

GUIDELINES FOR RENEWAL OF CERTIFICATION RELATED TO ENVIRONMENTAL PROFESSIONALS

The commencement of Certifications related to Environmental Professionals will start from the first day of the following month after the approval of the Qualification & Membership Board to 31 March of the next year. Members who wish to maintain their certified status should fulfil the renewal requirements each year. Renewal fee is HK\$1,000.

Renewal requirements

Certified members should:

- settle the annual subscription fee for HKIE membership.
- satisfy 12 hours of CPD per financial year and these activities should be environmental-related.

(Note: Among the 12 hours, a maximum of three hours is allowed for self-learning such as learning from books, CD-ROMs, journals, library, etc.)

Scope and Format of CPD activities

Certified members are encouraged to adopt a balanced approach to participate in a combination of CPD activities with various natures in fulfilling the CPD requirements. CPD activities may be provided by the Environmental Protection Department (EPD), the HKIE Divisions, the engineering industry itself, and a variety of other organisations. Certified members shall attend the EPD-provided CPD activities concerning statutory or authority submission requirements.

The following are examples of CPD activities:

- Attending courses, lectures, seminars/symposia, conferences, workshops
- Taking E-learning courses
- Attending evening classes/distance learning courses
- Studying for NVQ's, degree courses etc.
- Learning from books, CD-ROMs, journals, library etc.
- Attending technical visits
- Attending network visits to 'counterparts' in other organisations
- Attending school/university visits
- Attending exhibitions
- Attending company/department familiarisation programme
- Holding training presentations to groups within/outside the company
- Engaging in industrial attachments or secondments to other companies to learn new knowledge/skills
- Spending quality time with individuals who have profitable knowledge/skills
- Attending meetings as a 'self-development' group of colleagues to help one another in learning
- Writing project reports that involve new knowledge/skills
- Mentoring school/university students
- Undertaking service as contribution to community

Procedure for renewal

The External Qualifications Section of the HKIE Secretariat will send a renewal reminder to certified members in January each year. Certified members are required to declare their fulfilment of the 12 hours of environmental-related CPD activities and willingness to

continue their certification status by returning an email to eq@hkie.org.hk. The External Qualifications Section of the HKIE Secretariat will inform the members concerned in written form upon their successful renewal of certification.

Selection of audit

Five percent of certified members of each environmental-related certification will be invited for auditing each year in May. These members will receive a written invitation to submit their CPD records of the preceding financial year (i.e. from April of the preceding year to March of the current year).

April 2026