

## CPD Log for Certified Membership Renewal

### EMAHK Vision

Establish the Association as a leading and recognised contributor to environmental management and sustainable development discourse, as well as to the advancement of environmental management as a professional field.

### Requirements for Renewal:

Certified Members must demonstrate they have kept up-to-date with the developments of the industry via a CPD (Continuous Professional Development) scheme. This CPD Log should be kept by the member and provided when request by the Membership Committee.

Each Certified Member is required to accumulate a minimum of 10 CPD Units for every *full year* of membership. These 10 CPD Units are separated into *Compulsory* and *Open* types:

- *Compulsory*: EMAHK organized, co-organized, and selected events, as well as EMAHK supported events organized by other organizations. A minimum of 5 Compulsory Units are required for every *full year* of membership.
- *Open*: Events organized by EMAHK or other reputable organizations, or via teaching and sharing events (see below). All events must be environment related.

The event types that qualify for CPD Units are outlined in the following table:

Event Type	Examples	Evidence	Weighting
Learning	Attend conferences, seminars, courses (long and short), site-visits, etc. (outside of regular employment duties)	Attendance certificate, badge, receipt, etc.	1 unit / learning hour (full day = 6 hours)
Teaching	Guest speaker at conferences, seminars, short courses, etc. (outside of regular employment duties)	Event leaflet, thank you letter, handouts, etc.	3 units / teaching hour
Sharing	Obtain patents, publish papers, journals, books, etc. (outside of regular employment duties)	Published work	7 units / publication (lead/sole author) 4 units / publication (co-author)

### Part 1: Personal Information (Required)

Membership number:			
Title:		Surname:	
Given Names:		Other Names:	
Mobile Number:		Alternate Phone Number:	
Primary Email Address:		Alternate Email Address:	
		(if primary email is work email)	

### Part 2: Updates Since Certification / Last Renewal (Put N/A if there are no changes)

#### 2a: New Academic Designations Obtained

Year of Graduation	Academic Institution	Designation Obtained & Areas of Specialization (eg. MSc in Environmental Technology)

#### 2b: Current Employment

From	To	Company	Position Held	<input type="checkbox"/> Currently Employed
		Summary of Responsibilities		

#### 2c: New Professional Qualifications Obtained

Professional Qualification	Issued By (organisation)	Issue Date	Expiry Date

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### Part 3: CPD Log (Required – Refer to table on previous page)

#### 3a: Learning Events (eg. Attend conferences, seminars, courses, site-visits, etc. – outside of regular employment duties)

Date(s)	Organizer	Event Name	Duration (Hours)	CPD Units
Sub-total Learning Events CPD Units ①				

#### 3b: Teaching Events (eg. Guest speaker at conferences, seminars, short courses, etc. – outside of regular employment duties)

Date(s)	Organizer	Event Name	Duration (Hours)	CPD Units
Sub-total Teaching Events CPD Units ②				

#### 3c: Sharing Events (eg. Obtain patents, publish papers, journals, books, etc. – outside of regular employment duties)

Date(s)	Sharing Event Description	CPD Units
Sub-total Sharing Events CPD Units ③		
TOTAL CPD UNITS CLAIMED ① + ② + ③		

### Part 4: Code of Conduct

As a member of the EMAHK, I agree to:

- Abide by the principles set out in the EMAHK vision and mission.
- Ensure public trust and confidence in the EMAHK.
- Refrain from taking unfair advantage of, or denigrating, other members of the EMAHK.
- Refrain from claiming representation or acting on behalf of EMAHK in public activities unless properly authorized.
- Refrain from using the name of EMAHK in any events, activities, membership and sponsorship solicitation without the expressed approval from the executive committee.
- Avoid misconduct or negligence while either attending or assisting at EMAHK events or representing the EMAHK at other events.
- Declare to the Executive Committee any competing interests that may be pertinent to their activities within EMAHK and EMAHK supported events.

Failure to abide by this Code of Conduct shall result in appropriate actions presided over by a Disciplinary Panel of the EMAHK.

### Part 5: Confirmation

By typing my name below, I agree to abide by the Code of Conduct as stipulated in Part 4 above. I also certify that all information provided on this form is true and accurate. I understand that my membership may be revoked if any information is found to be fraudulent, and any fees paid will not be refunded.

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### About Personal Data Protection

- All personal data collected are only used for EMAHK membership processing and future communication.
- Upon membership termination, all personal data will be deleted from our database.
- Personal data collected will not be transferred to any third parties without members' prior consent.
- Members can make changes to their personal data in writing at any time.

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### ITEMS TO NOTE

#### A. Instructions for Completing this Log:

##### Part 1 – Personal Information:

- ♦ Complete all fields.
- ♦ If your contact information has changed since your certification / last renewal, kindly update your membership details by logging into our online platform at <http://glueup.com/org/emahk>.

##### Part 2 – Updates Since Certification / Last Renewal:

- ♦ Enter “N/A” in 2a, 2b, or 2c if there are no additional academic or professional qualifications obtained, or no change to your employment since your certification / last renewal.

##### Part 3 – CPD Log:

- ♦ List the events you wish to claim CPD units in order to fulfill EMAHK’s renewal requirements (see Requirements for Renewal section on page 1).
- ♦ Calculate your total CPD Units.
- ♦ There is no need to submit any evidence of CPD claimed with this form. *Members will be randomly selected and requests for evidence submission will be conducted via email.*

##### Part 4 – Code of Conduct:

- ♦ Read, understand, and agree to abide by the Code of Conduct.

##### Part 5 – Confirmation:

- ♦ Sign (by typing your full name) and date this form before submission.

#### B. Renewal Process:

A notice and invoice for renewal will be sent to all members at the beginning of November. Upon receipt of this notice, Certified Members must complete the following steps:

1. Click on the link in the renewal notice and pay the appropriate membership fee.
2. The Membership Committee will take a random sample of CPD Logs and request for the submission of evidence for the CPD Units claimed.
3. EMAHK reserves the right to cross check all submitted information as and when required.
4. EMAHK holds the final decision regarding the granting of membership and the membership type granted.

#### C. Membership Fee:

1. A membership year is from January to December of the same calendar year. The annual membership fee for Certified Members is \$500 per year.
2. No refunds will be provided, including withdrawals from EMAHK membership, membership category change, and membership revocation due to misconduct.