



# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

Presented by:

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Date: 24<sup>th</sup> August 2020

Venue: Meeting Room 2, Level 11, BEM



# OUTLINE OF PRESENTATION

## **BEM Circular No. 002 Continuing Professional Development (CPD) Requirements**

### **Types of CPD Activity**

### **CPD Hours Requirement**

- PEPC
- PE
- IOW

### **Application for Pre-Approved CPD Activity**



# BASIS OF CPD - REGISTRATION OF ENGINEERS ACT 1967

## PART III – REGISTRATION OF ENGINEERS

### Section 13(2) and Section 13(3) - Certificate of Registration

- (2) Every certificate of registration, except the certificate of registration issued to a Graduate Engineer and Engineering Technologist, shall, subject to this Act, expire on the 31<sup>st</sup> day of December of the year in which it is issued and **may be renewed annually upon payment of the prescribed fee and upon satisfying such conditions as may be determined by the Board.**
- (3) A certificate of registration –
  - (a) Issued to an Inspector of Works shall expire on the 31<sup>st</sup> December of the third year from the date the certificate of registration is issued; and
  - (b) **May be renewed upon the expiry of the certificate of registration on payment of the prescribed fee and upon satisfying such conditions as may be determined by the Board**



# BEM CIRCULAR NO. 002 ON CPD REQUIREMENTS

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 Practicing Certificates, registered Professional Engineers and registered Inspectors of Works as stated herein below.

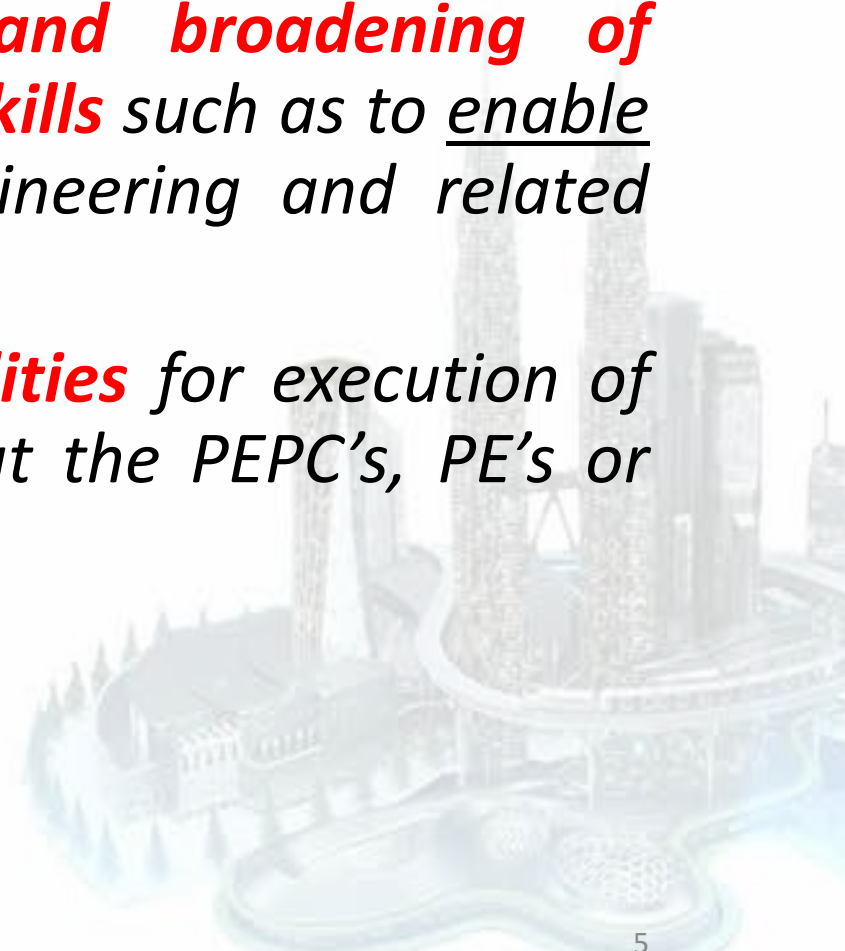
1. **The BEM in performing its functions under Section 4(1)(ec) of Registration of Engineers Act 1967 (Revised 2015) has caused a mandatory Continuing Professional Development (CPD) Programme to be undertaken by all registered Professional Engineers with Practicing Certificates, registered Professional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





# RATIONALE OF CPD

- 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





# THE MAIN OBJECTIVES OF CPD

An acceptable CPD Activity shall fulfill 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



# CPD IS A REQUIREMENT BY PROFESSIONAL BODIES



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# BEM CIRCULAR NO. 002 ON CPD REQUIREMENTS

## CPD Programme:

- ***The cumulative CPD Activities over a calendar year*** which contribute towards the Continuing Professional Development of a PEPC, a PE or an IOW. The annual CPD Programme would be reflected by the **CPD Hours** collected by the said PEPC, PE or IOW (**Registered Persons**)





# BEM CIRCULAR NO. 002 ON CPD REQUIREMENTS

## 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 directly contribute to the competence** of the said PEPC, PE or IOW



# BEM Circular No. 002 on CPD Requirements

- CPD Hour:

- *One **hour of involvement in a CPD Activity** (Contact Hour) undertaken by a PEPC, PE or IOW.*
- *BEM has the final discretion in determining the CPD Hour of a CPD Activity*
- *Example:*
  - Attending 2 hours of BEM Webinar 2020 = 2 CPD Hours*



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## **Types of CPD Activity**

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### **Application for Pre-Approved CPD Activity**



# TYPES OF CPD ACTIVITY

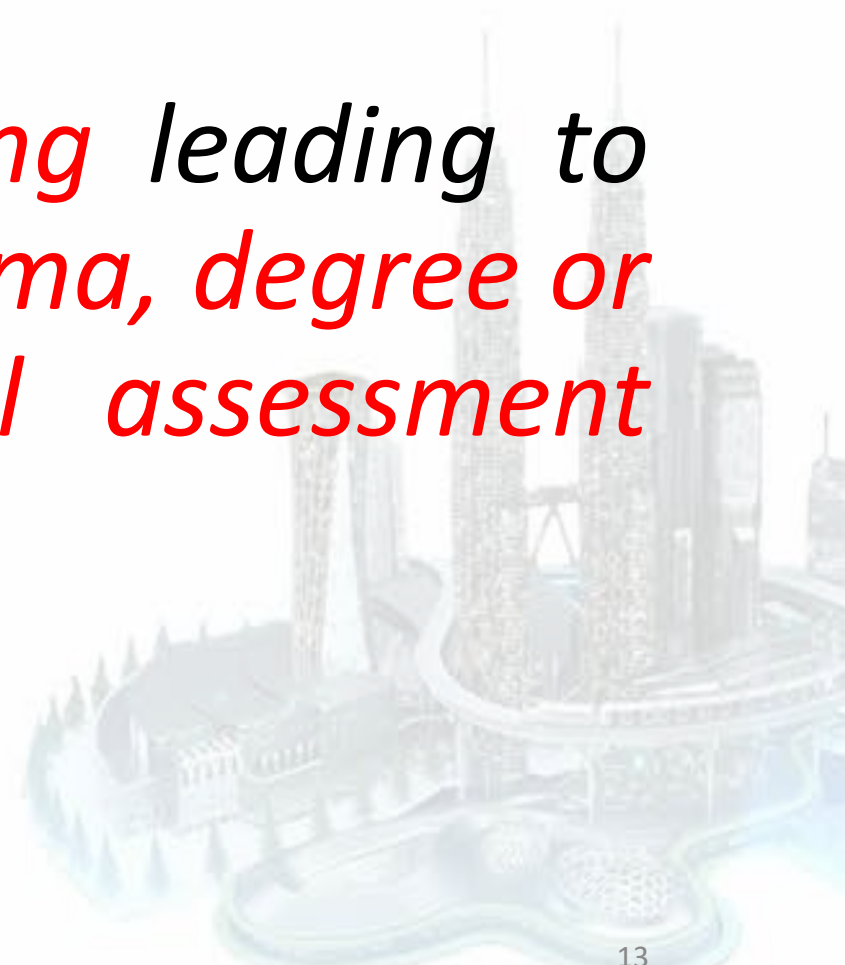
## There are 5 types of CPD Activity:

- Category 1 : Formal Education and Training
- Category 2a: Informal Learning Activities – On Job Learning
- Category 2b: Informal Learning – Private Study
- Category 3 : Conference and Technical Meeting
- Category 4 : Presentation of Papers
- Category 5 : Engineering Service Activities



# CATEGORY 1: 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.*

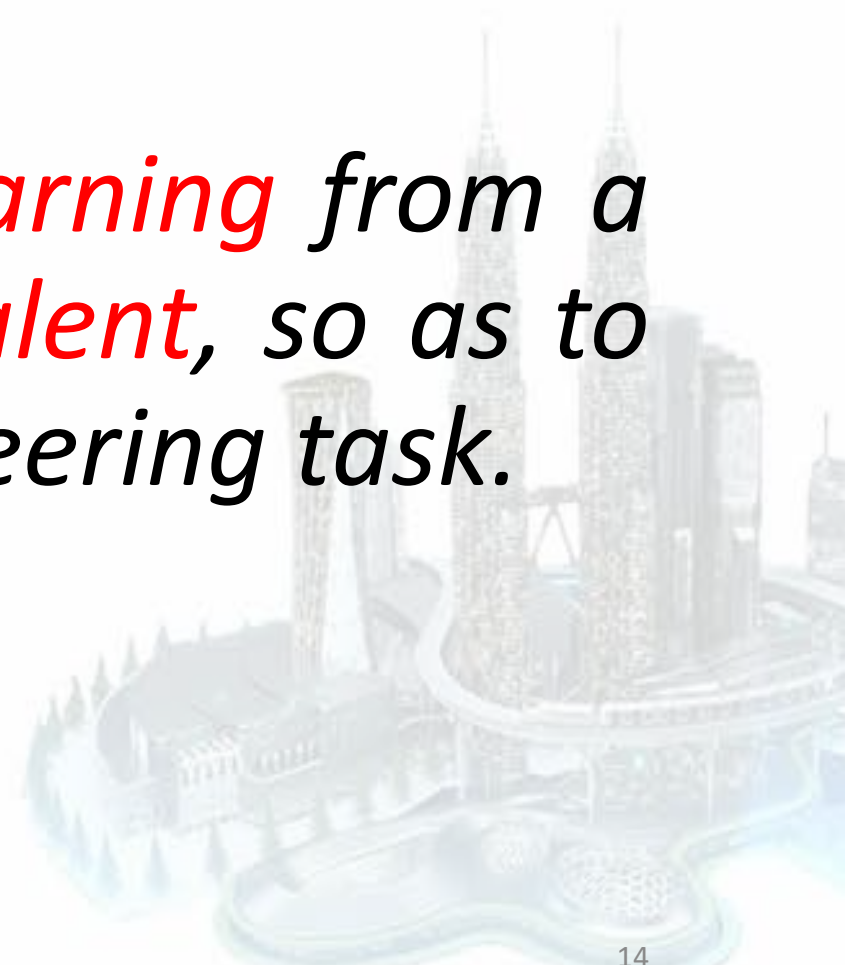






# CATEGORY 2A: INFORMAL LEARNING ACTIVITIES – ON JOB LEARNING

*Engineering understudy and learning from a subject matter expert or equivalent, so as to be able to perform a new engineering task.*





## CATEGORY 2B: 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.*



## CATEGORY 3: 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.*



# CATEGORY 4: 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.*





## CATEGORY 5: 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.*





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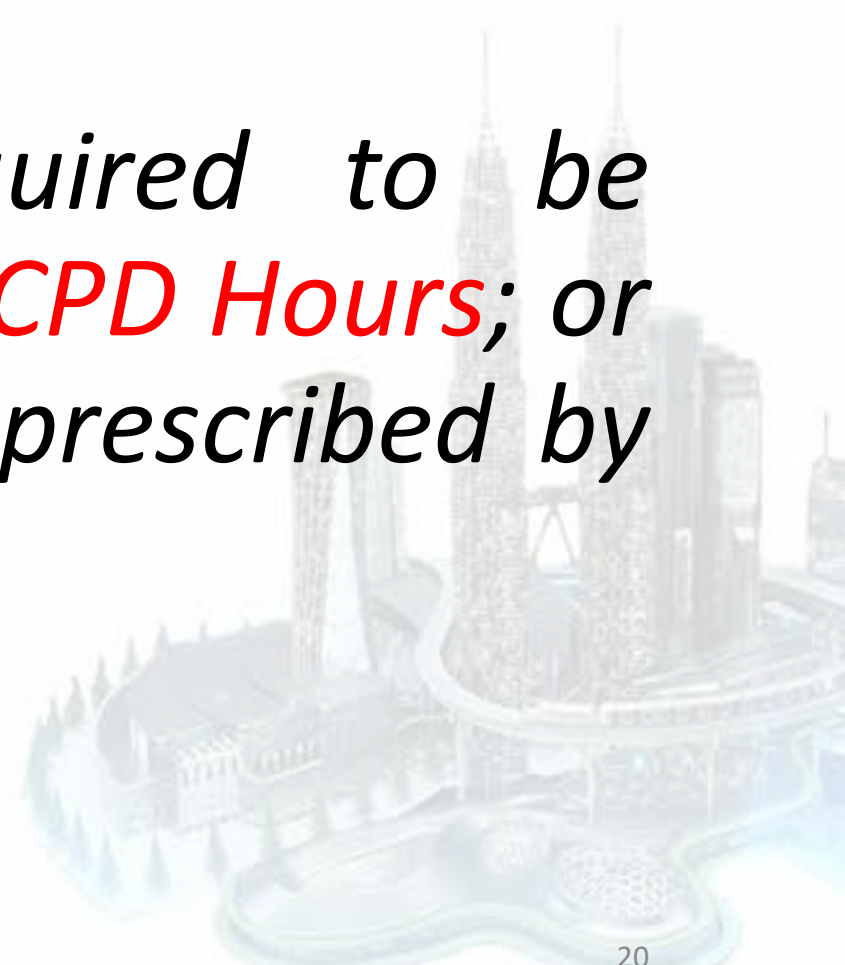
**Application for Pre-Approved CPD Activity**



# CPD HOURS REQUIREMENT - PEPC

*Para 6. Item 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*





# CPD HOURS REQUIREMENT - PEPC

## Para 8.

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

Types of CPD Activity	Time Weighted Factor	Max CPD Hours*
<b>1. Formal Education and Training</b>	2	No Limit
<b>2a. Informal Learning Activities - on job learning</b>	1	Maximum 20
<b>2b. Informal Learning Activities -Private Study</b>	0.5	Maximum 10
<b>3. Conference and Technical Meeting</b>	1	No Limit
<b>4. Presentation of Papers</b>	10	Maximum 30
<b>5. Engineering Service Activities</b>	1	Maximum 30

*\*Annually*



# CPD HOURS REQUIREMENT - PEPC

## *Para 11.*

*At the sole discretion of the BEM, a Registered PEPC who in his/her application for 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 required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial actions as follows:*

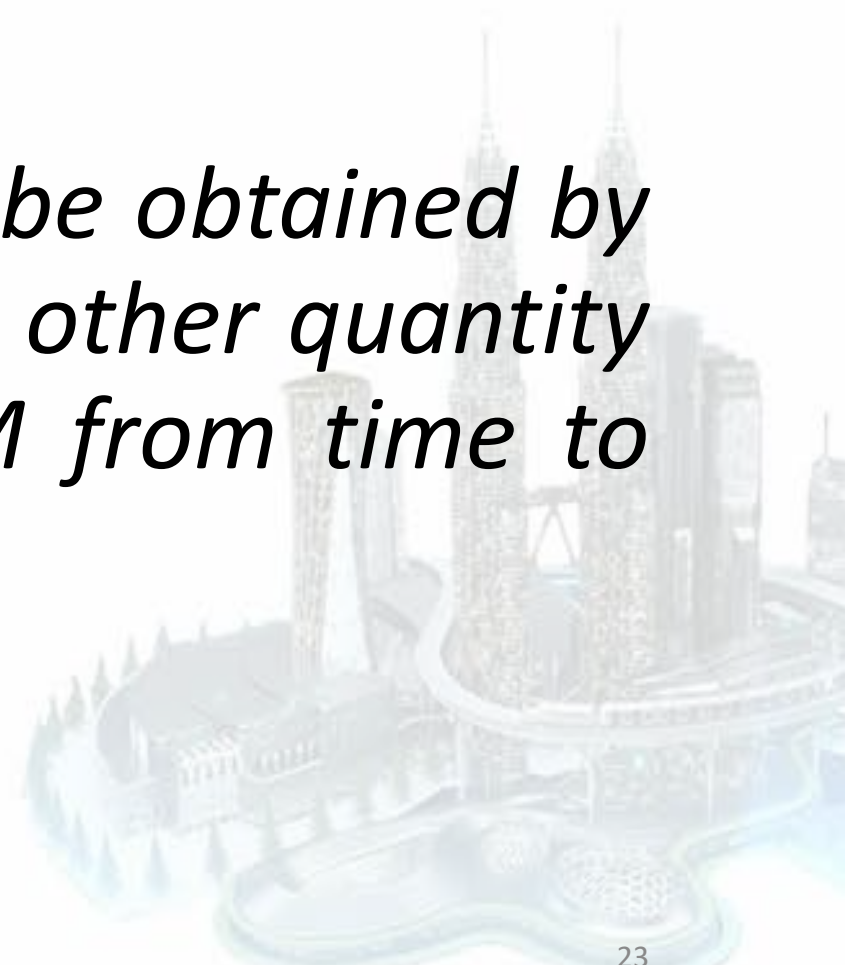
*A registered PEPC, accompanying the application for the renewal of the annual Certificate of Registration before the end of the rolling third consecutive year of having failed to submit the minimum requisite CPD Hours, **has to furnish proof of having obtained a minimum of 150 CPD hours**; failing of which may cause the refusal by the BEM of the said registration renewal.*



# CPD HOURS REQUIREMENT - PE

*Para 13. Item 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*







# CPD HOURS REQUIREMENT - PE

## *Para 15.*

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

Type of CPD Activity	Time Weighted Factor	Max CPD Hours*
<b>1. Formal Education and Training</b>	2	No Limit
<b>2a. Informal Learning Activities - on Job Learning</b>	1	Maximum 10
<b>2b. Informal Learning Activities -Private Study</b>	0.5	Maximum 5
<b>3. Conference and Technical Meeting</b>	1	No Limit
<b>4. Presentation of Papers</b>	10	Maximum 15
<b>5. Engineering Service Activities</b>	1	Maximum 15

*\*Annually*



# CPD HOURS REQUIREMENT - PE

## *Para 18.*

*At the sole discretion of the BEM, a Registered PE who in his/her application for 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 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.*



# SUMMARY OF ANNUAL CPD REQUIREMENTS

- To renew the annual Certificate of Registration;

PEPC

• 50 CPD Hours per year

PE

• 25 CPD hours per year

- Clause 11 for PEPC and Clause 18 for PE are only applicable for those who **FAILED TO SUBMIT** the annual CPD Hours requirement for a **2 CONSECUTIVE YEARS**.

PEPC

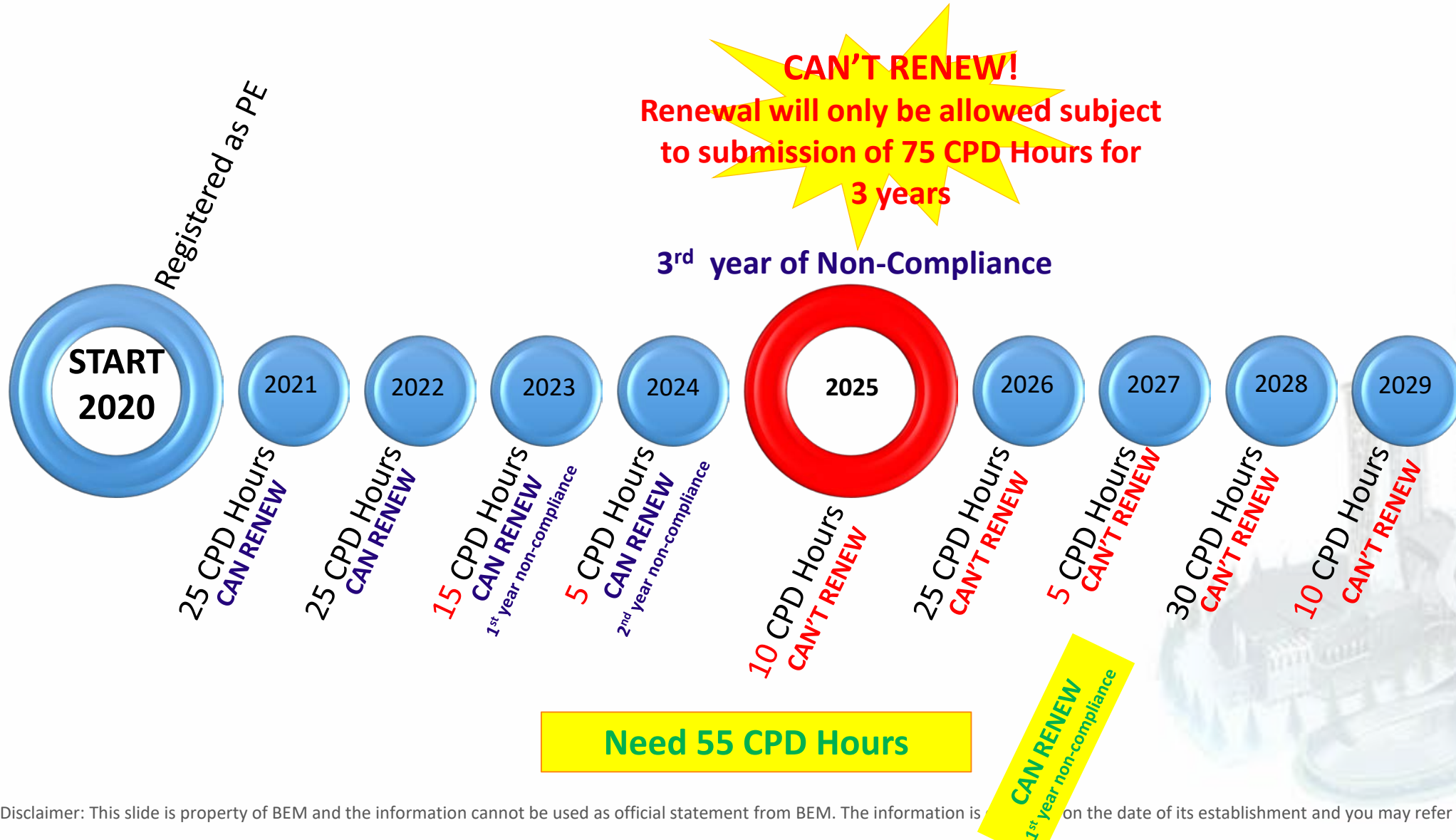
• 150 CPD Hours

PE

• 75 CPD hours



# Three Rolling Years Simulation





# Three Rolling Years Simulation







# CPD HOURS REQUIREMENT - IOW

*Para 20. Item b)*

*The triennial CPD Hours required to be obtained by a IOW shall be **30 CPD Hours**; or any other quantity as may be prescribed by the BEM from time to time*





# CPD HOURS REQUIREMENT - IOW

## *Para 22.*

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

Type of CPD Activity	Time Weighted Factor	Max CPD Hours*
<b>1. Formal Education and Training</b>	2	No Limit
<b>2a. Informal Learning Activities - on job learning</b>	1	Maximum 10
<b>2b. Informal Learning Activities -Private Study</b>	0.5	Maximum 5
<b>3. Conference and Technical Meeting</b>	1	No Limit
<b>4. Presentation of Papers</b>	10	Maximum 15
<b>5. Engineering Service Activities</b>	1	Maximum 15

*\*Triennially (every 3 years)*



# CPD HOURS REQUIREMENT - IOW

## Para 25.

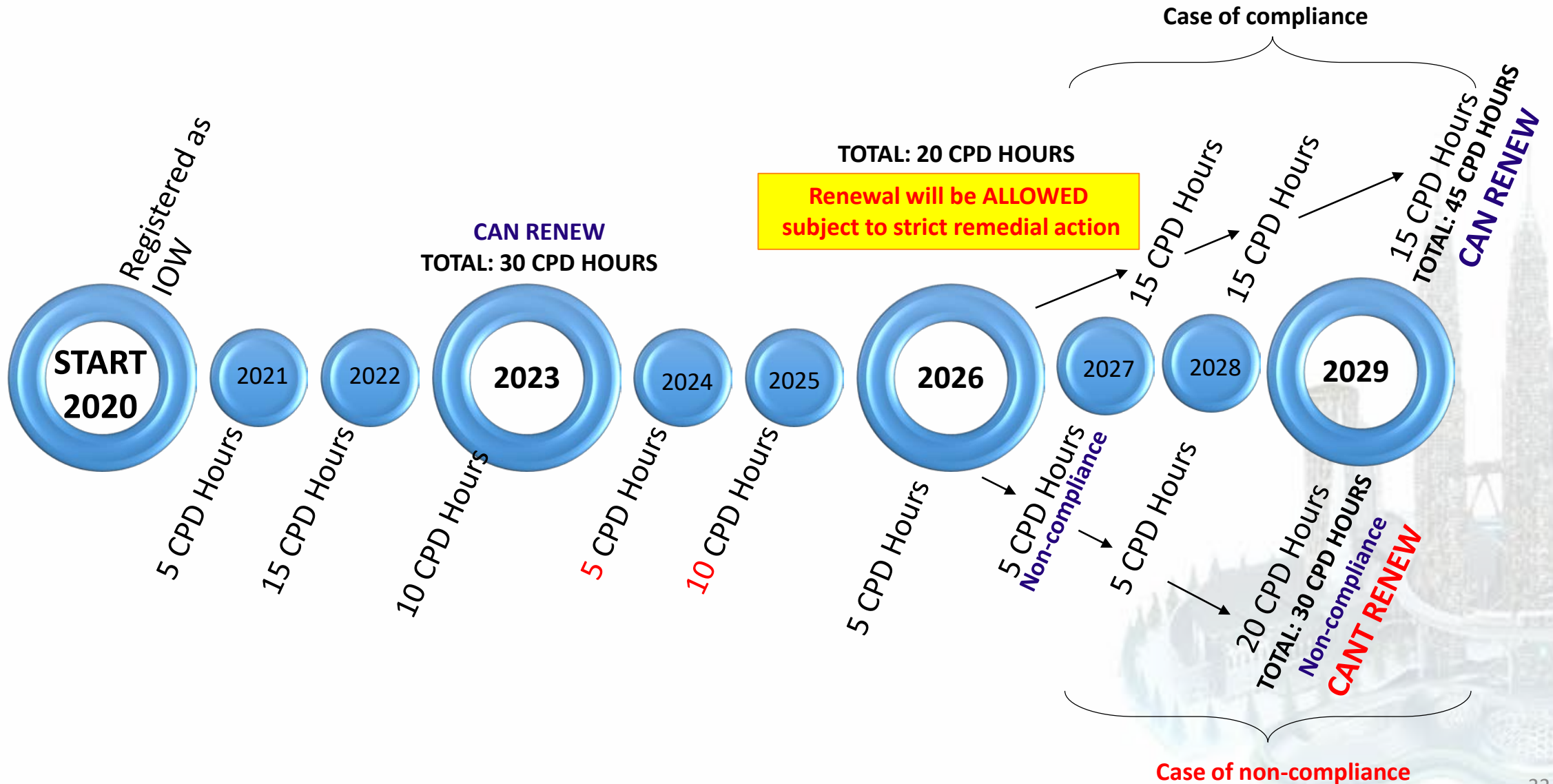
At the sole discretion of the BEM, a Registered IOW who in his/her application for renewal of the triennial Certificate of Registration , *has failed to submit to the BEM a CPD Programme with required minimum quantum of CPD Hours, may be allowed to continue to be registered subject to strict remedial 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.*



# THREE YEARS RENEWAL SIMULATION (IOW)





# CPD EXEMPTION

- CPD is a mandatory requirement for all Registered Persons (PEPC/PE/IOW)
- CPD Exemption may be approved at BEM's discretion on an annual basis.
- Exemption could be considered for Registered Persons who provide a declaration of not being engaged in the provision of professional engineering services
- Medical reasons resulting in the Registered Persons being unable to practice could be exempted at the BEM's discretion on an annual basis.



# CPD EXEMPTION

Application for CPD Exemptions can be made to BEM on a yearly basis supported by a Self-Declaration Letter in the following cases:

<b>PEPC</b>	not practicing as a PEPC, nor carrying out engineering consultancy business nor taking up employment which requires the person to carry out or perform professional engineering services as defined in REA 1967 (Revised 2015)
<b>PE</b>	not taking up employment which requires the person to carry out or perform professional engineering services as defined in REA 1967 (Revised 2015)
<b>IOW</b>	not taking up employment which requires the person to assist the PE/PEPC in the supervision of engineering works as defined in REA 1967 (Revised 2015)



# CPD EXEMPTION

Due to MCO, BEM has approved reduction to 50% on CPD Hours required for all Registered Persons as follows:

**PEPC**

**25 CPD Hours Annually**

**PE**

**12.5 CPD Hours Annually**

**IOW**

**15 CPD Hours Triennially**





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**Types of CPD Activity**

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**Application for Pre-Approved CPD Activity**



# APPLICATION FOR BEM PRE-APPROVED CPD ACTIVITY

- Application for a Pre-Approved CPD Activity shall be made at least 2 months prior to the CPD Activity date
- Complete Application shall include the following items:
  - 1) Official Cover Letter with Organiser's Letterhead
  - 2) BEM Standard Pre-Approved CPD Activity Form
  - 3) Activity Schedule (Itinerary) and Venue
  - 4) Activity Brochure
  - 5) CVs of Speakers



# CPD HOUR CALCULATION – PRE-APPROVAL

No.	CPD Activity	CPD Hours
<b>Workshop / Seminar / Course / Conference / Talk / Training (Physical or Online)</b>		
1.	Engineering - Technical - Registration Procedure as GE / ET / PE / PEPC / IOW / AC Speaker: Professional - Registered PE / PEPC / IOW / AC; or - Registered Architect or Quantity Surveyor Speaker: Subject Matter Expert - < 10 years of experience - ≥ 10 years of experience	1 Contact Hour = 1 CPD Hour          2 Contact Hours = 1 CPD Hour 1 Contact Hour = 1 CPD Hour
2.	Non Engineering - Management, Law, Legal Contract, Insurance, Skills	2 Contact Hour = 1 CPD Hour
<b>Site Visit / Study Visit / Technical Visit</b>		
3.	≤ 2 Hours (at Site) > 2 Hours (at Site)	1 CPD Hour 2 CPD Hours
<b>Annual General Meeting</b>		
4.	Annual General Meeting (Engineering Societies & institutions)	1 Contact Hour = 1 CPD Hour



# REFERENCES

- Registration of Engineers Act 1967 (Revised 2015)
- BEM Circular No. 002, Continuing Professional Development (CPD) Requirements, 2017.



# THANK YOU



*“Committed To Engineering Excellence”*

BOARD OF ENGINEERS MALAYSIA

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