

CPH CERTIFICATION PERIOD

The CPH certification is to be valid for a period of three (3) years. Renewal of certification will be granted upon receipt of recertification fees and accumulation of 30 Continuing Education Units (CEUs) over a three-year certification period.

ACCUMMULATING CEUs

CEUs may be earned through participation in relevant continual learning activities outlined below. The minimum amount of CEUs that can be offered is sixty (60) minutes. Activities of less than sixty (60) minutes are not eligible for CEUs. Any excess CEUs will not be carried over to the new re-certification period.

Category	Activity	Claimable Hours of CEUs
Professional Development	Undergraduate/ graduate study/ WSQ diploma full cert programme	100 hours per year
	Short courses, workshops, seminars, conferences	Maximum of 7 hours per day
	Reading (industry journals, books)	Maximum of 5 hours per year
Education	Lecturing/ teaching in Landscape/ Horticultural related discipline	Maximum of 7 hours per lecture
Contributions	Appointment as an office holder in landscape associated councils and bodies.	Maximum of 10 hours per year
	Advisors for landscape related events (i.e. LEAF assessors, judging panel, etc)	Maximum of 10 hours per year
	Field and study tours in Landscape related issues and projects	Maximum of 6 hours per day
Research and Publication	Research and publications	Maximum of 8 hours per paper

Note: The list is not exhaustive

CHECK YOUR CEUs / CERTIFICATION STATUS

Upon receiving the sign-in sheets from the program organisers, CPH Secretariat will require four to six weeks for your CEUs to be updated to your account. To find out your current CEUs record and/or certification status, you may login to <http://cugetms.nparks.gov.sg/> and select 'My Credentials'.

APPLICATION BY INDIVIDUALS FOR POST-EVENT CPH CEUs

CPHs who are involved or engaged in educational activities (for example, teaching, presenting of papers or undergoing undergraduate/graduate programs) in the relevant fields can submit a Post-Event CPH CEU(s) application together with valid supporting document(s) by logging in to <http://cugetms.nparks.gov.sg/> and select "My Credentials" tab on the left bar. The provision of sufficient supporting document will facilitate the approving process of your application. CEU(s) will not be awarded for inaccurate or incomplete information or supporting documents. Submission shall be made within three months of educational activity end date.

APPLICATION FOR PRE-EVENT CPH CEUs

Processing of CEUs application takes two to four weeks. If you or your organization is organising horticultural-related event(s) and you would like to apply for pre-event CPH CEUs, please submit your event synopsis, date, duration and speaker's profile to cp_h_secretariat@nparks.gov.sg at least four weeks before start of event. The Secretariat will evaluate the number of CEUs to be awarded based on the event duration and subject content.

Each event (including re-runs of certification programmes, workshops and seminars) is considered as new application. Retrospective accreditation is strictly not admissible. At the end of the event, organiser is required to endorse on the sign-in sheet(s) and submit the softcopy sign-in sheet(s), email approval of CPH CEUs and event attendance to the Secretariat within one week of event end date.

Note:

1. All CEUs courses and programmes are subject to the approval of the CPH Secretariat, and the Secretariat is not liable to explain the rationale of awarding points.