

## CERTIFICATION PROCESS

| Process Step                      | Activity   |
|-----------------------------------|--|
| Training                          | <ul style="list-style-type: none"> <li>• Applicants attend the relevant Green Productivity (GP) training programs or CGPS preparatory course within the three-year period immediately prior to the application.</li> <li>• For training completed more than three years previously, applications will be considered if evidence of recent work experience and engagement in GP assignments is presented</li> </ul> |
| Examination                       | <p>Applicants pass the CGPS Examination conducted by NPO-CB.</p> <p>In case of failure, the applicant may retake the examination.</p>  |
| Submission of application         | <p>Applicants complete the application form and submit it together with supporting documents and chargeable fee.</p>   |
| Desktop assessment                | <p>The NPO-CB conducts a desktop assessment of the application to ensure that all criteria are met and verify the authenticity of supporting documents.</p>  |
| Face to face panel assessment     | <ul style="list-style-type: none"> <li>• The NPO-CB conducts a face-to-face panel assessment by a panel of assessors to determine the competency of the applicant.</li> <li>• Successful applicants are recommended for certification by 2 or more assessors appointed by the NPO-CB</li> </ul>  |
| Evaluation of submitted GP report | <p>The submitted GP report is evaluated by 2 or more assessors appointed by the CB</p>   |
| Approval of certification         | <p>The recommendation for certification of the applicant is approved by a designated authority in the CB</p>   |
| Commencement of certification     | <ul style="list-style-type: none"> <li>• Applicant to sign an undertaking to comply with the rules of the NPO-CB and the Code of Professional Conduct before being issued a coded certificate traceable by interested parties.</li> <li>• Certified person progressively documents the required Continuous Professional Development (CPD) hours and applies for recertification at the end of 3 years</li> </ul>   |

## RECERTIFICATION PROCESS

| Process Step                              | Activity  |
|---|---|
| Continuous Professional Development (CPD) | <ul style="list-style-type: none"> <li>• Certified persons shall undergo a minimum of 90 hours of CPD in the preceding 3 years.</li> <li>• Activities recognized as CPD include but are not limited to attending courses, conferences, seminars, and workshops.</li> <li>• Participating in technical discussion meetings or similar events.</li> <li>• Making technical presentations in classes, symposiums, or similar events.</li> <li>• Teaching unrepeated structured courses.</li> <li>• Publishing books or professional articles</li> <li>• Undertaking other related activities recognized by the relevant CBs</li> </ul> |
| Client testimonials                       | Submit at least 2 positive testimonials from clients on green productivity projects undertaken in the last 3 years  |