means a CPE or can be referred to as a CPD point which a registered architect, registered professional engineer or registered quantity surveyor obtains by successfully completing any continuing professional education or continuing professional development programme;
- b. 'continuing professional education programme means any activity, course or programme in the list of activities, courses or programmes published by the Board under Section 21, APEQS Rules 2016;
- c. 'qualifying period' means the period of 12 months immediately preceding the date on which the practicing certificate in respect of which he has made an application is to commence;
- d. 'requisite continuing professional education points' means the number of continuing professional education points he is required to obtain under Section 18, 19 and 20 , APEQS Rules 2016, as the case may be'

e. 'structured activity' means any activity, course or programme identified under Section 21(2), APEQS Rules 2016 as a structured activity;

f. 'unstructured activity' means any activity, course or programme identified under under Section 21(2), APEQS Rules 2016 as an unstructured activity

Part 2:

a. A registered Architect, registered Professional Engineer or registered Quantity Surveyor obtains a specified number of CPE points if he successfully completes one or more of the activities, courses or programmes in the list published under Section 21(1), APEQS Rules 2016 the total number of continuing professional education points of which equals or exceeds that specified number.

**Under Section 21(1), APEQS Rules 2016 :** The Board shall publish a list of activities, courses and programmes for the purposes of this part and the number of continuing professional education points which a registered Architect, registered Professional Engineer or registered Quantity Surveyor obtains by successfully completing each of the activities, courses and programmes.

**Under Section 21(2), APEQS Rules 2016 :** The Board shall, for each activity, course or programme set out in the list, state whether it is a structured activity or unstructured activity for the purposes of this Part.

## 5.0 CPE REQUIREMENTS

### 5.1 The said professionals who are subjected to CPE

The following categories of the said professionals subjected to CPE are:-

- i) All Registered Architects.
- ii) All Registered Professional Engineers
- iii) All Registered Quantity Surveyors

### 5.2 CPE Requirements of Registration and CPE Credit Point

i) In general, for the purpose of Section 25(4), APEQS Order 2011, the Board may refuse to issue a practicing certificate to a Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor if he fails to satisfy the BAPEQS that he has obtained or will obtain the requisite CPE points during the qualifying period. However, the BAPEQS may overrule this condition under special circumstances as it may determine.

#### ***For Registered Architects:***

ii) Where a Registered Architect on the date which the application has been made, the requisite CPE points accumulated within that year are required to obtain a practicing certificate as follows:

- (a) Below the age of 60 years, the required minimum CPE points is 20.
- (b) Age 60 and below 70 years, the required minimum CPE points is 15.
- (c) Age 70 and above 70 years, the required minimum CPE points is 10.

***For registered Professional Engineers:***

iii) Where a Registered Professional Engineer on the date which the application has been made, the requisite CPE points required to obtain a practicing certificate are as follows:

- (a) The required minimum CPE points is 40:
  - At least 15 CPE points shall be obtained from successfully completing one or more CPE programmes.
  - The remainder shall be obtained from successfully completing one or more structured activities or unstructured activities, or both.
- (b) Has not held a practicing certificate for a continuous period of 3 years or more, the required minimum CPE points is 80:
  - At least 30 CPE points shall be obtained from successfully completing one or more CPE programmes
  - The remainder shall be obtained from successfully completing one or more structured activities or unstructured activities, or both.

***For Registered Quantity Surveyors:***

iv) Where a Registered Quantity Surveyors on the date which the application has been made, the requisite CPE points accumulated within that year are required to obtain a practicing certificate as follows:

- (a) Below the age of 60 years, the required minimum CPE points is 15.
- (b) Age 60 and below 70 years, the required minimum CPE points is 10.
- (c) Age 70 and above 70 years, the required minimum CPE points is 5.

**5.3 CPE Activities and Accreditation**

1) Any party other than the BAPEQS/ PUJA, who wishes to organise in any CPE events with the intention of obtaining 'CPE credit point' must apply in writing or email or through the official website for registration to the Board and for acknowledgement before the proposed date of the event.

2) The Board shall publish a list of activities, courses and programmes for the purposes of this Part and the number of CPE points which a Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor obtains by successfully completing each of the activities, courses and programmes.

3) The Board shall, for each activity, course or programme set out in the list, state whether it is structured activity or unstructured activity for the purpose of this part.

## **6.0 ADMINISTRATION OF CPE COMPLIANCE**

Unless exempted by the BAPEQS, an application for renewal of registration shall comply with the following requirements.

### **6.1 Maintenance of CPE record**

The BAPEQS from time to time, may request the said professionals to provide evidence of their participations in the CPE events. The said professionals shall maintain all relevant documents and certificates of attendance as proof of their participations.

### **6.2 Submission of CPE record**

The said professionals must submit CPE record together with the application for renewal of registration with the Institution. Applicants must complete and submit the 'CPE Submission Form' (Attached as Appendix B) together with all supporting documents for the BAPEQS's verification and approval.

### **6.3 Non-Compliance of CPE Requirements**

An application for renewal of registration will not be approved if the applicant does not comply with the CPE requirements, unless the BAPEQS has approved such non-compliance.

### **6.4 False Declaration**

The BAPEQS shall revoke registration of any said professionals if the approval for renewal of registration was obtained by means of false declaration regarding CPE requirements.

## **7.0 CORRESPONDENCE**

All correspondence relating to CPE shall be addressed to:-

The Registrar,  
Brunei Darussalam Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS)  
Board Management Division (BMD)  
Ground Floor (East Wing), Ministry of Development Building,  
Old Airport Road, Bandar Seri Begawan, BB 3510,  
Negara Brunei Darussalam.

The Secretariat office contact detail:

Telephone number	:	+673 2382076
Faximile number	:	+673 2382076
Email address	:	apeqsec@mod.gov.bn
Website	:	www.bapeqs.gov.bn

## **8.0 EXPLANATORY NOTES ON CPE CREDIT POINT TABLE**

The said registered professionals are encouraged to participate in various CPE activities or events recognised by BAPEQS and accumulate the required credit points per year to be eligible for submission of application for renewal of registration of Practising Certificate in the preceding year as listed in CPE Credit Point Table (Appendix 'A').

This is to encourage the said professionals to participate in various categories of CPE activities/ event and opportunity to a wider range of choices to accumulate the required CPE credit point. In carrying out the CPE event, BAPEQS from time to time, may accredit professional bodies where the said professionals may obtain CPE credit points by serving as committee and/or sub-committee member or attend seminar, conference, workshops, CPE talk, short courses or technical visit organised by them.

### **8.1 Attendance at the Meeting**

The said professionals attending qualified event under this category considered as unstructured activity, an attendance at a meeting, will be accorded with the cumulative maximum credit points annually as listed in Appendix 'A'.

For registered Architects:

- (a) Three (3) CPE credit points per event for attending BAPEQS meeting
- (b) Three (3) CPE credit points for attending BAPEQS committee meeting
- (c) Three (3) CPE credit points for attending BAPEQS sub-committee meeting
- (d) Three (3) CPE credit points for attending Technical meeting
- (e) Three (3) CPE credit points for attending committee meeting
- (f) Two (2) CPE credit points for attending sub-committee meeting

For registered Professional Engineers:

- (a) Six (6) CPE credit points per event for attending BAPEQS meeting
- (b) Six (6) CPE credit points for attending BAPEQS committee meeting
- (c) Six (6) CPE credit points for attending BAPEQS sub-committee meeting
- (d) Six (6) CPE credit points for attending Technical meeting
- (e) Six (6) CPE credit points for attending committee meeting
- (f) Four (4) CPE credit points for attending sub-committee meeting

For Registered Quantity Surveyors:

- (a) Two (2) CPE credit points per event for attending BAPEQS meeting
- (b) Two (2) CPE credit points for attending BAPEQS committee meeting
- (c) Two (2) CPE credit points for attending BAPEQS sub-committee meeting
- (d) Two (2) CPE credit points for attending Technical meeting
- (e) Two (2) CPE credit points for attending committee meeting
- (f) One (1) CPE credit point for attending sub-committee meeting



The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of appointment as the BAPEQS member and/or committee member and/or sub-committee member serving in the Board/ accredited professional bodies; or
- ii) Proof of attendance at the meeting.

### **8.2 Attendance at Annual General Meeting (AGM)**

Attendance at the Institution AGM considered as structured activity, Institution Division' AGM or AGM of any accredited professional bodies (structured activity):

- (a) For Registered Architects, the CPE credit points is five (5).
- (b) For Registered Professional Engineers, the CPE credit points is ten (10).
- (c) For Registered Quantity Surveyors, the CPE credit points is four (4).

For above, only maximum of two (2) events only per registered year

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

### **8.3 Attendance at Seminar, Conference, Workshop, CPE Talk, Short Course and Technical Visit**

The said registered professionals are encouraged to attend Seminars, Conferences, Workshops, CPE Talks, Short Courses and Technical Visits organised by the BAPEQS or professional bodies /organisations ie PUJA, whose events are recognised by BAPEQS to develop their core skills and knowledge of the said professionals and other relevant knowledge development event.

The said professionals attending qualified event under this category may be accorded with credit points as follows:-

- a) For Registered Architects,
  - (i) Twelve (12) CPE credit points for a two day
  - (ii) Six (6) CPE credit points for full day (8 hrs)
  - (iii) Three (3) CPE credit points for half day (4 hrs)
  - (iv) Three (3) CPE credit points for a technical visit
- b) For Registered Professional Engineers,
  - (i) Sixteen (16) CPE credit points for a two day
  - (ii) Eight (8) CPE credit points for full day (8 hrs)
  - (iii) Four (4) CPE credit points for half day (4 hrs)
  - (iv) Four (4) CPE credit points for a technical visit

- c) For Registered Quantity Surveyors,
  - (i) Eight (8) CPE credit points for a two day
  - (ii) Four (4) CPE credit points for full day (8 hrs)
  - (iii) Two (2) CPE credit points for half day (4 hrs)
  - (iv) Two (2) CPE credit points for a technical visit

As listed in Appendix `A`, the said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Certificates of attendance; or
- ii) Proof of attendance.

#### **8.4 Speaker on Professional Matters**

To encourage the said professionals share knowledge and experience in a particular topic with fellow said professionals:

- (a) Five (5) CPE credit points for Registered Architects
- (b) Ten (10) CPE credit point for Registered Professional Engineers
- (c) Four (4) CPE credit points for Registered Quantity Surveyor

However, for presentation of paper where the event is not organised by the BAPEQS, the presenter shall provide two (2) copies of synopsis for the paper presented, before the event for BAPEQS acknowledgement. The contents of the paper presented should be relevant to develop the said professionals' core skills and knowledge of the said professionals respectively and other relevant knowledge development event. The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of presentation
- ii) Summary paper on the topic presented.

#### **8.5 Research or Post-Graduate Studies**

The said professionals undertaking full-time study for a duration of not less than six (6) months:

- (a) For Registered Architects on subject related to Architecture earns ten (10) CPE credit points.
- (b) For Professional Engineers on subject related to engineering, twenty (20) CPE credit points.
- (c) For Registered Quantity Surveyor on subject related to Quantity Surveying earns eight (8) CPE credit points.

The said professionals undertaking full-time study for a duration of twelve (12) months or more:

- (a) For Registered Architects on subject related to Architecture earns twenty (20) CPE credit points.
- (b) For Professional Engineers on subject related to engineering, forty (40) CPE credit points.
- (c) For Registered Quantity Surveyor on subject related to Quantity Surveying earns fifteen (15) CPE credit points.

For part-time study/Correspondence/Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree:

- (a) For Registered Architects on subject related to Architecture earns ten (10) CPE credit points.
- (b) For Professional Engineers on subject related to engineering, twenty (20) CPE credit points.
- (c) For registered Quantity Surveyor on subject related to Quantity Surveying earns eight (8) CPE credit points.

This is to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development. The said professionals are to submit proof of attendance/registration/certificate for attending the recognized full time or part time study/correspondence/distance learning courses as supporting documents together with Appendix B (CPE Submission Form).

### **8.6 Authorship and Publication**

The said professionals may gain CPE credit point through authorship and publication of technical articles or books on topics relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development. Article or book published in professional journals as recognized by BAPEQS:

For Registered Architects, for articles published in professional journals as recognized by BAPEQS:

- (a) Five (5) CPE credit points for original/research paper.
- (b) Two (2) CPE credit points for non-original/review paper.
- (c) Eight (8) CPE credit points for original published books registered by ISBN.
- (d) Five (5) CPE credit points for translation of published books registered by ISBN.

For Registered Professional Engineers, for articles published in professional journals as recognized by BAPEQS:

- (a) Ten (10) CPE credit points for original/research paper.
- (b) Four (4) CPE credit points for non-original/review paper.
- (c) Sixteen (16) CPE credit points for original published books registered by ISBN
- (d) Ten (10) CPE credit points for translation of published books registered with ISBN

For Registered Quantity Surveyors, for articles published in professional journals as recognized by BAPEQS:

- (a) Four (4) CPE credit points for original/research paper.
- (b) One (1) CPE credit point for non-original/review paper.
- (c) Six (6) CPE credit points for original published books registered by ISBN
- (d) Four (4) CPE credit points for translation of published books registered with ISBN

The said professionals are to submit proof of authorship and publication of articles or books and BAPEQS approval as supporting documents together with Appendix B (CPE Submission Form).

## **8.7 In-house Training**

To encourage firms/public companies/government agencies employing the said professionals to provide in-house training especially for their junior staff to assist in their professional development and also encourage the transfer of technical skills within the organization, on application to the BAPEQS by the firms/public companies/government agencies, CPE credit point may be accorded to the presenters and participants in the event.

The said professionals presenting in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded:

- (a) Two (2) CPE credit points for Registered Architects
- (b) Four (4) CPE credit points for Registered Professional Engineers
- (c) One (1) CPE credit point for Registered Quantity Surveyors

The said professionals participating in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded:

- (a) Two (2) CPE credit points for registered Architects.
- (b) Three (3) CPE credit points for Registered Professional Engineers.
- (c) One (1) CPE credit points for Registered Quantity Surveyors.

The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

### Presenter:

- i) Appreciation letter at approved in-house training; or
- ii) Invitation letter to deliver topics on in-house training

### Participant:

- i) Certificates of attendance at approved in-house training; or
- ii) Any proof of attendance at approved in-house training.

## **8.8 Private Studies**

The said professionals (especially those residing in rural areas) may be concerned that they cannot attend the Institution or other Institution approved CPE events. Private Studies such as reading books, articles and other publications are acceptable as fulfilling the requirements. The said professionals in remote areas can also learn from audio and video tapes rented out from members for their home viewing or at the Institution Headquarter or through e-learning. The topics covered should be relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development.

Each approved relevant topic covered through reading, learning from audio or video tapes or e-learning through web pages may be accorded with:

- (a) Two (2) CPE credit points for Registered Architects
- (b) Four (4) CPE credit points for Registered Professional Engineers
- (c) One (1) CPE credit point for Registered Quantity Surveyors

For above, only maximum two (2) study material per registered year.

The said professionals are to submit a summary and/or synopsis of reading or viewing of video tapes and listening to audio cassette tapes or viewing of web pages as supporting documents together with Appendix B (CPE Submission Form). Submission contents of synopsis (not less than 150 words) should include:-

- a) Brief description of main elements of topic reading
- b) Significant learning points that can be applied to current application
- c) Conclusion

### **8.9 Community or Committee Activities**

- (a) Two (2) CPE credit points for registered Architects
- (b) Four (4) CPE credit points for registered Professional Engineers
- (c) One (1) CPE credit point for registered Quantity Surveyors

For above, only maximum one (1) event per registered year, can be attained by taking part in community or committee activities arranged in the country.

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

### **8.10 Arbitration Hearing**

The said professionals appointed as member in Arbitration Process, Alternative Dispute Resolution (ADR) or Mediation and involved as expert witness or as a party representative in Arbitration may be accord:

- (a) Two (2) CPE credit points for Registered Architects,
- (b) Four (4) CPE credit points for Registered Professional Engineers
- (c) One (1) CPE credit point for Registered Quantity Surveyor

For above, only maximum of two (2) events per registered year as per Appendix 'A'.

The said professionals are to submit the following applicable supporting documents together with Appendix B (CPE Submission Form):

- i) Summary of the case attended.
- ii) Proof of attendance e.g. appointment or request letter.

### **8.11 Industry Involvement (for academicians)**

The said professionals employed in academic positions are expected to foster links with industry or Institutes to the benefit of engineering education, research and practice. This requirement also ensures that they are exposed to developments in engineering practice outside their university. Industry or Institute involvement will normally be in the form of consulting services. However, where one has close ties with industry or Institutes, he can include supervision of industry/Institute-sponsored research. Supervision of projects carried out for industry and field trips may also be counted if they have contributed to the above objectives may be accord:

- (a) Five (5) CPE credit points for Registered Architects
- (b) Ten (10) CPE credit points for Registered Professional Engineers
- (c) Four (4) CPE credit points for Registered Quantity Surveyors

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

### **8.12 Others**

Participation and contribution as an organizing member at seminar, conference, workshop or talk conducted by professional bodies/government agencies/institutions of higher learning/NGO/societies which are not covered under Category 2 in Appendix 'A' but topics covered are relevant to the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development is accorded:

- (a) Two (2) CPE credit points for Registered Architects.
- (b) Four (4) CPE credit points for Registered Professional Engineers,
- (c) One (1) CPE credit point for Registered Quantity Surveyor

For above, only maximum two (2) events per registered year.

Said organizing members are to submit proof of attendance acceptable to the Institution as supporting documents together with Appendix B (CPE Submission Form).



لمباتك اركيتيك جوروترا قروفيسيونل دان جورواوكور باهن نغارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

## APPENDIX A

CPE CREDIT POINT TABLE					
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event		
			Architects	Professional Engineers	Quantity Surveyors
1 Non-structured	Attendance at Meeting	a) Architects, Professional Engineers and Quantity Surveyors registered in BAPEQS			
		i) Meeting	3	6	2
		ii) Committee Meeting	3	6	2
		iii) Sub-Committee Meeting	3	6	2
		b) Architects, Professional Engineers and Quantity Surveyors serving in the professional bodies acknowledge by BAPEQS:			
		i) Technical Meeting	3	6	2
		ii) Committee Meeting	3	6	2
		iii) Sub-Committee Meeting	2	4	1
2 Structured	Attendance at Seminar, Conference, Workshop, CPE Talk, Short Courses and Technical Visit	Organised by BAPEQS or others acknowledge by BAPEQS			
		i) Seminar, Conference, Workshop, CPE Talk and Short Courses including organized through inhouse			
		2 days	12	16	8
		Full day (8hrs)	6	8	4
		½ day (4hrs)	3	4	2
		ii) Technical visit	3	4	2
3 Structured	Speaker on professional matters	Preparation and delivery as a speaker at talks, seminars, workshop, symposiums, etc on professional matters	5	10	4

<b>CPE CREDIT POINT TABLE</b>					
<b>Category</b>	<b>Qualifying Category of event</b>	<b>Description of Event</b>	<b>Credit Point**per Event</b>		
			<b>Architects</b>	<b>Professional Engineers</b>	<b>Quantity Surveyors</b>
4 Structured	Research or Postgraduate studies	a) Full time study for a duration of not less than six (6) months on subject related to Quantity Surveying, Engineering and/or Architecture	10	20	8
		b) Full time study for a duration of twelve (12) months or more on subject related to Quantity Surveying, Engineering and/or Architecture	20	40	15
		c) Part-time Study/ Correspondence/ Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree related to Quantity Surveying, Engineering or/and Architecture	10	20	8
5 Structured	Authorship and Publication	a) Article published in professional journals as recognised by BAPEQS:			
		i) Original/Research Paper	5	10	4
		ii) Non-original/Review Paper	2	4	1
		b) Published books (register by ISBN):			
		i) Original	8	16	6
		ii) Translation	5	10	4
6 Non-Structured	In-House Training	Presentation/participation at firms/public companies/ Government agencies in-house training related to Architecture, Engineering and Quantity Surveying field area.	<b>Presenter</b>		
			2	4	1
			<b>Participation</b>		
			2	3	1



CPE CREDIT POINT TABLE					
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event		
			Architects	Professional Engineers	Quantity Surveyors
			(Max 2 study materials)		
7 Non Structured	Private studies	a) Reading books, articles and other publications related to Quantity Surveying, Engineering and/or Architecture	2	4	1
		b) Learning from audio and video tapes of matters related to Quantity Surveying, Engineering and/or Architecture	2	4	1
		c) E-Learning on subject matters to Quantity Surveying, Engineering and/or Architecture	2	4	1
8 Non-Structured	Community Service	Taking part in community service activities arranged in the country	(Max 1 event)		
			2	4	1
Non structured	Arbitration Hearing (on a case to case basis)		(Max 2 events)		
		a) Arbitration Process	2	4	1
		b) ADR	2	4	1
		c) Mediation	2	4	1
		d) Expert Witness	2	4	1
		e)Party Representative in Arbitration	2	4	1
10 Structured	Industry Involvement (for academicians)	Architects, Professional Engineers and Quantity Surveyors, employed in academic positions foster links with industry, Institutes to the benefit of Architecture, Engineering and Quantity Surveying education, research and practice.	5	10	4
11 Non Structured	Others	Participation and contribution as an organizing member or contributing to any activities related to Architecture, Engineering or/and Quantity Surveying for professional bodies/ government agencies/ Institutions of Higher Learning/ NGO/societies as approved by APEQS (Brunei)	(Max 2 events)		
			2	4	1
12 Structured	Attendance at (Annual General Meeting)AGM	Attendance at the Institution AGM, Institution Division’ AGM or AGM of any accredited professional bodies	(Max 2 events)		
			5	10	4

Note : Supporting documents shall be submitted to BAPEQ for CPE point reference.



لمباڠ اركيټيڪ جوروترا قروفيسيونل دان جورواوكور باهن نڅارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

## APPENDIX B

### CPE SUBMISSION FORM

CPE RECORD FOR THE YEAR: .....

Name : .....

Membership No: .....

Email: .....

Contact No : ..... (M) ..... (O)

Address: .....

.....

#### Category of Registered Professional:

- ☐ Architects
  - ☐ Below 60 years
  - ☐ Age 60 and below 70 years
  - ☐ Age 70 and above 70 years
- ☐ Professional Engineer
- ☐ Quantity Surveyor
  - ☐ Below 60 years
  - ☐ Age 60 and below 70 years
  - ☐ Age 70 and above 70 years

Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
1	Attendance at Meeting					
2	Attendance at Seminar, Conference, Workshop, CPE Talk, Course and Technical Visit, etc					
3	Speaker on Professional Matters related to Architecture, Engineering and Quantity Surveying field areas					
4	Research or Postgraduate Studies					
5	Authorship and Publication					
6	In-House Training					

Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
7	Private Studies					
8	Community Service					
9	Arbitration Hearing (on a case to case basis)					
10	Industry Involvement (for academicians)					
11	Others					
12	Attendance at AGM					