

Voluntary Continuing Professional Development Scheme for Licensed Plumbers

Information To Be Submitted For Each Activity

(A) For activity attended in person

Accredited Providers/ Providers for Accredited Activity must submit the required information to the Secretary of the Panel about each of their CPD activities within 1 month after the activity. The required information to be submitted is summarized as below:-

- (i) One page summary in A4 paper size showing the following:-
 - a. Name of Accredited Providers/Providers of Accredited Activity;
 - b. Course/Activity Name;
 - c. Date of the Course/Activity;
 - d. Duration of the Course/Activity;
 - e. Course code;
 - f. Credit allocated;
 - g. Brief description of the Course/Activity;
 - h. Total number of participants;
 - i. Signature of the person-in-charge.
- (ii) List of LPID of the participants in “.csv” file. LPID (five digits) should be listed in Col A of the file.
- (iii) Course material including powerpoint, paper, notes, video etc.

(B) For e-learning activity

For those CPD course in form of e-learning, Accredited Providers/Providers for Accredited Activity should submit the followings to the Secretary of the Panel for vetting before uploading to the e-platform:-

- (i) One page summary in A4 paper size showing the following:-
 - a. Name of Accredited Providers/Providers for Accredited Activity;
 - b. Course/Activity Name;
 - c. Date of the Course/Activity;
 - d. Duration of the Course/Activity;
 - e. Course code;
 - f. Credit allocated;
 - g. Brief description of the Course/Activity;
 - h. Signature of the person-in-charge.

- (ii) Course material including powerpoint, paper, notes, video etc.

The Accredited Providers/ Providers for Accredited Activity should then submit the list of LPID of the participants in “.csv” file, at the end of every calendar month after the launch of the e-learning course. LPID (five digits) should be listed in Col A of the file.