



THE REVISED BEM CIRCULAR NO. 002 ON CPD REQUIREMENTS

Presented by:

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Outline of Presentation

THE REVISED BEM CIRCULAR NO. 002 CPD REQUIREMENTS

DEFINITIONS OF TERMS USED

CPD REQUIREMENTS OF PEPC; PE AND IOW



THE REVISED CPD CIRCULAR NO 002



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

Rev. No. : 1
Date : 13.10.2021

This Circular is a revised version of Circular No. 002 (Rev. No.: 0, Date: 6.2.2017)



THE ROLE OF BEM

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 states 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.



Outline of Presentation

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DEFINITIONS OF TERMS USED

CPD REQUIREMENTS OF PEPC; PE AND IOW



DEFINITIONS OF TERMS USED

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.



DEFINITIONS OF TERMS USED

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.



REVISION OF TERMS USED

BEFORE

TYPE OF CPD ACTIVITY
1. Formal Education and Training
2a. Informal Learning Activities - on job learning
2b. Informal Learning Activities - private study
3. Conference and Technical Meeting
4. Presentation of Papers
5. Engineering Service Activities

AFTER

CATEGORY OF CPD ACTIVITY	
1	Formal Education
2 (a)	On Job Learning
2 (a)	Private Study
3	Conference and Technical Training
4	Presentation or Publication of Papers Note: 1 paper/presentation = 1 Hour
5	Engineering Service Activities



DEFINITIONS OF TERMS USED

CATEGORY 1

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).



DEFINITIONS OF TERMS USED

CATEGORY 2 (a)

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.



DEFINITIONS OF TERMS USED

CATEGORY 2 (b)

Private Study : Self-study of engineering or related reading materials with the aim of increasing knowledge, capability and competency.



DEFINITIONS OF TERMS USED

CATEGORY 3

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.



DEFINITIONS OF TERMS USED

CATEGORY 4

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.



DEFINITIONS OF TERMS USED

CATEGORY 5

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.



DEFINITIONS OF TERMS USED

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.



CPD ACTIVITIES ARE:

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.



CPD ACTIVITIES ARE:

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.



Outline of Presentation

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DEFINITIONS OF TERMS USED

CPD REQUIREMENTS OF PEPC; PE AND IOW



CPD REQUIREMENTS PEPC

8.

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 (a) 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



CPD REQUIREMENTS PEPC

6b) 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.

6g) The BEM will administer a CPD audit system whereby up to 10% of Registered PEPC shall be randomly audited each year.



CPD REQUIREMENTS PE

14.

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



CPD REQUIREMENTS PE

12. 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.

12. g) The BEM will administer a CPD audit system whereby up to 10% of Registered PE shall be randomly audited each year.



CPD REQUIREMENTS IOW

20.

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)



CPD REQUIREMENTS IOW

18. 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.
18. g) The BEM will administer a CPD audit system whereby up to 5% of Registered IOW shall be randomly audited each year.



CPD REQUIREMENTS IOW

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:

- 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 which may cause the refusal by the BEM of the said application for renewal.



NEW CLAUSES

REINSTATEMENT, REVERSION AND SUSPENSION

25. 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.
26. Any Registered PEPC who reverts his/her registration to PE, CPD requirements shall be as a Registered PE.
27. 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 – 1 JANUARY 2022

EFFECTIVE DATE

28. The implementation of CPD requirements as intended by this Circular shall be as of the date of 1st January 2022.



PRE-APPROVED CPD ACTIVITIES

- 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



PRE-APPROVED CPD ACTIVITIES

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.

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.



PRE-APPROVED CPD ACTIVITIES

1. BEM Pre-Approved CPD Activity Application shall be made at least 2 months prior to the CPD Activity date.
2. Complete Application shall include the following items:
 - a) Official Cover Letter with Letterhead
 - b) BEM Pre-Approved CPD Activity Form (from the BEM website).
 - c) Activity Schedule (Itinerary)
 - d) Activity Brochure *if any*



PRE-APPROVED CPD ACTIVITIES

3. BEM Pre-Approved CPD Activity Applications shall be made

a) By post to:

Unit Pendidikan & Latihan (Jabatan Pendaftaran)
LEMBAGA JURUTERA MALAYSIA
Tingkat 17, Blok F Ibu Pejabat JKR,
Jalan Sultan Salahuddin, 50580 Kuala Lumpur
(U/P: Cik Siti Balqis binti Mohd Nasiruddin)

b) By email to cpd@bem.org.my with title reference:

BEM Pre-Approved CPD Activity: <Title of CPD Activity>



CPD EXEMPTION POLICY

1. PEPC/PE/IOW may apply for CPD Exemption.
2. Consideration for Exemption is on a case-to-case basis.
3. Being 65 years old and above shall not be an acceptable reason for Exemption.
4. 'Partial exemption' is no longer applicable.



CPD EXEMPTION POLICY

5. Application for Exemption can be made on a yearly basis supported by a Self-Declaration Letter as follows:

- | | |
|-------------|--|
| PEPC | Not practicing as a PEPC, nor carrying 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) |
| PE | Not taking up employment which requires the person to carry out or perform professional engineering services as defined in REA 1967 (Revised 2015) |
| IOW | Not taking up employment which requires the person to assist the PE in the supervision of engineering works as defined in REA 1967 (Revised 2015) |



CPD Hour Calculation Methodology

1. CPD Activity: Workshop/ Seminar/ Course/ Conference/Talk/ Training (Physical or Online)		
	1 Contact Hour	1 CPD Hour
2. CPD Activity: Project Site Visit/ Study Visit/ Technical Visit		
	1 Contact Hour(at Site) *excluding travelling time	1 CPD Hour
3. CPD Activity: Annual General Meeting (Engineering society, associations & institutions)		
	1 Contact Hour	1 CPD Hour



Q & A



THANK YOU



Committed to Engineering Excellence

BOARD OF ENGINEERS MALAYSIA

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