



HKGBC
BEAM Pro
綠建專才

Candidate Handbook
考生手冊

(2018.06)

BEAM
建築環保評估協會

 HKGBC
香港綠色建築議會

PART A – Introduction

A BEAM Professional (BEAM Pro) is a person accredited by the Hong Kong Green Building Council Limited (HKGBC) as being competent to support green building design, construction and operations.

The BEAM Professional Training and Examination, organised by BEAM Society Limited (BSL), aims at equipping participants with knowledge in green building in the areas of design, construction, operation, maintenance, as well as the BEAM Plus rating tool.

PART B – Applying for BEAM Pro Training and Examination

Online Registration

Candidates must complete the **Fundamental Course** as a prerequisite before enrolling the **Elective Course of NB – BEAM Plus New Buildings, EB – BEAM Plus Existing Buildings, BI – BEAM Plus Interiors and ND – BEAM Plus Neighbourhood**.

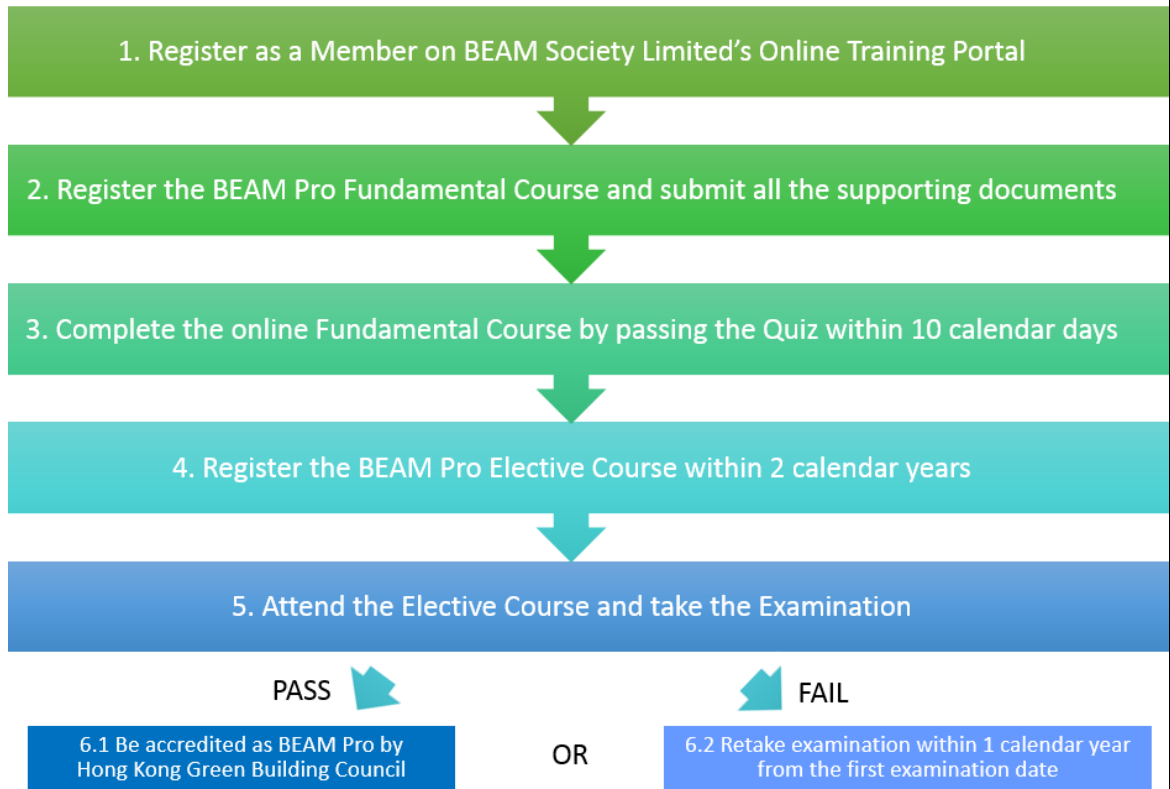
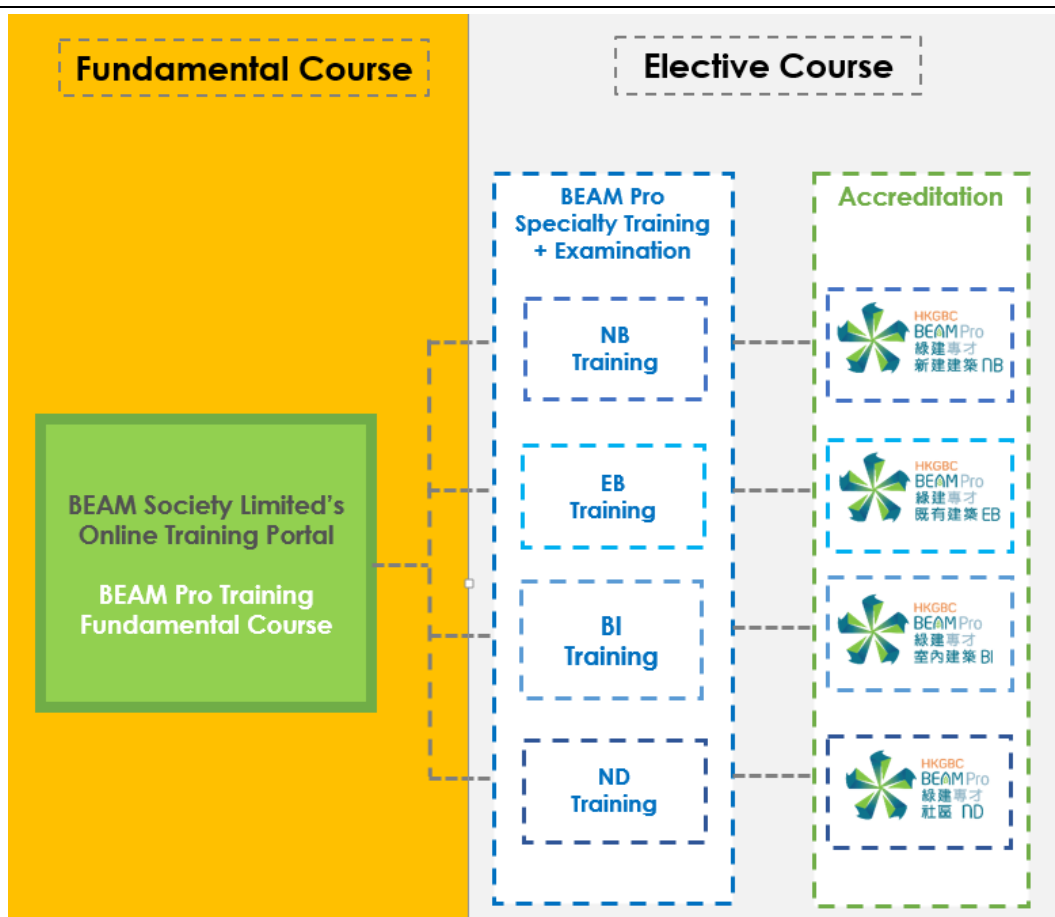
Candidates will be eligible to opt in to any elective course within **two calendar years** from the date of completion of BEAM Pro Fundamental Course.

Candidates are required to register as a member of BSL's Online Training Portal for further registration. Please click [here](#) for details.

Candidates are required to submit the completed registration form and **all relevant supporting documents**:

- 1) Curriculum Vitae
- 2) Certificate(s) of Education
- 3) Certificate(s) of Professional Institute (if any)
- 4) Proof of Supporting Organisation (if any – please refer to course flyer)

BEAM Society Limited will, upon receipt of your application, send an acknowledgement of receipt via email within 7 business days. For applicants who have not received the acknowledgement email within 7 business days after submission of their applications, please contact us at 3610 5700 or via email beampro.training@beamsociety.org.hk



**Minimum
Qualification
Requirements**

To enroll the **BEAM Pro Fundamental Course**, you must fulfil one of the followings:

Any practitioner who has met the **minimum entry requirements of BEAM Plus (NB) / (EB) / (BI) / (ND)** listed as below

OR

BEAM Affiliate accredited from 2014-2016 who has fulfilled the prescribed entry requirement as follows:

- a) Maintenance of BEAM Affiliate qualification for **3 consecutive years**
- b) Experience and knowledge by proving involvement in BEAM/BEAM Plus project under which the applicable rating tool is used.

To enroll the **BEAM Plus Elective Course**, you must fulfil one of the followings:

A degree or equivalent in **Built Environment related disciplines;** plus

A **minimum of 3 years postgraduate** professional experience; plus Qualification as a **full member** of one of relevant professional institutes (**HKIA, HKIE, HKILA, HKIP, HKIS**, or equivalent)

**BEAM
Plus
(NB)**

OR

A degree or equivalent in **Built Environment related disciplines;** plus

A **minimum of 5 years postgraduate** experience related to the assessment of green buildings, or equivalent.

A degree or equivalent in **Built Environment related disciplines;** plus

A **minimum of 3 years postgraduate** professional experience; plus Qualification as a **full member** of one of relevant professional institutes (**HKIA, HKIE, HKIH, HKILA, HKIP, HKIS**, or equivalent)

**BEAM
Plus
(EB)**

OR

A degree or equivalent in **Built Environment, Housing Management, Facilities Management, Engineering, and related disciplines;**

Plus

A **minimum of 5 years postgraduate** experience related to the assessment of green buildings, or equivalent.

	<p>A degree or equivalent in Built Environment or Interior Design related disciplines;</p> <p>Plus</p> <p>A minimum of 3 years postgraduate professional experience; plus Qualification as a full member of one of relevant professional institutes (HKIA, HKIE, HKILA, HKIP, HKIS, or equivalent) / member of one of the Professional Interior Design Associations:</p> <p>I. Hong Kong Interior Design Association (HKIDA) – Professional Member</p> <p>II. The Hong Kong Designers Association (HKDA) – Fellow Member</p> <p>OR</p> <p>A degree or equivalent in Built Environment or Interior Design related disciplines;</p> <p>Plus</p> <p>A minimum of 5 years postgraduate experience related to the assessment of green buildings / interior design or interior fit-out, or equivalent.</p>
	<p>A degree or equivalent in Built Environment related disciplines; plus</p> <p>A minimum of 3 years postgraduate professional experience; plus Qualification as a full member of a relevant Professional Institute (HKIA, HKIE, HKILA, HKIP, HKIS, HKIUD or equivalent)</p> <p>OR</p> <p>A degree or equivalent in Built Environment related disciplines; plus</p> <p>A minimum of 5 years postgraduate experience related to the assessment of green buildings or equivalent.</p>

	BEAM Pro Training Fundamental Course	HK1,000	
	BEAM Plus Elective Courses	Training and Examination Fee	
		Original Fee	Discounted Fee*
	BEAM Plus (NB)	HK\$3,500	HK\$3,000
	BEAM Plus (EB)	HK\$2,000	HK\$1,700
	BEAM Plus (BI)	HK\$1,000	HK\$850
	BEAM Plus (ND)	HK\$1,000	HK\$850
Training and Examination Fee	<p>* 1) Associate / Ordinary Member of BEAM Society Limited (member since April 2015) 2) Associate / Institutional / Patron Member of Hong Kong Green Building Council (member since November 2009)</p> <p>Members of Supporting Organisations (please refer to course flyer) would be given a 10% discount of the original fee of the elective courses.</p> <p>Applicants must take the BEAM Pro Training and Examination as a package.</p> <p>Payment can be made by either credit card or cheque payable to “BEAM Society Limited” and send to the following address:</p> <div style="background-color: #e6f2ff; padding: 5px; margin: 10px 0;"> <p>BEAM Society Limited 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Professional Training and Examination</p> </div> <p><i>*Please ensure your name, contact number and payment details (BEAM Professional Training & Examination) are written on the back of the cheque.</i></p>		
	<p>To encourage candidates to earn more than one credentials, candidates who enrol more than one elective courses within ONE year would be entitled to the additional discounts on the training and examination fee:</p> <p>Enrolment of 2 elective courses – Extra 10% off for the enrolment of the 2nd Elective Course;</p> <p>Enrolment of 3 elective courses – Extra 15% off for the enrolment of the 3rd Elective Course;</p> <p>Enrolment of all elective courses – Extra 20% off for the enrolment of the 4th Elective Course.</p> <p>The additional discount is applicable to both members and non-members.</p> <p>The discount is valid for 1 year starting from the date of acceptance of registration for the 1st elective course.</p>		
Additional Discount on Training and Examination Fee			

The additional discount is **NOT** applicable to examination retake, resit or reschedule. BEAM Society Limited reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.

Collection of Personal Data
Your personal data will be collected through BSL and the HKGBC for purposes in connection with BEAM Professional Training and Examination. For details of Privacy Policy of BSL and the HKGBC, please visit:
www.beamsociety.org.hk/en_privacy.php
www.hkgbc.org.hk/eng/privacypolicy.aspx

PART C – BEAM Professional Training

The Training includes two parts: **Fundamental Course** and **Elective Course**:

- **BEAM Plus New Buildings (NB)**
- **BEAM Plus Existing Buildings (EB)**
- **BEAM Plus Interiors (BI)**
- **BEAM Plus Neighbourhood (ND)**

	Syllabus	Course Duration	Duration of Quiz	Number of multiple-choice Questions
Fundamental Course	a) Introduction to the BEAM Plus framework	1.5 hours (video course)	40 minutes	20
	b) Principle and basic knowledge of the BEAM Plus rating tools			
c) Procedures of BEAM Plus project submission				
		Syllabus	Course Duration	
Elective Course	NB	a) The framework of BEAM Plus NB / EB / BI / ND b) The grading scheme, credits and features of BEAM Plus assessment tools c) Innovative and sustainable design skill	6 hours (live course)	
	EB		4 hours (video course)	
	BI		1.5 hours (video course)	
	ND		2 hours (video course)	

	Aspects / Assessment Tools	BEAM Plus New Buildings (NB)	BEAM Plus Existing Buildings (EB)	BEAM Plus Interiors (BI)	BEAM Plus Neighbourhood (ND)
	Green Building Attributes (GBA)			✓	
	Management (MAN)		✓	✓	
	Site Aspects (SA)	✓	✓		✓
	Materials Aspects (MA) / Materials and Waste Aspects (MWA)	✓	✓	✓	✓
	Energy Use (EU) / Energy Aspects (EA)	✓	✓	✓	✓
	Water Use (WU) / Water Aspects (WA)	✓	✓	✓	✓
	Indoor Environmental Quality (IEQ)	✓	✓	✓	
	Innovations and Additions (IA)	✓	✓*	✓	✓
	Community Aspects (CA)				✓
	Outdoor Environmental Quality (OEQ)				✓
	<p>*For Comprehensive Scheme only</p> <p>Instructors are invited from the Green Building Faculty, which consists of a group of experts and professionals that supports the initiatives of green building and sustainable built environment in Hong Kong.</p> <p>The training syllabus is mainly based on the table of contents of the BEAM Plus assessment tools respectively. Please refer to the References – BEAM Plus Manual session for the newest versions of BEAM Plus Assessment Tools.</p> <p>The Organiser reserves the right to modify the Training Outline without prior notice.</p>				
Format of Fundamental Course	<p>Candidates are required to watch the online training video, complete the feedback form, and achieve a score higher than or equal to 70% to pass the multiple-choice online quiz.</p> <p>Candidates who fail the online quiz could gain access to the online training video and retake the quiz up to a maximum of 2 times within 10 calendar days free of charge (limited to 2 retakes in 2 separate days).</p> <p>Candidates failing to complete the online quiz within 10 calendar days will have to re-enrol in the fundamental course in full payment of \$1,000.</p> <p>The Organiser reserves the right to modify the training format without prior notice.</p>				
Training Date and Venue	<p>Please click here to view the schedule and programme rundown for the BEAM Professional Training.</p>				

References – BEAM Plus Manual	<ul style="list-style-type: none"> • BEAM Plus for New Buildings Version 1.2 • BEAM Plus for Existing Buildings Version 2.0 Comprehensive Scheme • BEAM Plus for Existing Buildings Version 2.0 Selective Scheme • BEAM Plus Interiors Version 1.0 • BEAM Plus Neighbourhood Version 1.0 <p>Additional reading:</p> <ul style="list-style-type: none"> • BEAM Plus Bespoke Procedures Manual v1.0 • BEAM Plus Project Assessment Procedures Manual v4.0 • BEAM Plus Assessment Process
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PART D – BEAM Professional Examination

Examination Format and Language	<p>The purpose of BEAM Professional Examination is to test the core concept of the aspects under BEAM Plus assessment tools and the knowledge to support BEAM Plus projects and green buildings in the areas of design, construction, operation and maintenance.</p> <p>Examinations for Elective Courses are computer-based tests with randomly generated multiple-choice questions. Candidates are required to achieve a score higher than or equal to 70% to pass the examination. Candidates are strongly advised to review the BEAM Plus Manuals and training materials prior to the examinations.</p>			
	Elective Course	Syllabus	Examination Duration	Number of Multiple-choice Questions
	BEAM Plus (NB)	BEAM Plus New Buildings v1.2	150 Minutes	100
	BEAM Plus (EB)	BEAM Plus Existing Buildings v2.0	120 Minutes	100
	BEAM Plus (BI)	BEAM Plus Interiors v1.0	90 Minutes	50
	BEAM Plus (ND)	BEAM Plus Neighbourhood v1.0	90 Minutes	50
	<p>The examination for Elective Course is open-booked. Candidates attending the examination are ONLY required to bring their respective identification documents into the examination room. Hard copies of BEAM Plus Manual will be provided at the examination centre. The language for the examinations is English only.</p>			

Examination Date and Venue	<p>Candidates can choose their preferred session of Examination as shown on the registration form. Final assigned session will depend upon availability. Please refer to the latest training flyer on BSL's website.</p> <p>Candidates are strongly advised to arrive the examination centre 20 minutes before the Examination.</p> <p><u>Address of the examination centre (NB only):</u> Hong Kong Examinations and Assessment Authority 17 Tseuk Luk Street San Po Kong Kowloon Hong Kong</p>
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	<p><u>Address of the examination centre (EB, BI and ND):</u> BEAM Society Limited / Hong Kong Green Building Council 1/F, Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong</p>
Identification Requirements	<p>Candidates must ensure their English Name and HKID / Passport No. are identical to those shown on their HKID/Passport presented at the examination centre.</p>
Examination Rescheduling	<p>Rescheduling of the Examination is permitted; and candidate is allowed to submit an application ONCE, if he/she cannot attend the original scheduled date of examination. The application must be submitted to the BSL at least 10 business days before the original scheduled date of examination. An Administration Fee of HK\$600 will be charged per application after the first confirmation email is sent out to the Applicant. The Applicant will then be advised to choose 3 more options for the new schedule (subject to seating availability).</p> <p>If the candidate fails to attend the examination per the new schedule, he/she is required to apply for re-sitting the examination.</p> <p>Payment can ONLY be made by cheque payable to “BEAM Society Limited” and send to the following address:</p> <div style="background-color: #e6f2ff; padding: 5px; margin: 10px 0;"> <p>BEAM Society Limited 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Professional Training and Examination - Rescheduling</p> </div> <p><i>*Please ensure your name, contact number, originally assigned examination session, requested examination session and payment details (Examination Rescheduling) are written on the back of the cheque.</i></p>
Failing to Appear for a Scheduled Examination	<p>Any candidate who is absent from the examination due to medical reason or personal issue is eligible to re-sit the examination subject to the same additional payment.</p> <p>Please refer to “Failing the Examination” section in Part E.</p>
Examination Centre Regulations	<p>Candidates attending the examination are only allowed to bring their respective identification documents into the examination room.</p> <p>For BEAM Plus New Buildings (NB) Examination held at HKEAA, papers, books, bags (including pocketbooks and purses), writing or drawing instruments or electronic devices (including calculators, computers, cellular phones and any other communication devices) are required to be kept in a locker throughout the examination.</p> <p>For BEAM Plus Existing Buildings (EB), Interiors (BI) and Neighbourhood (ND) held at BEAM Society Limited (BSL) or The Hong Kong Green Building Council (HKGBC), the aforementioned items are required to be kept under the seat throughout the examination.</p> <p>Hard copies of Training Materials, scratch papers, pencils and erasers will be provided by the examination centre. Candidates are not allowed to write on, tear down, rearrange</p>

	the training materials or take away anything from the examination centre after they finish the examination.
Breach of Examination Regulations	<p>Candidates are warned that any of the following offences may lead to disqualification from the examination:</p> <ul style="list-style-type: none"> • Obtaining knowledge of contents of questions prior to the examination. • Copying from notes, books or electronic devices brought into the examination room or from the work of other candidates. (Note: Possession of unauthorised material / devices found on / in the examination desk or on the candidate will be considered sufficient grounds for a charge of premeditated cheating and this will lead to disqualification.) • Communicating or attempting to communicate in any form with persons inside or outside the examination centre during an examination session. • Attempting to take away any examination material from the examination centre. • Attempting to tamper with a computer. • Attempting to copy or record examination questions (in any format) from the examination centre. • Impersonation or requesting others to impersonate. • Deliberately disturbing or causing a nuisance to other candidates. • Disobeying the instructions of the Centre Supervisor and/or being excessively rude to the Centre Supervisor. • Leaving the examination room before the end of the session without authorisation.
Arrangement of BEAM Professional Examination during Bad Weather	Please refer to our memo .
Services to Special Needs Candidates	The Hong Kong Examinations and Assessment Authority (HKEAA) provides special examination arrangements for candidates with special needs and disabilities. Please click here for details.

Sample Q&A

BEAM Plus New Buildings

1. Which of the following is the building environmental assessment tool recognised by the Hong Kong Green Building Council for certifying new buildings?

- A. BEAM 4/04 for New Buildings
- B. BEAM Plus for New Buildings
- C. BREEAM
- D. LEED Core & Shell

Answer: B

2. What amount of construction & demolition waste reduction will qualify for an additional credit under BEAM Plus NB Innovations and Additions?

- A. 20%
- B. 40%
- C. 50%
- D. 90%

Answer: D

3. Under BEAM Plus NB SA P1, what is the prerequisite for minimum planting area for a three-hectare hostel site with canteen, car parks and activity rooms?

- A. Not applicable
- B. 10%
- C. 20%
- D. 30%

Answer: C

4. Which of the following could earn exactly 3 credits under BEAM Plus NB EU 6 Renewable Energy Systems for a building with an annual energy consumption 100,000 kWh and 1,000 m² building footprint?

- A. Wind turbines which generate 1,000 kWh monthly
- B. Solar air conditioning system reducing 25,000 kWh every year
- C. Geothermal system energy saving equivalent to 300 m² of PV
- D. PV covering 550 m² of roof space plus solar thermal system energy saving equivalent to 50 m² of PV

Answer: D

5. How can a project, which was registered previously under BEAM 4/04 (but not yet completed the certification process), be switched to BEAM Plus?

- A. Not possible
- B. Can process both versions simultaneously
- C. Only if the applicant terminates the project registration of BEAM 4/04 and re-registers the project under BEAM Plus
- D. None of the above

Answer: C

6. Which of the following organisation handles the first appeal?

- A. Hong Kong Green Building Council
- B. Professional Green Building Council
- C. BEAM Society Limited
- D. Buildings Department

Answer: C

7. Under BEAM Plus NB SA 5 Ecological Impact, which of the following is encouraged in building development?

- A. Brownfield site
- B. Greenfield site
- C. Reclaimed site
- D. Arable site

Answer: A

8. Which of the following aspects can apply area weighting under BEAM Plus NB v1.2?

- A. Site aspects
- B. Materials aspects
- C. Innovation and additions
- D. Energy Use

Answer: D

9. An existing school in Wan Chai would like to apply for BEAM Plus Certification. Which of the following is NOT a potential strategy for attaining credit under BEAM Plus EU 5 Renewable Energy System?

- A. Install building integrated photovoltaic panels
- B. Provide solar hot water systems
- C. Consider wind turbine installation on the roof
- D. Construct green roof

Answer: D

10. What percentage level of compliance of applicable security measures and facilities for a building is required under BEAM Plus NB IEQ 1?

- A. 65%
- B. 70%
- C. 75%
- D. 80%

Answer: C

11. The GFA concession for new developments will require BEAM Plus certification issued by HKGBC. What is the minimum rating requirement by BD?

- A. Gold
- B. Silver
- C. Bronze
- D. None of the above

Answer: D

12. Which of the following statement is correct of having two BEAM Professionals in one BEAM Plus NB submission?

- A. This is one of the mandatory requirements according to the BEAM Plus Certification Procedures Manual.
- B. The assessment period reviewed by BEAM Assessor will be reduced by half.
- C. Two bonus credits in IA are achieved.
- D. One credit in IA is achieved.

Answer: D

13. Which of the following standard is relevant to energy simulation?

- A. ASHRAE Standard 90.1
- B. ASHRAE Standard 189
- C. ASHRAE Standard 62.1
- D. ASHRAE Standard 113

Answer: A

14. A project will include a tennis court for residents only. A public swimming pool and shaded seating area are within 500m walking distance of the project site. Other services within 500m walking distance of the site include: (i) restaurant A (ii) restaurant B (iii) Automated Teller Machine (iv) a medical clinic (v) pharmacy (vi) a convenience store (vii) post office (viii) school (ix) laundry (x) place of worship. How many credit(s) will the project achieve for BEAM Plus NB SA 3 Neighbourhood Amenities?

- A. 0
- B. 1
- C. 2
- D. 3

Answer: C

BEAM Plus Existing Buildings

15. What is ISO 14001 about?

- A. Quality Management System
- B. Water Management System
- C. Energy Management System
- D. Environmental Management System

Answer: D

16. Which of the following statement is correct of having only one member from the Building Management Company are certified BEAM Professional with EB credential in BEAM Plus EB Comprehensive Scheme submission?

- A. One credit in IA is achieved
- B. One credit in MAN is achieved
- C. No credit is achieved
- D. This is a mandatory requirement

Answer: C

17. How many credits can be achieved under SA 4 Heat Island Reduction of BEAM Plus EB v2.0 Selective Scheme if the Applicant has installed greenery and water feature for 5% of available exterior area?

- A. 0
- B. 1
- C. 3
- D. 5

Answer: C

18. Which of the following is considered as durable good under BEAM Plus EB v2.0?

- A. Toner cartridges
- B. Paper towel
- C. Battery
- D. Lamp

Answer: D

19. Which of the following are defined as Normally occupied areas under BEAM Plus EB v2.0?

- A. Locker rooms
- B. Hotel lobbies
- C. Stairwells
- D. Restrooms

Answer: B

BEAM Plus Neighbourhood

20. Construction for a project which is to replace old neighbourhood with new mixed development is expected to last 3 years on site. Socio-economics study undertaken by an economist found that, there will be a loss of 230 jobs, a gain 650 jobs during construction and introduction of 220 jobs after completion of project. How many credit(s) can the project secure in CA 5?

- A. 0
- B. 1
- C. 2
- D. 3

Answer: B

21. Which of the following is NOT considered a cut or fill material under MWA 2?

- A. Boulders brought in from local quarry for reclamation of the Victoria Harbour
- B. Soil excavated as a result of foundation piling
- C. Soil purchased and transported from Southern China to level the site to 13mPD from levels varying between 9~11.7mPD
- D. Demolition waste from existing building on site, which was used to level the site

Answer: B

	<p>22. A new school project in Kai Tak district is expected to connect to the district cooling system, which will supply 92% of total annual cooling demand of the project. How many credit(s) can the project secure under EA 3?</p> <p>A. 0 B. 1 C. 2 D. 3</p> <p><u>Answer: C</u></p> <p>23. A new community sports centre with outdoor tennis court has incorporated rain garden, which has a capacity of 320m³. The Site area for the project is 3,400m². How many credit(s) can the project secure under WA 2?</p> <p>A. 0 B. 1 C. 2 D. 2 + 1 Bonus</p> <p><u>Answer: D</u></p> <p>24. Having completed all initial feasibility studies, in order to meet the target rating of Gold, the project needs to secure a minimum of 2 credit points in OEQ 2. Which of the following will secure 2 credit points under OEQ 2?</p> <p>A. Intra Urban Heat Island Study, prepared by a built environmental specialist, demonstrated that the minimum Intra-urban Heat index in summer of 2.7°C B. Tree coverage at 20 years after landscape installation will reach 26% of the site area C. Intra Urban Heat Island Study, prepared by a built environmental specialist, demonstrated that the maximum Intra-urban Heat index in summer of 2.7°C D. A landscape architect prepared a report demonstrating that 16% of the site area will be covered by tree crown 10 years after landscape installation</p> <p><u>Answer: C</u></p>
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PART E – After your Examination

<p>Examination Result</p>	<p>Candidates will be informed provisional examination result immediately after the examination.</p>
<p>Passing the Examination</p>	<p>Candidates who have passed the Examination will receive emails from the HKGBC within a month after the examination and receive the following:</p> <ol style="list-style-type: none"> 1. BEAM Pro Specialty e-certificate 2. Formal examination result notification 3. Password to login the BEAM Pro Individual Account

Failing the Examination

Candidates who fail the examination can re-take the examination after paying an additional fee each time. The fee for retaking the examination is 60% of the standard fee per examination session, which applies to all candidates. Payment must be completed before the deadline for application with the application form. Any candidate who is absent from the examination due to medical reason or personal issue is eligible to re-sit the examination subject to the same additional payment.

The fee for re-take the examination is as follows:

BEAM Plus (NB)	BEAM Plus (EB)	BEAM Plus (BI)	BEAM Plus (ND)
HK\$2,100	HK\$1,200	HK\$600	HK\$600

Payment can be made by **credit card** or **cheque** payable to “BEAM Society Limited” and send to the following address:

BEAM Society Limited
1/F Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong
Hong Kong
Reference: BEAM Professional Training and Examination - Retake

**Please ensure your name, contact number, payment details (Examination Retake) are written on the back of the cheque.*

The validity period of retaking the examination retake is limited to **one year from the first Examination date** of the candidate. Candidates who failed to pass the examination within the one-year period is required to retake the BEAM Professional Training and to pay for the full payment of Training and Examination fee.

Appeal to Examination

Appeal to the process, procedure and questions of the examination are accepted.

Some examples of "Appeal to Process and Procedure" are the delay in allowing candidate to enter the examination centre, computer glitch, unclear instructions for the examination, etc. Candidates must provide clear and concise description of the issue under the appeal.

An administrative fee of HK\$500 will be charged per Process / Procedure.

For appeals on examination questions, the charge would be \$500 per question. Candidates must provide the question number and rough idea of the question to support the appeal.

If the appeal is successful, the fee shall be refunded to applicant.

Appeal Process

To facilitate our handling of your appeal in an effective manner, you are required to submit the Appeal Form (Click [here](#) to download the form) together with the cheque payable to "BEAM Society Limited" and send to the following address:

	<p>BEAM Society Limited 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Reference: BEAM Professional Training and Examination - Appeal</p> <p>Please note that appeal should be applied within 10 business days upon receiving the Provisional Result slip.</p> <p>An acknowledgement via email will be issued to the Appeal Applicant within 3 business days from the day the form and cheque are received.</p> <p>BSL will review the case and a reply will be issued to the Appeal applicant within 20 business days.</p>
<p>Enquiry of BEAM Pro Status</p>	<p>For enquiries about BEAM Pro's qualification status, please contact HKGBC at 3994 8831 or email hkgbc-qljwg@hkgbc.org.hk</p>
<p>PART F – Qualification Maintenance</p>	
<p>BEAM Pro Individual Account</p>	<p>Accredited BEAM Pro will be given an individual account online, which is managed by the HKGBC. (https://practitioner.hkgbc.org.hk/) At the Individual Account, BEAM Pro can:</p> <ul style="list-style-type: none"> • retrieve his/her official result documents of BEAM Pro Specialty Examination; • retrieve his/her BEAM Pro Specialty e-Certificates; • update his/her personal information; • pay for the annual qualification renewal fee; • submit his/her annual CPD records to maintain his/her qualification; • take upgrade training courses to obtain new specialty qualification <p><i>(Remarks: Functions of Individual Account will be rolled out gradually.)</i></p>
<p>Qualification Maintenance</p>	<p>BEAM Pro maintains his/her qualification, regardless of number of specialties he/she obtains, by paying \$300 qualification renewal fee and submitting 15 CPD hours every year.</p>
<p>Annual Qualification Renewal Fee</p>	<p>BEAM Pro, regardless of number of specialties he/she obtains, are required to pay a qualification renewal fee of \$300 every year. The fee will be used for supporting the operation of BEAM Pro accreditation and maintenance of Individual Accounts.</p> <p>The qualification renewal fee is not required for first calendar year of accreditation. (e.g. If a BEAM Pro is accredited on 5 October 2018, he/she does not have to pay qualification renewal fee for 2018.)</p> <p>After that, BEAM Pro can settle the qualification renewal fee on or before 31 March of every year. \$50 surcharge will be imposed for delay in settlement. Furthermore, the credential will be suspended if the fee is still not settled by 31 December of the corresponding year.</p>

CPD Record Submission	<p>BEAM Pro, regardless of number of specialties he/she obtains, are also required to fulfil the annual CPD requirements. From 1 January to 31 December every year, he/she needs to submit 15 CPD hours. Different types of professional development activities can be counted towards CPD hours (See Appendix A). BEAM Pro can submit their CPD hours through their Individual Account by 31 December.</p> <p>CPD record submission is not required for the first calendar year of accreditation. (e.g. If a BEAM Pro is accredited on 5 October 2018, he/she does not have to fulfill 2018 CPD requirement.)</p> <p>BEAM Pro who cannot attain the minimum CPD hours in the 1st year can make up the outstanding hours in the 2nd & 3rd years. However, by the 3rd year, if the total number of attained CPD hours is still less than 30, his or her BEAM Pro credential will be suspended, with the status shown in the Practitioners' Directory. Upon suspension, a 2-year grace period will be granted for suspended BEAM Pro to make up the outstanding CPD hours.</p>
Upgrade Training Course	<p>BEAM Pro shall attend the Upgrade Training Courses organised by BSL when there are major revisions or revamps of the BEAM Plus Assessment tools.</p> <p>BEAM Pro are strongly recommended to apply for the course in order to keep pace with the most up-to-date standard for overall sustainability performance.</p> <p>BEAM Pro who have not completed the Upgrade Training Course cannot participate in the BEAM Plus Project in newer versions as project BEAM Pro.</p>
Suspension	<p>Suspended BEAM Pro will be given a 2-year grace period. During the grace period, BEAM Pro can reinstate his/her credential by settling the outstanding annual qualification renewal fee and making up any outstanding CPD hours.</p> <p>However, BEAM Pro are reminded they are required to fulfill on-going CPD hours of the current year, and to settle the qualification renewal fee of the current year, to avoid possibility of the further suspension or termination of the credential in the future.</p>
Termination	<p>If the suspended BEAM Pro cannot make up all CPD hours due or settle outstanding qualification renewal fee within the grace period, his or her BEAM Pro qualification will be terminated. He or she can re-enroll the BEAM Pro Specialty Training and pass the Examination to attain the qualification again.</p>

PART G – Rules of Conduct

Rules of Conduct	<p>The Rules of Conduct set out the standard of professional conduct required for every BEAM Professional and BEAM Affiliate (the Practitioner). The rules consist of five principal requirements as below (For details, please refer to Appendix B – Rules of Conduct for BEAM Practitioners)</p> <ol style="list-style-type: none">1. A Practitioner shall uphold the value, dignity and reputation of the Profession.2. A Practitioner shall abide by laws related to the Profession.3. A Practitioner shall comply with the rules and regulations of the Organisations.4. A Practitioner shall respect the intellectual property rights of the Organisations.5. A Practitioner shall conduct his or her business in a competent, ethical and objective manner. <p>BEAM Pro are required to sign an online undertaking to comply with the Rules of Conduct at their first-time login of BEAM Pro Individual Account. Every year, BEAM Pro are also required to declare that he or she has not committed misconduct in a professional respect since last renewal, before settling the Annual Qualification Renewal Fee.</p>
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PART H – Enquiry

Enquiry	<p>For enquiries about BEAM Pro Training and Examination, please contact BSL at 3610 5700 or email beampro.training@beamsociety.org.hk.</p> <p>For enquiries about BEAM Pro's qualification maintenance, please contact HKGBC at 3994 8831 or email hkgbc-gljwg@hkgbc.org.hk</p>
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Appendix A – Types of CPD Activities

Type	Activities
1	Attend or be a speaker in any green building-related training/seminars/events
2	Conduct research/study OR Write papers related to green building
3	Attend HKGBC/BSL committee/working group meetings OR Act as a jury member in competitions organised by HKGBC/BSL
4	Participate in BEAM Plus projects (Maximum 7.5 hours per year can be claimed for Type 4)

Notes:

- a. The responsibility to judge whether CPD activities are green building related rests with the BEAM practitioners. In case of doubt, practitioners should refer to BEAM Plus or other green building rating tools.
- b. Events can include technical visits and exhibitions.
- c. Study can include formal courses such as degrees, diplomas, certificates, e-learning course, etc. as well as learning from books, CD-ROMs, journals, library, etc.
- d. Practitioners are encouraged to make CPD entry to the Individual Account immediately after the completion of CPD activity, except those HKGBC/BSL Activities with automatic entry.
- e. HKGBC may carry out CPD compliance check on selected practitioners. When asked to substantiate CPD fulfillment, practitioners should produce supporting documents such as receipts, tickets or attendance certificates, etc. For study activities, study deliverables (e.g. papers or notes of learning points) or transcript of study can be used as evidence. For projects, appointment letter, meeting minutes or project submittals may be used. In all cases, practitioners are advised to keep CPD evidence for three (3) years.

Appendix B – Rules of Conducts for BEAM Practitioners

The following rules set out the standard of professional conduct required of every BEAM Professional and BEAM Affiliate (the Practitioner). The rules consist of five principal requirements. Under each principal requirement, examples are given to illustrate how it is applied to the work of the Practitioner.

Unless the context otherwise requires, the following words shall have the following meanings:

- “Organisations” shall mean Hong Kong Green Building Council Limited and BEAM Society Limited.
- “Practitioner” shall mean a BEAM Professional / a BEAM Affiliate.
- “Profession” shall mean the profession consisting of BEAM Professionals and BEAM Affiliates.

1. A Practitioner shall uphold the value, dignity and reputation of the Profession.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) uphold the value of green building and endeavour to implement the principles of green building in his or her work;
- (b) conduct himself or herself in a manner so as to uphold the dignity, standing and reputation of the Profession; and
- (c) not carry out any act that will bring the Profession and the Organisations into disrepute.

2. A Practitioner shall abide by laws related to the Profession.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) abide by ordinances, regulations and other statutory instruments that govern his or her professional work such as those related to environmental protection; and
- (b) abide by ordinances, regulations and other statutory instruments that govern ethics and matters related to the Profession such as prevention of bribery, health and safety.

3. A Practitioner shall comply with the rules and regulations of the Organisations.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) be cooperative in his or her dealings with the Organisations, including responding to any enquiry and/or notice of hearing when inquiry into suspected misconduct has to be carried out; and

- (b) follow any rules and regulations made by the Organisations, which may be related to sitting of examination, use of logos and labels, making of BEAM Plus submissions, etc.

4. A Practitioner shall respect the intellectual property rights of the Organisations.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) protect proprietary, confidential or other classified information (e.g. training materials) provided to them by the Organisations and not misuse them;
- (b) not make or keep copies, excerpts or notes of examination materials in the BEAM Practitioner examinations, and not divulge any information learnt or obtain from such examinations; and
- (c) not infringe any trademarks, patents or copyrights possessed by the Organisations.

5. A Practitioner shall conduct his or her business in a competent, ethical and objective manner.

In pursuance of this rule, a Practitioner shall, inter alia:

- (a) ensure adequate maintenance of his or her professional competence;
- (b) not undertake responsibility that he or she is not qualified and competent to discharge;
- (c) not provide information about his or her qualifications, capacity and competency that is non-factual, misleading or fraudulent; and
- (d) disclose any real or potential conflicts of interest to his or her client and immediately refrain from participating in work involving such conflicts.