

**BCA ENERGY AUDITOR SCHEME**  
**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) RENEWAL REQUIREMENTS**

**A. Objectives**

- To enable Energy Auditors:
  - To acquire knowledge and skills to stay relevant,
  - Be kept abreast of changing procedures and standards, and
  - Understand/ apply advances in technology.
- To enhance professionalism, promote/ ensure continuous learning and assist Energy Auditors in maintaining their competency and achieving their professional goals.

**B. Continuing Professional Development (CPD) Renewal Framework**

No.	Activities	Min. CPD Points For 3-Yearly Renewal = 30 (i.e. min. 10 CPD points per year)
<b><u>Part 1: Energy Audit Project Experience</u></b>		
	Submission of OSE audit reports prepared/ endorsed by renewing Energy Auditor in past 3 years	1 report = 2 CPD points (max 6 points per year)
<b><u>Part 2: Green Building or Energy Related Training and/or Courses *</u></b>		
	<ul style="list-style-type: none"> <li>• Formal study courses (post-grad/ diploma)</li> <li>• Lectures, short courses, conferences, workshops &amp; seminars</li> <li>• In-house training</li> </ul> * Including overseas and e-training	1 CPD point = 1 contact hour
<b><u>Part 3: Participation in Professional Associations, Committees &amp; Societies</u></b>		
	Members of technical/ working committees of professional associations/ government agencies	3 CPD points per Committee (max 6 points over 3 years)
<b><u>Part 4: Contribution to Green Building/ Energy Efficiency/ Engineering/ Management Knowledge</u></b>		
a	Conduct lectures, seminars, conferences or training courses	2 CPD points each lecture hour or part thereof
b	Write/ edit published technical articles or papers	2 CPD points per topic (max 6 points over 3 years)

*Note:*

1. Documentary evidence of participation for above items are to be submitted for validation.
2. Renewal submission to be made at least two (2) months prior to certification expiry.
3. Contact hour refers to an attendance or involvement lasting one clock hour of not less than 50 minutes. One (1) CPD point is awarded for one (1) contact hour. No CPD point is awarded for an activity/ course lasting less than 50 minutes.
4. Committee work submissions to be considered after completion of the committee term.