



Continuing Professional Development (CPD)

An Update on Circular 002

By:

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Chairman
BEM Training & Education Committee
(16-Nov 2021)

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OUTLINE OF PRESENTATION

1. Overview of CPD
2. Categories of CPD Activity
3. CPD Hours Requirement (PEPC, PE and IOW)
4. CPD Audit
5. Concluding Remarks

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FUNCTION OF Training & Education (T&E) Committee (Section 4(1) ec) of REA

- provide facilities for the promotion of learning and education and to hold or cause to be held professional development programmes, including continuing professional development programmes, for registered Persons to further **enhance their knowledge** in the latest developments relating to that profession.

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FUNCTION of Training & Education (T&E) Committee

- plan and monitor the implementation of CPD for registered professional Persons PEPC/PE/IOW
- encourage, initiative, motivate and where necessary assist in conducting of activities such as courses, workshops, seminars suitable for registered Persons
- To **keep abreast of development** in the training and education of registered Persons and to **advise the Board**.

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RATIONALE OF CPD

1. **Engineering learning and technical training activities** eligible to be considered as CPD activities **shall provide** the Registered PEPC, PE or IOW with:
 - **systematic maintenance, improvement and broadening of engineering and technical knowledge and skills** such as to enable continuing competent performance in engineering practices.
 - 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.

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1. An acceptable **CPD Activity** shall therefore fulfil at least the following objectives:
 - to **maintain engineering and technical knowledge and skills** to perform an engineering job competently.
 - to **stay abreast with engineering developments, advancement and innovations in the relevant field of engineering practice** as well as in general engineering knowledge.
 - to keep **up-to-date with changes** in engineering codes, regulations and guidelines.

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BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

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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**)

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BEM Circular No. 002 on CPD Requirements

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.

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As for **CPD activities**, the general guideline is “**the activities that contribute to the PEPC/PE/IOW performance in providing the professional engineering services**”

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2. **Categories of CPD Activity**
3. CPD Hours Requirement (PEPC, PE and IOW)
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Five (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 |

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CATEGORY 1: FORMAL EDUCATION



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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).

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CATEGORY 2a: ON JOB LEARNING



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Category 2a: 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 task.*

On the job–workplace requirement e.g. CAD software, new machine, product briefing, etc.

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CATEGORY 2b: PRIVATE STUDY



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Category 2b: Private Study

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

- Reading Books, journal, manual (**hard copy or online**)
- Familiarisation with the operation of technological aids, computer programs, equipment etc.

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CATEGORY 3: CONFERENCE AND TECHNICAL TRAINING



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Category 3: Conference and Technical Training



The attendance and participation of a PEPC, PE, or IOW in engineering conferences, seminars, workshop, forums, and similar technical gatherings and meetings and trainings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.

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- Attending seminars, conferences, symposiums, meetings, and talks on engineering, management, corporate governance, engineering management, accounting principles, contract laws etc. (*Non-engineering subjects are accepted as it is considered as job related purpose and important to enhance the competency of an engineer*).
- Inspection – Technical visits, site visits etc are accepted (if not in the normal course of duty as consultants or employees).
- Attending cross boundary discipline's seminar e.g. Civil engineer attend M&E Conferences, Electrical engineer attends training on Civil engineering.



CATEGORY 4: PRESENTATION OR PUBLICATION OF PAPERS



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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.*

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Category 4: Presentation or Publication of Papers

- Preparation of material for courses, references, seminars, and symposiums
- Presentation on industry experience to students at universities, college, school, community etc.
- Same paper but recycled (e.g. include new updates) for other forums – CPD hours can be claimed
- **Same paper, no update, reuse for other purpose** – CPD hours cannot be claimed under this Category but **can be claimed under Category 5: Service Activities** subject to maximum hours.

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CATEGORY 5: ENGINEERING SERVICE ACTIVITIES



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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.

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Category 5: Engineering Service Activities



- **Serving BEM, IEM Committees, other Professional Institutions, national committees, technical societies**
- **Member of Engineering Programmes accreditation panel**
- **Review of technical papers prior to publication**
- **Preparation of draft, papers, minutes of meeting related to engineering and national interest**
- **Examiner for Professional Assessment Exams/Professional Interview**
- **Conduct in-house training under voluntary basis**
- **Mentor (voluntary)**
- **Organising national conference (Voluntary)**
- **Organising field trips (voluntary)**



OUTLINE OF PRESENTATION

1. Overview of CPD
2. Categories of CPD Activity
3. **CPD Hours Requirement (PEPC, PE and IOW)**
4. CPD Audit
5. Concluding Remarks






ANNUAL CPD REQUIREMENTS

• To renew the annual Certificate of Registration;

PEPC	<ul style="list-style-type: none"> • 50 CPD Hours per year/ 150 CPD Hours for rolling three (3) consecutive years
PE	<ul style="list-style-type: none"> • 25 CPD hours per year/ 75 CPD Hours for rolling three (3) consecutive years
IOW	<ul style="list-style-type: none"> • 30 CPD hours for every three (3) years

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CPD Hours Requirement

Type of CPD Activity	Time Weighted Factor	PEPC <i>Max CPD Hours</i>	PE <i>Max CPD Hours</i>	IOW <i>Max CPD Hours</i>
1. Formal Education	2	No Limit	No Limit	No Limit
2a. On Job Learning	1	Maximum 20	Maximum 10	Maximum 10
2b. Private Study	0.5	Maximum 10	Maximum 5	Maximum 5
3. Conference and Technical Training	1	No Limit	No Limit	No Limit
4. Presentation or Publication of Papers <i>Note: 1 paper/presentation = 1 Hour</i>	10	Maximum 30	Maximum 20	Maximum 20
5. Engineering Service Activities	1	Maximum 30	Maximum 15	Maximum 15
		<i>Annually</i>	<i>Annually</i>	<i>Triennially</i>

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All CPD submissions are online via
MyBEM Online System

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Welcome to MyBEM Online

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Hey, hi MOHD KHIR BIN MUHAMMAD! Welcome back!

Graduate Engineer

Professional Engineer

Professional Engineer with Practising Certificate

PI9920

Approved on 4 February 1999
Download Certificate
Expires on 31 December 2020

C19920

Approved on 19 November 2015
Download Certificate
Expires on 31 December 2021
Total CPD Hour: 300
Update CPD
Renew

Accredited | ASEAN

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Summary of My CPD Records

+ Register New CPD

1	2021	Professional Engineer with Practising Certificate	AERONAUTICAL	77.5 50	Open	Action
2	2020	Professional Engineer with Practising Certificate	AERONAUTICAL	59 0	Completed	Action
3	2019	Professional Engineer with Practising Certificate	AERONAUTICAL	169 50	Completed	Action
4	2018	Professional Engineer with Practising Certificate	AERONAUTICAL	104 50	Completed	Action

Showing 1 to 4 of 4 entries

Update CPD Record
Submit Record

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← Back
↑ Submit
⋮

Attending BEM Webinar 2020 - The Role and Responsibility of Professional Engineer for Temporary Works during Construction Stage	26/1/2021	26/1/2021	BEM	2.00	2	2	Action
Attending IES Members' Event: Future of Work, Powered by AIoT	26/1/2021	26/1/2021	IES -Institution of Engineers Singapore	1.00	1	1	Action
Attending bem day	1/3/2021 1:00:00 AM	4/3/2021 5:00:00 AM	BEM	12.00	12	12	Action
Attending WEBINAR - Overview of Registration of Engineers Act 1967 & Registration of Engineers Regulation 1990	17/3/2021	17/3/2021	BEM	2.00	2	2	Action
Attending TRAINING EDUCATION COMMITTEE MEETING	19/5/2021 9:30:00 AM	19/5/2021 11:30:00 AM	BEM	2.00	2	2	Action

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CPD EXEMPTION

- CPD Exemption maybe given upon request
 - Medical/Health Reasons
 - Retirement/not practicing
- Exemption on Annual basis and case-to-case basis

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REINSTATEMENT

- PEPC/PE/IOW → to fulfil all terms and conditions
- CPD requirement → **start anew**

REVERSION

- PEPC reverts → PE
- CPD requirements → as a PE

SUSPENSION

- Suspended PEPC/PE/IOW → no CPD requirements
- CPD requirements → starts anew (upon lifted suspension)

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CPD AUDIT REQUIREMENTS

The BEM will administer a CPD audit system whereby up to:

- ✓ *up to 10% of PEPC are randomly audited each year.*
- ✓ *up to 10% of PE are randomly audited each year.*
- ✓ *up to 5% of IOW are randomly audited each year.*

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Some Observations on Submission (2019 Audit)



Declare in Wrong Category

- Attending courses and submit under Category 1 (Formal Education)
- Involvement in societies and professional bodies submitted (Category 5 – Services) submitted under Category 3.
- Attending AGM (Category 5) submitted under Category 3.

Declaring Part of Works as CPD Activities

- Project and site meetings declared as technical meeting
- Inspections declared as OJT and technical training.

Over claimed on the CPD points

- Wrong calculations of CPD hours (AGM, Technical visits not as actual hours)
- Daily training program claimed more than 8 hours

Not Claimed Under Category 2b

- Not submitted or not claiming to maximum given CPD

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Some Observations on Submission (2019 Audit)



No details or Insufficient detailed information , e.g:

- a) Category 1 – No complete details such as proof of enrolment or attendance or certificates of the program Post Graduate attended etc.
- b) Category 2a– No details on OJT attended or participated, no dates, trainer’s detail etc.
- c) Category 2b – No title of the books, magazine, journal of private/self-study
- d) Category 3- No title of talks, seminars, no name of speakers, no certificate of attendance
- e) Category 4 – No details on the title of lecture/paper presentations, where it was presented, and programs etc
- f) Category 5 – No details such as proof of attendance or programs etc

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general concept of CPD-able activities, that is,

“any activity, normally engineering, which makes the registered persons PE/PEPC/IOW perform continuously well in providing professional engineering”

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LEMBAGA JURUTERA MALAYSIA
BOARD OF ENGINEERS MALAYSIA
 TINGKAT 17, IBU PEJABAT JKR
 KOMPLEKS KERJA RAYA MALAYSIA
 JALAN SULTAN SALAHUDDIN
 50580 KUALA LUMPUR
 MALAYSIA



CERTIFIED TO ISO 9001:2015
 CERT NO.: QMS 60875

YANG DIPERTUA:
 Dato' Ir. Haji Mohamad Zulkefly bin Sulaiman

PENDAFTAR:
 Ir. Dr. Megat Zuhairy bin Megat Tajuddin

SETIAUSAHA:
 Ir. Hamzah bin Hashim

50% REBATE OF PROFESSIONAL RENEWAL FEE YEAR 2022 AND WAIVER OF CPD HOURS YEAR 2021

Covid-19 pandemic has caused disruption to the social and economic situation locally and globally since early March 2020. Malaysian government has been looking for ways and means to alleviate the negative impact on the economic front while ensuring the safety and health of our people are protected.

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General Info

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cpd@bem.org.my

MyBEM Online

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THANK YOU



Committed to Engineering Excellence

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