



CONTINUING PROFESSIONAL DEVELOPMENT FORM
(PKB Form)

Certification Bureau
2015

1. Personal Data / General

Period : 20 s/d 20

Full Name				LATEST PHOTO 3 X 4 cm
Place & Date of Birth				
No. KTA				
No. IP Certificate				
Colleges/ Technology Colleges				
Address	Home		Institution (Agency/Company)	
			Institution Name :	
			Title at the institution :	
City :			Post Code :	City :
Communication	Telephone :	Facsimile :	Telephone :	Facsimile :
	Telex :		Telex :	
Other communication	Mobile phone :		E-Mail :	

2. Post-Graduate Study (1.1)

No.	Title Received and Graduation Month / Year	Major Department/ Field	Name & Address Of University include Phone number, Fax, E-mail	Total of Study Units	Title of Final Paper	Tutor Name and Address (if available)	Filed by AP		
							A	B	C
Total									

Proofs: - Diplomas: (available / n.a.
 - Academic Transcript
 - Abstract of final paper

3. Courses (1.2)

No.	Type of Courses	Date	Name & Address Of Organizer with Phone number, Fax, E-mail	Subject Matter	Duration	Filed by AP		
						A	B	C
Total								

Proofs : - Courses Schedule and Syllabus (available / n.a.)
 - Certificate or Letter informing the accomplishment of the courses with good result

4. Formal Job Training (1.3)

No.	Type of Formal Job Training	Date	Name & Address Organizer with Phone Number, Fax, E-mail	Subject Matter	Duration	Filed by AP		
						A	B	C
Total								

Proofs : - Formal Job Training Schedule and Syllabus (available / n.a.)
 - Certificate or Letter informing the accomplishment of training activities with good result

5. Self-Learning (2.1)

No.	Type of Self Learning activity	Date and Duration	Title of Self Learning activity	Name and Address of Instructor with Phone numbers, Fax, E-mail	Reading Materials	Filed by AP		
						A	B	C
Total								

Proofs: - Extended Abstract or Executive Summary

6. Work Related Studies (2.2)

No.	Type of Work Related Studies	Date and Duration	Title of Work Related Studies	Name and Address Instructor with Phone number, Fax, E-mail	Reading Materials	Filed by AP		
						A	B	C
Total								

Proofs: - Extended Abstract or Executive Summary

7. Participate in Profession Meetings (3.1)

No.	Topic of Profession Meetings	Place and Date of Profession Meetings	Name of Profession Meeting Organizer	Duration of Profession Meeting (hours)	Duties / Function at the Profession Meeting	Filed by AP		
						A	B	C
Total								

Proofs : - Certificate
 - Brochure / Invitation

8. Participation in Organizing Committee (3.2)

No.	Type of Organizing Committee Activity	Duration of Organizing Committee Activity	Name of Task Assigning Institution	Type of activity	Function in Organizing Committee	Filed by AP		
						A	B	C
Total								

Proofs : - Brochure showing topic and meeting subject titles
 - Letter of Assignment / Document showing organizing committee formation
 - Official Certificate / Expression of Gratitude

9. Internal Technical Report (4.1)

No.	Topic of Presentation and Internal Technical Report	Title of Presentation and Internal Technical Report	Name of Task Assigning Institution	Role in Presentation	Filed by AP		
					A	B	C
Total							

Proofs : - Brochure/program containing subject title and name of speakers
 - Executive Summary or Photocopy of Technical Report

10. Presentation at Technical Meetings (4.2)

No .	Topic of Presentation at Professional Meetings	Title of Presentation at Technical Meetings	Name Institution Task Assigning	Role in Presentation	Filed by AP		
					A	B	C
				Total			

Proofs : - Brochure / program which contains name of speakers
 - Letter of Assignment
 - Official Certificate / Expression of Gratitude

11.a. Profession Meetings Paper (4.3)

No.	Title of Paper at Profession Meetings	Place and Date of Profession Meetings	Name of Meetings Organizer	Total of Participants in Meetings	Type of Profession Meetings (Local, National, International)	Filed by AP		
						A	B	C
Total								

Proofs : - Cover and Table of Content of Proceedings
 - Photocopy of Paper (for Paper)

11.b. Magazine Articles (4.4)

No .	Article Topic	Title of Magazine	Type of Publication National Journal without accreditation; Accredited National Journal; Accredited International Journal	Filed by AP		
				A	B	C
Total						

Proofs: - Sample Copy or
- Photocopy of Magazine Cover and Photocopy of Writing

12. Book Writing (4.4.5)

No.	Title of Writing	Type of Book / Monograph / Standard and Code / Patent / Seminars Proceeding	Field of Profession	Total of Pages	Filed by AP		
					A	B	C
				Total			

Proofs: - Sample Copy or
 - Photocopy of Book / Monograph / Standard and Code / Patent / Seminars Presiding

13. Lecturing (4.6)

No.	Lecturing Type (Lecturer / Guest Lecturer / Mentor / Tutor)	Place and Date of activity	Name of Institution/ Employer	Duration (hours)	Total of Participants	Filed by AP		
						A	B	C
Total								

Proofs : - Assignment Letter
 - Schedule and Syllabus

14. Expert or Resource Person (5.1)

No.	Types / Role as Expert / Resource Person	Place and Date As Expert / Resource Person	Name Institution/ Employer	Filed by AP		
				A	B	C
Total						

Proofs : - Certificate
 - Assignment Letter / Invitation
 - Letter of Appreciation

15. Professional Association Governing Board Member (5.2)

No.	Name of Profession Association/ Institution	Address with Phone number; Fax; E-mail	Function / Title at Profession Association/ Institution	Term Periods (years)	Filed by AP		
					A	B	C
				Total			

Proofs : - Certificate
 - Assignment Letter

