



**THE INSTITUTION OF FIRE ENGINEERS (UK)
MALAYSIA BRANCH**

Founded 1995 • Incorporated 1997

APPLICATION FOR VALIDATION OF CPD ACTIVITY

Title of Event	
Date	
Please note: activities that have already taken place may not qualify for CPD hours. Please ensure that you request validation or allocation prior to your event.	
Location	
Provider	
Aims of Activity	
Target Audience	
Expected Outcomes	
Programme Details Programme Details should include:- Speaker(s) name and position Subject Duration of 'activity' or presentation Type of activity Seminar/Visit/Debate/Lecture	

Organiser's name	
Organiser's address	
Organiser's contact details	Email: Telephone:



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Fee to be charged to organisation on approval of CPD activity	RM 800.00	
Request for the allocation of CPD hours?	Yes	No
IFE website entry required?	Yes	No
Newsletter entry required?	Please contact IFEM Secretariat	

Please send your completed form to Secretariat The Institution of Fire Engineers (UK)
Malaysia Branch 28, Jalan 3/154, Taman Bukit Anggerik, Cheras 56000 Kuala Lumpur,
Malaysia

Fax: +603-9101 8118

Email: membership@ife.org.my



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**Continuing Professional Development Validation Proforma
(To be completed by IFE Validator)**

Date of Event:

Branch/Group, Professional Body, other Institution, Committee or Commercial Provider:

Title:

Assessment	Yes/No
1. Are the aims of the activity relevant to Fire Engineers?	
2. Is the target audience appropriate for the aims?	
3. Are the outcomes realistic?	
4. Are the subjects planned relevant to and supportive of the aims?	
5. Are the speakers appropriately qualified and/or experienced to cover the subject at the level expected by the target audience?	
6. Is the type of activity (seminar, debate, lecture, workshop etc.) appropriate for the subject and target audience?	

If the above questions support validation, complete the steps below	Time in hrs
Calculate the total actual input time, excluding social activities, refreshment breaks and any “business” elements of the meeting.	
Add a realistic period of time for an open forum/discussion period.	
Round the figure to the nearest one half hour	



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OFFICE USE ONLY

To be completed by the Validator		Reference Number:	
Validator's signature:			
Name:		Date:	
To be completed by IFE HQ			
Invoice issue date:			