



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

IN exercise of powers conferred by Sections 13(2) and 13(3) of Act 138 Registration of Engineers Act 1967 (Revised 2015), and Regulation 20(1)(b) of the Registration of Engineers Regulations 1990 [P.U.(A) 128], the Board of Engineers Malaysia (BEM) hereby prescribes further conditions to be satisfied for the purpose of issuance of the Certificate of Registration to Registered Professional Engineers with Practising Certificates, Registered Professional Engineers and Registered Inspectors of Works as stated herein below.

1. The BEM in performing its functions under Section 4(1)(ec) of Act 138 Registration of Engineers Act 1967 (Revised – 2015) has caused a mandatory Continuing Professional Development (CPD) Programme to be undertaken by all Registered Professional Engineers with Practising Certificates, Registered Professional Engineers and Registered Inspectors of Works.
2. This Circular announces the conditions hereon prescribed by the BEM in respect the fulfilment of the required CPD Programme for the purpose of issuance of the annual Certificate of Registration to Registered Professional Engineers with Practising Certificates and Registered Professional Engineers; and the triennial (once every three years) Certificate of Registration to Registered Inspectors of Works.

DEFINITIONS

3. For the purpose of this Circular the following definitions shall apply. Unless defined below, all terms used shall be as defined by the Registration of Engineers Act 1967.

CPD Programme : The cumulative CPD Activities over a calendar year which contribute towards the Continuing Professional Development of a Registered Professional Engineer with Practising Certificates (PEPC), a Registered Professional Engineers (PE) or a Registered Inspectors of Works (IOW). Such a contribution would be reflected by the CPD Hours collected by the said PEPC, PE or IOW.

CPD Activities	: They are activities, engineering or otherwise, not within the job scope of a PEPC, PE or IOW while being employed or professionally engaged, such that these activities <u>directly</u> contribute to the competence of the said PEPC, PE or IOW.
Formal Education and Training	: Engineering studies and training leading to the award of a certificate, diploma, degree or higher degree with a formal assessment process.
Informal Learning - on job learning	: Engineering understudy and learning from a subject matter expert or equivalent, so as to be able to perform a new engineering task.
Informal Learning - private study	: Self-study through accessing engineering-related reading materials whether hard copy or online with the aim of increasing knowledge, capability and competency.
Conference and Technical Meeting	: The attendance and participation of a PEPC, PE or IOW in engineering conferences, seminars, forums and similar technical gatherings and meetings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.
Presentation of Papers	: Research, preparation and presentation of an engineering-related paper normally to an audience of engineering and related background in a conference, seminar or technical meeting.
Engineering Service Activities	: Engineering-related activities such as giving talks and lectures, serving on committees, participating in engineering programme accreditation, becoming a mentor to young engineers or young inspectors of works, and serving as an industry adviser to an institution of learning, performed in the course of contributing to and promoting the engineering profession.
CPD Hour	: One hour of involvement in a CPD Activity undertaken by a PEPC, PE or IOW. Under all circumstances the BEM has the final discretion in determining the actual CPD Hour to be accorded to a CPD Activity.

RATIONALE OF CPD

4. Engineering learning and technical training activities eligible to be considered as CPD activities shall provide the PEPC, PE or IOW with:
 - a) systematic maintenance, improvement and broadening of engineering and technical knowledge and skills such as to enable continuing competent performance of engineering and related professional and technical responsibilities.
 - b) avenues for development of personal qualities for execution of professional and technical duties throughout the PEPC's, PE's or IOW's working life.
5. An acceptable CPD Activity shall therefore fulfil at least the following objectives:
 - a) to maintain engineering and technical knowledge and skills to perform an engineering job competently.
 - b) to stay abreast with engineering developments, advancement and innovations in the relevant field of engineering practice as well as in general engineering knowledge.
 - c) to keep up-to-date with changes in engineering codes, regulations and guidelines.

REGISTERED PROFESSIONAL ENGINEERS WITH PRACTISING CERTIFICATES

6. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Professional Engineers with Practising Certificates (PEPC) shall be:
 - a) The CPD requirement shall apply to all PEPC.
 - b) The annual CPD Hours required to be obtained by a PEPC shall be 50 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) A Registered PEPC may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby **up** to 10% of PEPC are randomly audited each year.

7. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

8. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 7 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 20 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 10 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 30
5. Engineering Service Activities	1	Maximum 30

* Annually

9. In the annual renewal of the Certificate of Registration by PEPC, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding year.
10. The types of CPD Activity and allowable maximum CPD Hours stated under Para 8 may be amended as and when necessary at the discretion of the BEM.
11. At the sole discretion of the BEM, a Registered PEPC who in his/her application for the renewal of the annual Certificate of Registration, has failed for a period of not more than a rolling three consecutive years, to submit to the BEM a CPD Programme with the required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:

A Registered PEPC, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year of having failed to submit the minimum requisite CPD Hours, has to furnish proof of having obtained a minimum of 150 CPD hours; failing of which may cause the refusal by the BEM of the said registration renewal.
12. Notwithstanding Para 11, the BEM may in such circumstances as it so determines, allow the renewal of registration of a PEPC even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

REGISTERED PROFESSIONAL ENGINEERS

13. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Professional Engineers (PE) shall be:
 - a) The CPD requirement shall apply to all PE.
 - b) The annual CPD Hours required to be obtained by a PE shall be 25 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) A PE may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby **up** to 10% of PE are randomly audited each year.

14. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

15. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 14 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 10 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 5 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 15
5. Engineering Service Activities	1	Maximum 15

* Annually

16. In the annual renewal of the Certificate of Registration by a PE, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding year.
17. The types of CPD Activity and allowable maximum CPD Hours stated under Para 15 may be amended as and when necessary at the discretion of the BEM.
18. At the sole discretion of the BEM, a Registered PE, who in his/her application for the renewal of the annual Certificate of Registration, has failed for a period of not more than a rolling three consecutive years, to submit to the BEM a CPD Programme with the required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:

A Registered PE, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year of having failed to submit the minimum requisite CPD Hours, has to furnish proof of having obtained a minimum of 75 CPD hours; failing of which may cause the refusal by the BEM of the said registration renewal.
19. Notwithstanding Para 18, the BEM may in such circumstances as it so determines, allow the renewal of registration of a PE even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

REGISTERED INSPECTORS OF WORKS

20. In administering the CPD requirement as provided by this Circular, the **policy** adopted by the BEM for Registered Inspectors of Works (IOW) shall be:
 - a) The CPD requirement shall apply to all IOW.
 - b) The triennial CPD Hours required to be obtained by an IOW shall be 30 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) An IOW may apply to the BEM for an exemption of the CPD requirement the approval of which shall be at the discretion of the BEM.
 - d) Formal accreditation of an engineering activity as being an approved CPD Activity shall be accorded by the BEM based on criteria it has set. Such accredited CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed accredited CPD Activities at its own discretion.
 - e) An engineering activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-accredited nor pre-approved by the BEM can be submitted as part of the CPD Programme undertaken provided always that the details of such an activity including information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity, shall accompany the submission accordingly.

- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly accredited upon application and fulfilling of the criteria set by the BEM. The decision of the BEM in approving or otherwise of any such application shall be final.
- g) The BEM shall promote continuing education opportunities in line with its prescribed functions.
- h) The BEM will encourage employers and the industry to promote and support CPD Activities of their employees.
- i) The BEM will administer a CPD audit system whereby up to 5% of IOW are randomly audited each year.

21. There are 5 types of CPD Activity:

- a) Formal Education and Training
- b) Informal Learning
- c) Conference and Technical Meeting
- d) Presentation of Papers
- e) Engineering Service Activities

22. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 21 are given in the table below:

TYPE OF CPD ACTIVITY	TIME WEIGHTED FACTOR	MAX CPD HOURS*
1. Formal Education and Training	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 10 for Type 2a
2b. Informal Learning Activities - private study	0.5	Maximum 5 for Type 2b
3. Conference and Technical Meeting	1	No limit
4. Presentation of Papers	10	Maximum 15
5. Engineering Service Activities	1	Maximum 15

* Triennially (every 3 years)

23. In the triennial renewal by IOW, a submission in the prescribed manner by using the relevant form shall be made to the BEM stating the CPD Programme undertaken for the immediate preceding three years.
24. The types of CPD Activity and allowable maximum CPD Hours stated under Para 22 may be amended as and when necessary at the discretion of the BEM.
25. At the sole discretion of the BEM, a Registered IOW who in his/her application for the renewal of the triennial Certificate of Registration, has failed to submit to the BEM a CPD Programme with the required minimum of 30 CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:
- a. His/her having already obtained at least 15 CPD Hours at the point of making the application;
 - b. Having obtained at least 15 CPD Hours in the first year of being allowed to continue to be registered;
 - c. Having obtained a minimum of 45 CPD Hours (inclusive of the 15 CPD Hours mentioned in item b. above) when the next application of renewal of registration is submitted to the BEM;

failing of which may cause the refusal by the BEM of the said registration renewal.

26. Notwithstanding Para 25, the BEM may in such circumstances as it so determines allow the renewal of registration of an IOW even though he/she has failed to submit to the BEM a CPD Programme with the requisite CPD Hours.

EFFECTIVE DATE

27. The implementation of CPD requirements as intended by this Circular shall be as of the date of the Registration of Engineers Act 1967 (Revised 2015) coming into force, namely 31 July 2015.

[324th Board Meeting / 6th February 2017]



DATO' SRI Ir. Dr. ROSLAN BIN MD TAHA
President
BOARD OF ENGINEERS MALAYSIA