



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

This Circular is a revised version of Circular No. 002 (Rev. No.: 1, Date: 13.10.2021)

IN exercise of powers conferred by Sections 13(2) and 13(3) of Act 138 Registration of Engineers Act 1967 (Revised up to 2015), and Regulation 20(1)(b) of the Registration of Engineers Regulations 1990 [P.U.(A) 128] (Revised up to 2015), 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 up to 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 state the conditions prescribed by the BEM in respect of the fulfilment on the required CPD Programme for the purpose of renewal of the annual Certificate of Registration for Registered Professional Engineers with Practising Certificates and Registered Professional Engineers; and the triennial (once every three years) Certificate of Registration for Registered Inspectors of Works.

DEFINITIONS

3. For the purpose of this Circular the following definitions shall apply. Unless defined below, all other terms used shall be as defined in the Registration of Engineers Act 1967 (Revised up to 2015).

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 : Engineering or related activities, not within the job scope of a Registered PEPC, PE or IOW while being employed or professionally engaged, such that these activities directly contribute to the competence of the said PEPC, PE or IOW.
- Formal Education : Engineering or related studies leading to the award of a certificate, diploma, degree or higher degree with a formal assessment process and recognized by BEM or Malaysian Qualifications Agency (MQA).
- On Job Learning : Engineering or related understudy and learning from a subject matter expert or equivalent, so as to be able to perform new engineering tasks.
- Private Study : Self-study of engineering or related reading materials with the aim of increasing knowledge, capability and competency.
- Conference and Technical Training : The attendance and participation of a Registered PEPC, PE or IOW in engineering conferences, seminars, workshop, forums and similar technical gatherings and trainings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.
- Presentation or Publication of Papers : Presentation of research based or case study papers in engineering or related areas in a conference, seminar or similar activities.

Publication of research based or case study papers in engineering or related areas in refereed journal.
- Engineering Service Activities : Engineering or related activities performed in the course of contributing to and promoting the engineering profession such as giving talks, serving on committees, participating in engineering programme accreditation, becoming a mentor to graduate engineers or intern inspectors of works, and serving as an industry adviser to an institution of learning.
- CPD Hour : One (1) hour of involvement in a CPD Activity undertaken by a Registered 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 Registered 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 in engineering practices.
 - b) avenues for development of personal qualities for execution of professional and technical duties throughout the Registered 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 Registered PEPC.
 - b) CPD Hours required by a Registered PEPC shall be an annual average of 50 CPD Hours over three (3) rolling consecutive years; 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 on a case-to-case basis, provided fulfilling that all criteria set by BEM are fulfilled. The approval of which shall be at the discretion of the BEM.
 - d) Formal pre-approval of an engineering activity as an approved CPD Activity by the BEM is based on set criteria. Approved CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed approved CPD Activities at its own discretion.
 - e) An engineering or related activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-approved by the BEM can be submitted as part of the CPD Programme. The details of the activity that must be made available include information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity.
 - f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly approved 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 will administer a CPD audit system whereby up to 10% of Registered PEPC shall be randomly audited each year.

7. There are 5 categories of CPD Activity:

- Category 1 : Formal Education
- Category 2 (a): On Job Learning
- Category 2 (b): Private Study
- Category 3 : Conference and Technical Training
- Category 4 : Presentation or Publication of Papers
- Category 5 : 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:

CATEGORY OF CPD ACTIVITY		TIME WEIGHTED FACTOR	MAX CPD HOURS*
1	Formal Education	2	No limit
2 (a)	On Job Learning	1	Maximum 20
2 (b)	Private Study	0.5	Maximum 10
3	Conference and Technical Training	1	No limit
4	Presentation or Publication of Papers Note: 1 paper/presentation = 1 Hour	10	Maximum 30
5	Engineering Service Activities	1	Maximum 30

*Annually

9. In the annual renewal of the Certificate of Registration by Registered PEPC, a submission shall be made via MyBEM Online Registration System (<https://engineer.org.my>) 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. In the event that a Registered PEPC in his application for the renewal of the annual Certificate of Registration, fails to meet the required number of CPD Hours over three (3) consecutive rolling years shall be renewed at the sole discretion of the BEM.

REGISTERED PROFESSIONAL ENGINEERS

12. 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 Registered PE.
 - b) CPD Hours required by a PE shall be an annual average of 25 CPD Hours over three (3) rolling consecutive years; or any other quantity as may be prescribed by the BEM from time to time.

- c) A Registered PE may apply to the BEM for an exemption of the CPD requirement on a case-to-case basis, provided fulfilling that all criteria set by BEM are fulfilled. The approval of which shall be at the discretion of the BEM.
- d) Formal pre-approval of an engineering activity as an approved CPD Activity by the BEM is based on set criteria. Approved CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed approved CPD Activities at its own discretion.
- e) An engineering or related activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-approved by the BEM can be submitted as part of the CPD Programme. The details of the activity that must be made available include information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity.
- f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly approved 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 will administer a CPD audit system whereby up to 10% of Registered PE shall be randomly audited each year.

13. There are 5 categories of CPD Activity:

- Category 1 : Formal Education
- Category 2 (a): On Job Learning
- Category 2 (b): Private Study
- Category 3 : Conference and Technical Training
- Category 4 : Presentation or Publication of Papers
- Category 5 : Engineering Service Activities

14. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 13 are given in the table below:

CATEGORY OF CPD ACTIVITY		TIME WEIGHTED FACTOR	MAX CPD HOURS*
1	Formal Education	2	No limit
2 (a)	On Job Learning	1	Maximum 10
2 (b)	Private Study	0.5	Maximum 5
3	Conference and Technical Training	1	No limit
4	Presentation or Publication of Papers Note: 1 paper/presentation = 1 Hour	10	Maximum 20
5	Engineering Service Activities	1	Maximum 15

* Annually

15. In the annual renewal of the Certificate of Registration by Registered PE, a submission shall be made via MyBEM Online Registration System (<https://engineer.org.my>) stating the CPD Programme undertaken for the immediate preceding year.
16. The types of CPD Activity and allowable maximum CPD Hours stated under Para 14 may be amended as and when necessary at the discretion of the BEM.
17. In the event that a Registered PE in his application for the renewal of the annual Certificate of Registration, fails to meet the required number of CPD Hours over three (3) consecutive rolling years shall be renewed at the sole discretion of the BEM.

REGISTERED INSPECTORS OF WORKS

18. 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 Registered IOW.
 - b) The triennial CPD Hours required to be obtained by a Registered IOW shall be 30 CPD Hours; or any other quantity as may be prescribed by the BEM from time to time.
 - c) A Registered IOW may apply to the BEM for an exemption of the CPD requirement on a case-to-case basis, provided fulfilling that all criteria set by BEM are fulfilled. The approval of which shall be at the discretion of the BEM.
 - d) Formal pre-approval of an engineering activity as an approved CPD Activity by the BEM is based on set criteria. Approved CPD Activities can be carried out by credible and bona-fide learning and training organizations. The BEM can carry out deemed approved CPD Activities at its own discretion.
 - e) An engineering or related activity which fulfils the criteria set by the BEM to be considered a CPD Activity but which has not been pre-approved by the BEM can be submitted as part of the CPD Programme. The details of the activity that must be made available include information on the content, hours of involvement, mode of delivery, venue and dates of activity together with the profile of persons conducting the activity.
 - f) Engineering learning and training activities offered by professional institutions, educational institutions, employers and the industry shall be duly approved 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 will administer a CPD audit system whereby up to 5% of Registered IOW shall be randomly audited each year.
19. There are 5 categories of CPD Activity:
 - Category 1 : Formal Education
 - Category 2 (a): On Job Learning
 - Category 2 (b): Private Study
 - Category 3 : Conference and Technical Training
 - Category 4 : Presentation or Publication of Papers
 - Category 5 : Engineering Service Activities

20. The weightage and the allowable maximum CPD Hours for each of the recognised CPD Activities stated in Para 19 are given in the table below:

CATEGORY OF CPD ACTIVITY		TIME WEIGHTED FACTOR	MAX CPD HOURS*
1	Formal Education	2	No limit
2 (a)	On Job Learning	1	Maximum 10
2 (b)	Private Study	0.5	Maximum 5
3	Conference and Technical Training	1	No limit
4	Presentation or Publication of Papers Note: 1 paper/presentation = 1 Hour	10	Maximum 20
5	Engineering Service Activities	1	Maximum 15

* Triennially (every 3 years)

21. In the triennial renewal of the Certificate of Registration by Registered IOW, a submission shall be made via MyBEM Online Registration System (<https://engineer.org.my>) stating the CPD Programme undertaken for the immediate preceding three (3) years.
22. The types of CPD Activity and allowable maximum CPD Hours stated under Para 20 may be amended as and when necessary at the discretion of the BEM.
23. 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:
- His/her having already obtained at least 15 CPD Hours at the point of making the application;
 - Having obtained at least 15 CPD Hours in the first year of being allowed to continue to be registered;
 - 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 which may cause the refusal by the BEM of the said application for renewal.

24. Notwithstanding Para 23, the BEM may in certain circumstances allow the renewal of registration of an IOW.

CPD REQUIREMENTS FOR REGISTERED PEPC, PE AND IOW AGED 65 AND ABOVE

25. Registered PEPC, PE, and IOW who have reached the age of 65 years old for the current year, for the purpose of renewal for the following year are required to fulfil only half (1/2) of the CPD Requirements as follows:

- Registered PEPC : An annual average of 25 CPD Hours with a total minimum accumulated 75 CPD Hours over three (3) rolling consecutive years.
- Registered PE : An annual average of 13 CPD Hours with a total minimum accumulated 39 CPD Hours over three (3) rolling consecutive years.
- Registered IOW : A total of 15 CPD hours to be acquired over every triennial (3) years.

REINSTATEMENT, REVERSION AND SUSPENSION

26. Any Registered PEPC, PE or IOW who wishes to reinstate their professional registration shall be required to fulfil the terms and conditions that are set by the BEM. Upon approval of reinstatement application, CPD requirements would start anew.
27. Any Registered PEPC who reverts his/her registration to PE, CPD requirements shall be as a Registered PE.
28. Any Registered PEPC, PE or IOW, who is under an order of suspension of registration under Section 15(1A) of Registration of Engineers Act 1967 (REA) (Revised up to 2015), is not required to fulfil any CPD requirements. Upon lifting of the suspension, CPD requirements would start anew.

EFFECTIVE DATE

29. The implementation of CPD requirements as intended by this Circular shall be as of the date of 28th March 2023.

[358th Board Meeting / 19th March 2024]



DATUK Ir. AHMAD REDZA BIN GHULAM RASOOL
President
Board of Engineers Malaysia