**Annual declaration of CPD (연간 기술개발활동 기술서) – Certified BIM Professional**

This declaration is a supporting document that a delegate is required to submit to BSI at the end of the first, second and third year of the certification period. It is mandatory to submit this document to keep certification valid and active and will also support a delegate’s application for recertification. Delegates are required to log at least **15 hours** of CPD each year.

본 기술서는 3년 자격유지기간동안 기술개발활동에 대해 매년 제출해야 합니다. (매년 15시간이상 활동 필요)

**Delegate information (신청자 정보)**

|  |  |
| --- | --- |
| **Full name** |       |
| **Contact number** |       |
| **Email address** |       |
| **Certification number** |       |
| **Year of certification****(please check)** | **Year 1** |[ ]  **Year 2** |[ ]  **Year 3** |[ ]   |

**CPD Log 기술개발활동 기록**

Any CPD, formal or informal, undertaken throughout the year should be captured in the table below. The delegate must include the CPD provider’s details, where appropriate, as well as a short description of the nature of the CPD, any evidence of CPD (this could include completion certificates, records etc.), and a short statement outlining how this CPD has contributed towards the expansion and enhancement of their current knowledge and towards the development of their technical skills.

매해 진행된 공식/비공식 활동에 대해서 하기 표에 작성합니다. CPD내에 간단한 활동설명과 함께 증빙자료도 제출합니다. (수료증, 기록 등) 또한, 기술활동이 현재 지식습득이나 기술적인 스킬개발에 어떠한 영향을 주었으며 기여하였는지 간단히 작성합니다.

For guidance: 참고하세요

* + Formal CPD refers to any CPD that has structured learning outcomes or objectives or learning that is independently assessed. Formal CPD may include professional courses, seminars, conferences, lecturing, technical authorship etc.

공식적인 CPD는 구조화된 학습결과나 목적, 또는 독립적으로 검증되는 학습이 대상입니다. (교육과정, 세미나, 컨퍼런스 등)

* + Informal CPD refers to any CPD that is does not have a structured programme and is not assessed (or is self-assessed). Informal CPD may include personal study, research, reading, workplace learning/support, coaching and mentoring etc.

비공식적인 CPD는 비구조화되거나 검증되지 않은 프로그램입니다. (자가학습, 리서치, 독서, 직장학습지원, 코칭, 멘토링 등)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Hours completed** | **Title and provider of CPD activity** | **Brief outline of CPD content** | **Evidence of verifiable CPD (if available)** | 1. **How did this CPD benefit my work?**
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|       |       |       |       |       |       |
|       |       |       |       |       |       |
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(필요시 표 행을 추가하여 작성하세요. )

|  |  |
| --- | --- |
| **Total number of hours of CPD (min. 15 hours)** |       |

**Declaration 기술선언**

Once the log has been completed, the form should be signed and submitted to BSI via the Client Learning Portal.

 기록작성이 완료되면, 신청서는 서명하여 BSI client learning portal을 통해 제출합니다.

***I declare that all information enclosed in this application form is true to the best of my knowledge and agree that BSI may contact CPD providers to verify information, where necessary.***

***작성자(본인)는 본 기술내용이 본인이 아는 한 사실임을 선언하며, BSI 가 (필요시) 기록을 검증하기 위해 발급기관에 연락할 수 있음에 동의합니다.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Delegate’s signature** |       | **Date** |       |