

Guidance Notes for  
**Mandatory Continuing  
Professional Development (CPD)**  
**FOR FEI CUI & DIAMOND**  
Certified Gemmologist



THE GEMMOLOGICAL ASSOCIATION  
OF HONG KONG LIMITED

Issued in August 2006 & Updated in April 2007

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# Chapter 1

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## 1.0 Background

Continuing Professional Development (CPD) is an ongoing necessity in the ever-changing technological world in which we live. The practicing professional gemmologists have to remain competent throughout their working careers so that they can properly carry out various duties and roles in the ever-changing complex environment. To this end gemmologists need to take opportunities to update their knowledge and expertise and to develop those personal qualities required to fulfill their roles in industry and in professional community as well.

In line with the current trend of CPD in both local and overseas leading professional bodies and institutions, GAHK has considered that there is a need of implementing the mandatory CPD requirements for "Certified Gemmologist" (C.G.) on specific fields of gemstone testing to instill a sense of professional responsibility amongst gemmologists, to strengthen consumer's confidence on gem identification and certification, and subsequently to uphold our reputation as a leading professional institution in Hong Kong.

On 1<sup>st</sup> August 2006, the Association announced the new mandatory CPD requirements for Certified Gemmologists to be implemented on 15<sup>th</sup> August 2006.

# Chapter 2

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## 2.0 CPD Requirements

### 2.1 Definition

The GAHK CPD Definition: "Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for the successful carrying out of professional duties throughout a gemmologist's career. In this establishment, it is aimed at enhancing individual worth and thus laboratory performance."

### 2.2 Scope and Format

CPD covers matters of direct technical relevance as well as broader studies which are of importance to the Certified Gemmologist on specific fields in the furtherance of their careers such as latest gemmological knowledge, ISO/IEC 17025 laboratory management, legal aspects, marketing, skill of advanced equipment and professional ethics. The format of CPD activities includes, but shall not be limited to, participating the courses, lectures, seminars, conferences, workshops, professional activities and study tours/missions.

CPD programmes are categorized into the following areas, namely as

- (i) *Knowledge Update Modules,*
- (ii) *Advance Testing Instrument Update, and*
- (iii) *Understanding on ISO/IEC 17025 Laboratory Management System.*

In fulfilling the requirement of initial registration of Certified Gemmologist (C.G.), members are required to accumulate total 17 CPD-hour in the three abovementioned areas in past 24 months. After successful registration, annual CPD-hour Accumulation System (CAS) of the area of Knowledge Update Modules will be carried out in an annual basis.

Certified Gemmologists (C.G.) are encouraged to adopt a 'balanced' approach, adopting a combination of the abovementioned areas of CPD activities in fulfilling the CAS requirements.

### 2.3 CPD Contents & CPD-hour Accumulation System (CAS)

Subject to the subsequent reviews and in line with GAHK's Fei Cui (Jadeite Jade) and Diamond Certification Label Scheme's requirement on the laboratory authorized signatory, the CPD requirement currently applies on the testing of Fei Cui (Jadeite Jade) and grading on Diamond.

# Chapter 2

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## 2.4 Initial Registration for Certified Gemmologist (Fei Cui)

**(i) Knowledge Update**

A total of 9 CPD-hour, with a minimum of 4 CPD-hour on Fei Cui (Jadeite Jade) testing related activities, \* have to be accumulated in past 12 months. The attendance of "Essential CPD module" will be counted and considerably regarded in the course of registration.

**(ii) Advance Testing Instrument Update**

Completion of the specific course of advanced testing equipment training on Fei Cui (Jadeite Jade) testing. \*\*

**(iii) Understanding on ISO/IEC 17025 Laboratory Management System**

Completion of the awareness seminars of ISO/IEC 17025 Laboratory Management System. Exemption of CPD-hour will be considered for those gemmologists who have successfully completed the HOKLAS Technical Assessor course, or equivalent training course.

## 2.5 Initial Registration for Certified Gemmologist (Diamond)

**(i) Knowledge Update**

A total of 9 CPD-hour, with a minimum of 4 CPD-hour on hands-on Diamond grading workshop, \* have to be accumulated in past 12 months. The attendance of "Essential CPD programme", such as diamond grading workshops, will be counted and considerably regarded in the course of registration.

**(ii) Advance Testing Instrument Update**

Completion of the specific training course of advanced testing equipment training on Diamond Grading. \*\*

**(iii) Understanding on ISO/IEC 17025 Laboratory Management System**

Completion of the awareness seminars of ISO/IEC 17025 Laboratory Management System. Exemption of CPD-hour will be considered for those gemmologists who have successfully completed the HOKLAS Technical Assessor course, or equivalent training course.

\* As the compulsory part, the essential CPD programmes are the Fei Cui or Diamond specific training courses provided by gemmological education and training institutions. Exemption of CPD-hour will be considered for those gemmologists, who have successfully completed the Fei Cui (Jadeite Jade) or Diamond training courses accredited by GAHK. Proved evidence or record of completion of the training should be provided in the application.

The number of CPD hours counted is subject to the decision of the board of director of GAHK. Knowledge Update Activities held by GAHK and other professional bodies (\*) as CPD hours are listed as reference in Annex A.

\*\* Exemption of CPD-hour will be considered for those gemmologists who have 2 year solid experience in Fei Cui (Jadeite Jade) or Diamond grading. Proved evidence or record of experience should be provided in the application. For the initial registration of Certified Gemmologist on Fei Cui (Jadeite Jade) or Diamond, the applicant is required to provide a complete description and record of the CPD courses which he/she has attended in two incessant years.

# Chapter 2

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## 2.6 CPD Records

Certified Gemmologists are required to complete and return the CPD Declaration Form (Annex 2) together with the membership subscription advice to GAHK.

## 2.7 Checking Compliance

Evidence of CPD participation might take the form of records in CPD Log Book "Record of Continuing Professional Development" or a copy of CPD Record Form (Annex 3), receipts/certificates, reports received/notes taken or attendance lists. A random checking on all Certified Gemmologists will be conducted and members who are selected for checking will be asked to submit their evidences of CPD.

## 2.8 Exemption of CPD Assessment & CAS Requirements

Those gemmologists who can fulfill at least two of the following requirements are eligible to apply for an exemption of CPD assessment to GAHK. An exemption from CPD-hour Accumulation System (CAS) Requirements will be granted to the successful applicants. The final decision is subject to the decision of the Board of Director of GAHK.

- (i) *Having substantial amount of proven research works in Fei Cui (Jadeite Jade) testing or diamond grading in recent 5 years;*
- (ii) *Having significant publications in Fei Cui (Jadeite Jade) testing or diamond grading in reputable or academic journals in recent 5 years;*
- (iii) *Having considerable number of presentations in international conferences of gem testing, or in professional seminars in recent 5 years.*

In addition, the candidate should have more than fifteen years solid experience in gemstone testing in order to be referred to the GAHK's Board of Director for deliberation.

# Chapter 3

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## 3.0 Registration of Certified Gemmologist

### Application:

Interested gemmologist shall submit the formal application form (Annex 1) together with the registration fee and annual maintenance fee (\*cheque is preferable) to the GAHK office by post.

### Postal Address:

PO Box 97711, T.S.T., Kowloon, Hong Kong

*\*Cheque shall be made payable to "The Gemmological Association of Hong Kong Limited"*

### Initial registration fee:

Total HKD1,200 (Initial registration fee HKD\$1,000 and annual maintenance fee HKD\$200)

# Annex 1

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## Annex 1

### Continuing Professional Development (CPD) Certified Gemmologist Initial Registration Form

(All Certified gemmologists are required to complete this CPD Initial Registration Form and return to the GAHK together with the Registration Fee of HKD 1000 for process.)

Name: \_\_\_\_\_ GAHK Membership No: \_\_\_\_\_

#### Field of Registration:

- Certified Gemmologist (Fei Cui). Total registration fee HKD1,200  
(Initial registration fee HKD\$1,000 and annual maintenance fee HKD\$200)
- Certified Gemmologist (Diamond). Total registration fee HKD1,200  
(Initial registration fee HKD\$1,000 and annual maintenance fee HKD\$200)

I declare that I have fulfilled the mandatory CPD initial registration requirements within two years from this date of application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Annex 2

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## Annex 2

### Continuing Professional Development (CPD) Declaration Form

(All Certified gemmologists are required to complete this CPD Declaration Form and return to the GAHK together with the membership subscription payment advice for record.)

I declare that I completed the mandatory CPD requirements in the last calendar year from \_\_\_\_\_ to \_\_\_\_\_ and my record may be called in for review. (See Note 1 in P.8)

(Yes / No)\*

*\*Please delete as appropriate*

If yes, please advise your CPD attainment: \_\_\_\_ Hours

If no, please specify reasons:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ GAHK Membership No. : \_\_\_\_\_  
(in block letters)

*Note 1: The mandatory CPD-hour requirements in a calendar year is 17 CPD-hour.*



# Annex 4

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## Annex 4

### CPD Summary to Certified Gemmologist

#### The GAHK CPD Definition

"Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for the successful carrying out of professional duties throughout a gemmologist's life. In this establishment, it is aimed at enhancing individual worth and thus corporate performance."

#### Format

The format of CPD activities can include but not be limited to participating and organising of courses, lectures, seminars/symposia, conferences, presentations, workshops and professional activities.

#### Note:

1. You are encouraged to adopt a 'balanced' approach, adopting a combination of CPD activities in fulfilling the CPD-hour Accumulation System (CAS) requirement. In particular, you are encouraged to update your knowledge in gem testing and identification, and laboratory management.
2. Please either complete the CPD log proforma attached or provide a copy of your CPD Log Book for submission to the GAHK; any non-compliance found will automatically be subject to further audit for the following year. Supporting documents and relevant evidence may be called in for review if there are any doubts on any particular item recorded.

# The Gemmological Association Of Hong Kong Limited

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Implementation body:



Funded by:



This project is organised by the Gemmological Association of Hong Kong and funded by the SME Development Fund of the Trade and Industry Department, HKSAR Government.

Project title: Trustmarking Hong Kong into an international jadeite jade and diamond jewellery trading centre: establishing a gem testing laboratory accreditation system for jadeite jade and diamond jewellery in compliance with the international standard ISO/IEC 17025. (Ref. no.: D04 004 046)

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