

Hong Kong Interior Design Association
Continuing Professional Development Declaration Form Year 2025 Q1-Q4
(From 1 Jan 2025 to 31 Dec 2025)

List of CPD Activities and Credits for Year 2025 Q1-Q4					
CPD ACTIVITIES Provided by HKIDA	CPD Credit(s) per each activity	Achieved CPD Credits	CPD ACTIVITIES Provided by 3rd Party <i>(Each activity shall last for at least half an hour)</i>	CPD Credit(s) per each activity	Achieved CPD Credits
A) CPD Educational Activities			A) CPD Educational Activities		
1. Attend interior design related course/ seminar/ workshop/ conference / forum organized or co-organized by HKIDA <i>(details refer to IDA website or eDM announcement)</i>	6		1. Attend interior design related course/ seminar/ workshop/ conference / forum organized by recognized organizations <i>(details refer to Log Sheet Summary)</i>	3	
2. Deliver presentation at interior design related course/ seminar/ workshop/ conference held by HKIDA <i>(details refer to IDA website or eDM announcement)</i>	10		2. Deliver presentation at interior design related course/ seminar/ workshop/ conference organized by recognized organizations <i>(details refer to Log Sheet Summary)</i>	5	
B) Exhibition			B) Exhibition		
1. Visit exhibition organized or co-organized by HKIDA	6		1. Visit interior design related exhibition	3	
2. Exhibition of own design work / curation of interior design exhibition organized or co-organized HKIDA	10		2. Exhibition of own design work / curation of interior design exhibition	5	
C) Award			C) Award		
1. Submit entry to Asia Pacific Interior Design Awards (APIDA)	3		1. Submit entry to interior design related awards	3	
2. Attend APIDA award presentation ceremony	3		2. Attend interior design related award presentation ceremony	1	
3. Serve as judging panel for APIDA	10		3. Serve as judging panel for interior design related competition	10	
4. Achieve any award on APIDA	10		4. Achieve award related in interior design/interior architecture	5	
D) Personal Enhancement & Others			D) Personal Enhancement & Others		
1. Write articles on HKIDA publications	10		1. Write and research books or articles in interior design related publication	5	
2. Give interview or showcase one's interior design works on HKIDA's media platforms	6		2. Give interview or showcase one's interior design works in various media	3	
			3. Train or mentor staff or other interior designers	1	
3. Exchange tour organized or co-organized by HKIDA	10		4. Join exchange tour organized by recognized organizations <i>(details refer to Log Sheet Summary)</i>	5	
			5. Self-guided visit to buildings or locations	3	
4. Voluntary works for HKIDA	10		6. Self-guided study or research through any structured reading and deployment of audio, video or Internet resources	1	
<i>Participate in CPD activities provided by HKIDA.</i> Minimum 10 CPD credits for Year 2025 Q1-Q4.	Total CPD Credits:		<i>Participate in CPD activities provided by 3rd party.</i> Maximum 10 CPD credits for Year 2025 Q1-Q4.	Total CPD Credits:	

Declaration (Please put a ✓ in appropriate box)

I declare that I have fulfilled the **minimum 15 CPD credits** requirement for Year 2025 Q1-Q4. And I shall provide further details for random check if I will be selected.

Signature: _____ Date: _____
 Name of Member: _____
 Membership No.: _____ Contact Person & Tel. No.: _____

Hong Kong Interior Design Association Continuing Professional Development (CPD) Declaration

Important Notes

All members are encouraged to read the following rules before proceeding to complete the CPD declaration form.

1. The objective of implementing the CPD requirements is to ensure that the lifelong development and regular updates of professional knowledge and skill set will be made available to all interior design practitioners.
2. HKIDA CPD credit will be recorded and counted on an annual basis. It is obligatory for all Certified Interior Designer and HKIDA Full Member to submit the CPD declaration form once a year.
3. In the case when an activity overlaps with more than one of the listed categories, members are allowed to determine the allocation of CPD credit in each category. No double counting of CPD credit is allowed.
4. Any qualified programme and activity to count for CPD shall last for at least half an hour. Members should gain minimum 10 CPD credits from CDP activities provided by HKIDA, and maximum 10 CPD credits from CPD activities provided by 3rd parties. The CPD requirement is minimum 15 credits in total.
5. Members are required to keep the proof of attendance for the CPD activities throughout the year. Members may be required to provide the proof to HKIDA, should they be selected for random check.
6. All information provided in the CPD declaration form will be used by HKIDA for administration purposes, including but not limited to membership renewal, qualification accreditation, as well as any other Rules and Regulations of the HKIDA for the time being in force and other related matters.
7. Failure to fulfil the annual CPD requirement or to submit the CPD declaration form may lead to reconsideration for both membership renewal and membership certificate application.
8. Under the Personal Data (Privacy) Ordinance, members have the right to request access to and correction of their personal data in relation to their declaration. Please contact HKIDA at (852) 2866 2039 you wish to exercise the rights.
9. Documentary proof should be kept for at least 1 year for random check by HKIDA.
10. The completed Declaration form should be submitted to HKIDA by email at membership@hkida.org or by post to Hong Kong Interior Design Association, Unit 1505, 15/F, One Midtown, 11 Hoi Shing Road, Tsuen Wan, New Territories, Hong Kong.

Should you have any enquiries, please feel free to contact us at (852) 2866 2039 or via email at membership@hkida.org

