

GUIDELINES FOR RENEWAL OF CERTIFICATION OF ENGINEERING BIM PROFESSIONAL (ENG BIM PRO) AND ENGINEERING BIM COORDINATOR (ENG BIM COORD)

The commencement of Eng BIM Pro and Eng BIM Coord will start from the first day of the next month subsequent to the approval of the Qualification & Membership Board to 31 March of the following year. Eng BIM Pro and Eng BIM Coord who wish to maintain their certification status should fulfil the renewal requirements each year. Renewal of certification of Eng BIM Pro and Eng BIM Coord is free of charge.

1. Renewal requirements

- 1.1 Eng BIM Pro and Eng BIM Coord should settle the annual subscription fee for HKIE membership and fulfil the required CPD hours for renewal.
- 1.2 The CPD hour required for renewal for Eng BIM Pro and/or Eng BIM Coord is 12 per financial year. All the 12 hours of CPD activities should be related to BIM.
- 1.3 A maximum of three hours is allowed for self-learning such as learning from books, CD-ROMs, journals, library, etc..
- 1.4 For those who obtain Eng BIM Pro and/or Eng BIM Coord for the first time in the same financial year, please refer to the examples in the table below for the CPD hours required for renewal:

Start date of certification	No. CPD hours required for renewal by end-March 2025	Start date of certification	No. CPD hours required for renewal by end-March 2025
1 April 2024	12	1 October 2024	3
1 May 2024	12	1 November 2024	3
1 June 2024	12	1 December 2024	3
1 July 2024	6	1 January 2025	0
1 August 2024	6	1 February 2025	0
1 September 2024	6	1 March 2025	0

- 1.5 For those who obtained Eng BIM Pro or Eng BIM Coord in different financial years, they are required to satisfy 12 CPD hours per financial year for renewal for both titles.

2. Scope and Format of CPD activities

- 2.1 Eng BIM Pro and Eng BIM Coord 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 HKIE Divisions, the engineering industry itself, and a variety of other organisations.
- 2.2 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

3. Procedure for renewal

The External Qualifications Section of the HKIE Secretariat will send a renewal reminder to the Eng BIM Pro and Eng BIM Coord in early January each year. Eng BIM Pro and Eng BIM Coord should return the completed CPD Record Form for Certification to the External Qualifications Section of the Institution by email at eq@hkie.org.hk no later than 31 March of the year. Eng BIM Pro and Eng BIM Coord will receive a notice upon their successful renewal of certification.