THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會

The HONG KONG INSTITUTION OF ENGINEERS

Guidance Notes

for

Mandatory Continuing Professional Development (CPD)

for Corporate Members

By CPD Committee

May 2026

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1.0 Background

Continuing Professional Development (CPD) is an ongoing necessity in the ever changing technological world. Practising professional engineers should be competent throughout their careers so that they can properly carry out the required duties. This is included in the HKIE Rules of Conduct where under Rule 1 – "Responsibility to the Profession", it is stated that a member shall "*ensure adequate development of his professional competence.*" Engineers need to take opportunities to update their depth and breadth of knowledge and expertise, and develop the required personal qualities to fulfil their duties in the industry and roles in the society.

The HKIE adopted a proactive approach in implementing the voluntary CPD requirements for Corporate Members effective from 1 September 2001. In order to uphold the reputation of the HKIE as a leading professional engineering institution in Hong Kong, mandatory CPD requirements for Corporate Members was implemented on 1 January 2006. Following the expiry of a grace period of two years, auditing exercise in checking members' compliance to CPD requirements was conducted annually since 2009.

From 1 January 2019, Members are also required to specify their number of hours of CPD activities for "Technical Matters" and "Broader Areas of Studies" in their return for CPD record.

In 2021, the HKIE further updated the CPD requirements for its members to include minimum requirements for CPD related to Health and Safety, and set maximum hours for self-learning activities.

In 2025, the HKIE approved to begin shifting the sampling period to align with that for membership renewal from the 2026 sampling exercise.

In order to further tighten the measures against members who continuously fail to fulfil the mandatory CPD requirements, follow-up actions for non-compliance were further reviewed and approved by the HKIE in 2026.

This Guidance Notes shall be effective for CPD declaration from 2027 onwards.

2.0 CPD Requirements

2.1 Definition

Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities is necessary for an engineer to successfully carry out the professional duties throughout his/her career. It aims at enhancing individual worth, and thus corporate performance.

2.2 Scope and Format

CPD covers matters of direct technical relevance as well as broader studies that are of importance to the HKIE members to further their careers.

CPD activities include, but not limited to, courses, lectures, seminars/symposia, conferences, presentations, workshops, visits, webinars and professional activities. Examples of CPD activities include attending/organising courses, lectures, seminars/symposia, conferences, workshops in different delivery modes, attending/organising technical visits, and serving as professional assessors or visit team members for the Institution.

Members are encouraged to adopt a balanced approach to participate in a combination of CPD activities with various natures in fulfilling the CPD requirements.

3.0 Selection for Audit

3.1 Members to be selected for Audit

One percent of all Corporate Members who have not declared a "retired" status will be invited for auditing each year in January. These Members will receive a written invitation before March of each year to submit their CPD record in the twelve months' period from 1 April of the previous year to 31 March of the current year.

(Note: Prior to 2026, Members were requested to submit CPD record that they attended in the preceding calendar year, i.e. from January to December. From 2026 onwards, Members should submit their CPD record from 1 April of the previous year to 31 March in the current year. A one-year transitional period was allowed in 2026, where audited Members may submit CPD

during the 12-months period from 1 January 2025 to 31 December 2025 OR 1 April 2025 to 31 March 2026).

3.2 Frequency of Auditing

The audit is performed annually.

3.3 CPD Requirements

Corporate Members are required to undertake a minimum of **30 hours of CPD per year**. Out of the minimum 30 hours, at least 5 hours should be under "Discipline-Specific Technical Matters" (DSTM) and 5 hours should be under "Broader Areas of Studies" (BAS) or "General Professional Matters" (GPM). DSTM includes CPD activities relevant to Members' own Discipline(s) in terms of technical needs. On BAS or GPM, subjects related to environmental matters, professional ethics, financial management, leadership skills, and contract and project management are examples of this area of CPD activities. Moreover, in order to continuously enhance the work safety and upgrade the skills of members of Professional Bodies, all Corporate Members are required to attend at least three hours per year of CPD activities related to Health and Safety (H&S), which must include occupational safety and health.

For any CPD hours claimed from self-learning activities, such as reading journals or watching pre-recorded videos, the maximum hours allowable for claiming CPD hours in this format would be ten hours, and the HKIE may request members to provide a short summary of the learning points of these self-learning activities.

In addition, should any Member use CPD that are of social nature to meet the minimum CPD requirement, the maximum hours allowable for "Social Gathering or Networking activities" would be three hours, and such activities must include exchange of knowledge.

The requirements are summarized below in Table 1:

Category	Minimum no. of hours	Remarks
Discipline-Specific Technical Matters (DSTM)	5 hours	Overall maximum for CPD obtained through self-learning mode: 10 hours. Overall maximum for CPD of social nature: 3 hours.
Broader Areas of Study (BAS) / General Professional Matters (GPM)	5 hours	
Health & Safety (which must include Occupational Safety & Health)	3 hours	
Overall Total	**30 hours**	

Table 1: CPD requirements

3.4 Submission of CPD Records

Selected Members are required to complete and return a CPD Record Form and a CPD Declaration Form to the HKIE by mail or email. The blank form can be downloaded from the Professional Development > Continuing Professional Development > Download on the HKIE website. A sample is shown in Annex I. In the event the online CPD reporting system will be made available in the future, the HKIE will, with the permission of the selected Member to access such information, review the CPD records online directly for the audit purpose.

3.5 Supplementary Information / Supporting Documents

Members should provide supporting documents such as enrolment confirmation, attendance certificate etc. as far as practicable. Selected Members may also be asked to provide supplementary information of the activities claimed such as programme rundown, itinerary etc.

For members who have been requested to provide a short summary of the learning points from self-learning activities, such learning points should be in the original words of the member for each activity claimed and must not be copied from the corresponding materials from the learning.

All supplementary information, supporting documents and summary of learning points should be received by the HKIE no later than 31 October. Failure to submit on time may lead to a classification of “non-compliance” (NC).

3.6 Compliance and Non-compliance

A Special Panel formed by the Continuing Professional Development Committee (CPDCSP) will be responsible for checking the CPD Record submitted and making recommendations to the CPDC on the compliance or non-compliance on the CPD attainment of members. The review process begins in June and recommendations from CPDCSP will be presented to CPDC in September and December.

Members whose submissions have been checked to be compliant shall receive an email notification from the HKIE. For NC cases, the following actions shall be taken:

1st year NC:	1. Warning letter from CPDC Chairman 2. Invitation to submit CPD again in the following year
2nd year NC:	Same as 1st year NC and: 1. Invitation to request arranging an interview with CPD representative, if necessary, to seek advice on meeting CPD requirements.
3rd year NC:	1. Warning letter from CPDC Chairman 2. Invitation to submit CPD again in the following year 3. Report names of NC cases to Learned Society Board (LSB)
4th year NC:	Same as 3rd year NC and: 1. Report names of NC cases to Council with recommendations.
5th year NC	Same as 4th year NC and: 1. Report names of NC cases to Council with recommendations. Recommendations of 5th year NC may include the consideration of the removal of Member from membership on the basis of improper conduct under Articles 13(4) and (5) of the Constitution. *

*It is understood that there may be unforeseeable circumstances where a member may be unable to meet CPD for a particular year or may have missed to report their CPD for auditing. However, a member who fails to provide evidence to support his/her CPD attainment for five consecutive years may be interpreted as improper conduct that is injurious to the HKIE.

3.7 Special Considerations

A member who has been selected but is unable to meet the CPD requirements due to exceptional reason may seek special consideration from the CPDC in writing and it will be considered on a case-by-case basis.

4.0 Health & Safety Training (for Green Card purpose)

Corporate Members who would like to use their HKIE membership cards as Green Cards for entering construction sites must have satisfied the CPD requirements relating to Health & Safety. Members who have made such declaration would be provided with a membership card which bears the phrase *"This member of The Hong Kong Institution of Engineers has satisfied the Commissioner for Labour in respect of Section 6BA(3), Cap 59"*.

A Member who has been selected for CPD audit **must** provide the relevant H&S CPD for verification. Should the Member be found not to have satisfied the H&S requirement but he/she has indeed made a declaration and obtained the membership card, he/she must not use the card as Green Card for entering construction sites and must return the card to the HKIE immediately. Making a false declaration, whether for the purpose of applying for a Green Card or otherwise, may amount to improper conduct that is injurious to the HKIE. CPDC would review if the Member had made a false declaration and, if so, refer the matter to the Secretary. The member who does not return the card may not be eligible to obtain a new card to use as Green Card in the following two years unless he/she satisfies the latest mandatory CPD requirements in all categories.

5.0 Online CPD Logbook for HKIE Members

Members are welcome to record their CPD activities in the "Online CPD Logbook for HKIE Members" in the HKIE website. Members may login to "Member Login" area and update their CPD record. The CPD record can be downloaded for submission together with the Declaration Form.

6.0 Enquiries

Enquiries related to the sampling may be directed to the Training & Development Section of the HKIE:

The Hong Kong Institution of Engineer
9/F Island Beverley
No 1 Great George Street
Causeway Bay, Hong Kong

Telephone: 2890 6373
Email: cpdc@hkie.org.hk
Website: www.hkie.org.hk

Annex 1

Continuing Professional Development (CPD) Declaration Form

Summary of CPD activities:

Category	**Total no. of hours attended through Self-learning activities**	**Total no. of hours attended through participating in CPD activities**	**Total no. of hours in this category**
Discipline-Specific Technical Matters (DSTM)			*(min. 5 hours)*
Broader Areas of Study (BAS) / General Professional Matters (GPM)			*(min. 5 hours)*
Health & Safety (H&S) (must include Occupational Safety & Health)			*(min. 3 hours)*
Others			
Total	*(max. 10 hours)*		*(min. 30 hours)*

I declare that the above information is true and correct. The details of CPD activities are listed in the CPD Record Form. I understand that I may be asked to provide supporting information to the Continuing Professional Development Committee in relation to the above. I also understand that if I am considered to have not complied with the CPD requirements for the year in question, I will be asked to submit my CPD record again for the following year.

Please tick ☑ as appropriate:

☐ I **have met** the CPD requirements for the year.

☐ I **have not met** the CPD requirements for the year.

Reasons:

_____

Signature: _____ Date: _____

Name: _____ Membership No.: _____

Name of Current Company*: _____ Position*: _____

**Members are reminded to update their information in Members login area in the HKIE website.*

Continuing Professional Development (CPD) Record Form

Date(s)	Start & End Time	Name of CPD Activity	Organiser(Note a)	Category(Note b)	CPD Hours Claimed	Supporting Document Ref.(Note C)

Note a: Please use "(S)" to specify self-learning activities such as reading or watching videos.
Note b: Abbreviations may be used for relevant categories, e.g. DSTM, H&S, GPM, BAS etc.
Note c: Supporting document may include: enrolment confirmation, attendance certificate, programme rundown etc.

Name: _____

Membership No. _____

Continuing Professional Development (CPD) Record Form (cont'd)

Date(s)	Start & End Time	Name of CPD Activity	Organiser(Note a)	Category(Note b)	CPD Hours Claimed	Supporting Document Ref.(Note C)

Note a: Please use "(S)" to specify self-learning activities such as reading or watching videos.
Note b: Abbreviations may be used for relevant categories, e.g. DSTM, H&S, GPM, BAS etc.
Note c: Supporting document may include: enrolment confirmation, attendance certificate, programme rundown etc.

Name: _____

Membership No. _____