



**THE HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
PERSONAL RECORD SHEET
(1 April 2024 – 31 March 2025)**

Min. 12 CPD Points required.
Please refer to “**Guidance Notes for Continuing Professional Development (CPD)**” for detailed requirements.

DATE OF ACTIVITY	NAME OF ACTIVITY	HOST OF ACTIVITY	TYPE OF ACTIVITY (1-8)*	LEVEL (1-3)#	CONTACT HOURS	POINTS PER CONTACT HOUR‡	RUNNING TOTAL POINTS	NOTES
					(A)	(B)	(A) X (B)	
								<p>* Type of activity: 1 – Practice, contract, law, etc. 2 – Technology and materials. 3 – Planning and design theory. 4 – Natural sciences & environ^ll mgt. 5 – Cultural landscape & social issues. 6 – Community participation, etc. 7 – Institute works (please specify post/task) 8 – Others (please specify)</p> <p># Level of activity: Please refer to Table 2.4 of “Guidance Notes for Continuing Professional Development (CPD)”.</p> <p>‡ CPD Points: CPD points awarded per activity level: Level 1 – 2.0 points per contact hour Level 2 – 1.0 point per contact hour Level 3 – 0.5 point per contact hour</p> <p>Please refer to Table 2.4 of “Guidance Notes for Continuing Professional Development (CPD)”.</p>

(TO BE SUBMITTED TO HKILA UPON MEMBERSHIP RENEWAL)

SHEET ____ OF ____

I DECLARE THAT ALL INFORMATION PROVIDED IN THIS PERSONAL RECORD SHEET IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

NAME _____ MEMBERSHIP NO. _____ SIGNATURE _____ DATE: _____