

**From the Editor of IEM Bulletin, JURUTERA:**

In response to the numerous enquiries from our IEM Members on how to obtain 50 CPD (Continuing Professional Development) hours required by the Board of Engineers, Malaysia (BEM) as a requisite for the annual renewal of registration as Professional Engineers, we are reprinting the article on "How to Obtain the Required 50 CPD Hours?" by Ir. Dr Muhammad Faud bin Abdullah as published in the October 2005 for the benefit of our IEM members and readers.

## How to Obtain the Required 50 CPD Hours?

**By: Ir. Dr Muhammad Fuad bin Abdullah**

### 1.0 Introduction

As you are aware, the Board of Engineers Malaysia (BEM) has decided that all registered Professional Engineers, the PE's, are to chalk up a minimum of 50 CPD Hours a year as a condition for re-registration, beginning from the year 2006 registration. CPD stands for Continuing Professional Development. The required 50 Hours can actually be the average of the CPD Hours collected over the current year and the past 2 years. To simplify matters, it is good practice to target 50 Hours of CPD a year. The rationale of having the CPD and other legal and policy matters related to it have been dealt elsewhere and in particular, the November 2004 issue of the IEM Bulletin. The objective of this article is to suggest ways and means of obtaining the 50 CPD Hours if you are a PE and working outside the Klang Valley.

### 2.0 Example: Being a PE working outside the Klang Valley

You would recall that in the last Annual General Meeting of The Institution of Engineers, Malaysia, there was quite a well participated discussion on the magic number 50; the number of hours required by the BEM initiated CPD Programme. A member from Ipoh initiated the discussion and we would like to herewith address the worries and perhaps even apprehension brought up that day.

The Standing Committee on Education and Training, at its July meeting had specifically requested the Training Sub-Committee to help clarify and resolve the worries expressed at the AGM in particular, and in other

awareness talks and meetings on CPD in general. In the talks held in Kota Bharu and Seremban for example, members did ask, 'How can we outside the Klang Valley obtain the 50 CPD Hours a year?' In this article, we try to explore how a Professional Engineer working outside Klang Valley can accumulate 50 CPD Hours.

### 3.0 IEM Activities Approved for CPD Hours

Engineering related activities organised by IEM are approved for CPD Hours by the BEM. The Training Sub-Committee has established a procedure for the registration and allocation of CPD Hours for the said activities. The registration process is a sort of internal control for monitoring and quality assurance purposes. By having such a process, IEM would then have allocated CPD Hours for its activities with the highest sense of responsibility and integrity. The element of conflict of interest as expressed by some – IEM approving its own activities for CPD – would not arise. The Training Sub-Committee merely operationalises the approval granted by BEM by establishing an internal quality assurance procedure.

The IEM Activities approved for CPD are given in Figure 1 below. The CPD Hours allocated act as a guide and the actual quantum depends on the actual activity that takes place.

### 4.0 Can a PE working outside Klang Valley obtain 50 Hours of CPD?

The answer is yes, of course. This is how you can obtain 50 CPD Hours and more a year:

- 4.1 By attending the IEM AGM at our PJ Headquarters once, he would obtain 4 CPD Hours.
- 4.2 By being a member of Ipoh IEM Branch and attending the Branch AGM once, he would get 4 CPD Hours, giving him an accumulated total of 8 CPD Hours.
- 4.3 By attending 2 talks a year organised by IEM Ipoh Branch, he would get 4 CPD Hours, being 2 CPD Hours per talk, giving him an accumulated total of 12 CPD Hours.
- 4.4 By giving 1 IEM talk on 'Career in Engineering' a year to a secondary school, he would get 3 CPD Hours, giving him an accumulated total of 15 CPD Hours.
- 4.5 By becoming a Mentor to 1 Mentee in the IEM Log Book training scheme, he would obtain 15 CPD Hours, giving him an accumulated total of 30 CPD Hours.
- 4.6 By attending a one-day seminar organised by a Technical Division at IEM HQ, once a year, he would get 8 CPD Hours, thus giving him an accumulated total of 38 CPD Hours.
- 4.7 By attending a half-day on the job training being arranged by his employer on new engineering technologies, he would get 4 CPD Hours, giving him an accumulated total of 42 CPD Hours.
- 4.8 By doing private study through reading of books and guidelines on

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structural design criteria in earthquake designated areas, 5 hours a month for 3 months, he would collect 7.5 CPD Hours, based on the 0.5 weightage under Type 2b of CPD Activities (See Figure 2). Thus his total accumulated CPD Hours is 49.5.

4.9 By representing IEM at the Local Authorities, and having attended all 3 meetings in a year, he would get 6 CPD Hours, giving him an accumulated total of 55.5 CPD Hours.

For the above activities, our PE outside the Klang Valley has managed to obtain 55.5 CPD Hours, more than the 50 required. He needs to diligently record all the above CPD activities either in the BEM prescribed form or in other formats. It is important to have proof of

NO	CPD PROGRAMME	HOURS	RATIONALE AND BASIS
<b>3</b>	<b>Meetings</b> <b>- time weighted factor = 1</b> <b>- (no limit)</b>		
3.1	AGM/EGM at HQ	4	AGM/EGM would normally require 4 hours (9.00 a.m. - 1.00 p.m.)
3.2	AGM/EGM at Branches	4	AGM/EGM would normally require 4 hours (9.00 a.m. - 1.00 p.m.)
3.3	AGM Technical Division	2	AGM for TD would normally require 2 hours (5.00 p.m. - 7.00 p.m.)
3.4	Council Meeting	4	Council Meeting normally stretches from 3.30 p.m. to 7.30 p.m.
3.5	Excomm Meeting	4	Excomm Meetings normally takes place from 5.00 p.m. to 9.00 p.m.
3.6	Branch Committee Meeting	4	Branch Committee Meetings normally takes place from 5.00 p.m. to 9.00 p.m.
3.7	Standing Committee	3	Stand Com Meetings are normally held from 5.30 p.m. to 8.30 p.m.
3.8	Technical Division	2	TD Meetings are normally held between 5.30 p.m. to 7.30 p.m.
3.9	Sub-Committee to Standing Committee	2	Sub-Com Meetings are normally held between 5.30 p.m. to 7.30 p.m.
3.10	Sub-Committee to Branch Committee	2	Sub-Com Meetings are normally held between 5.30 p.m. to 7.30 p.m.
3.11	IEM Representative in Outside Bodies	2	IEM Representativess in Committees established by Governmental and Professional Bodies attend meetings normally from 9.00 a.m. to 11.00 a.m. or 2.30 p.m. to 4.30 p.m.
3.12	Standing Committee Talks	2	Talks normally take place between 5.30 p.m. to 7.30 p.m.
3.13	Technical Division Talks	2	Talks normally take place between 5.30 p.m. to 7.30 p.m.
3.14	Half Day Seminar	4	Half Day Seminars are normally between 9.00 a.m. to 1.00 p.m. Coffee break is considered time for discussion and networking
3.15	One Day Seminar	8	One Day Seminars are normally between 9.00 a.m. to 5.00 p.m. Lunch and Coffee breaks are considered time for discussion and networking.
3.16	Half Day Visit	4	Half day visits are normally between 9.00 a.m. to 1.00 p.m. Interaction and discussion during visit also considered as CPD.
3.17	One Day Visit	8	One day visits are normally between 9.00 a.m. to 5.00 p.m. Interaction, discussion and networking done during visit considered as CPD.
<b>3.18*</b>	Committee for Writing Standards and Code of Practice	-	CPD Hours earned depend on the length of the meetings e.g. 2 hours for a short meeting, 4hrs for half day meeting.
<b>4</b>	<b>Presentation and Papers</b> <b>- time weighted factor = 10</b> <b>- maximum 30 hours per year</b>	<b>Hours</b>	<b>Rationale and Basis</b>
4.1	Speaker - for presentation of Conference/Seminar papers	5	The Presentation would normally be 0.5 hour.
4.2	Referee of Papers - per paper (review of technical papers before publication)	4	This gives the referee time to read through and edit the papers.
4.3	Publication of paper:		
	- Journal	20	
	- Bulletin	10	
	- Book ( > 100 pages)	60	
	- Book ( less than 100 pages)	40	

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5	Service Activities - time weighted factor = 1 - max 30 hrs	Hours	Rationale and Basis
5.1	PI Interviewer - Principal	8	PI normally takes place between 9.00 a.m. to 12.00 noon for the Essay Writing; and 2.00 p.m. to 4.00 p.m. for the Interview. Examining submitted Reports and Drawings has 2 CPD Hours. Setting the Essay Questions and organizing the Essay Writing can be aggregated to be 1 CPD Hour. Interview has 2 CPD Hours. Marking Essays has 2 CPD Hours. The Administrative work undertaken by the Principal Interviewer is given 1 CPD Hour.
5.2	PI Interview - 2nd	6	As above, except for Setting Essay Question and Administrative work done by the Principal Interviewer.
5.3	PI Reviewer	4	Going through Submitted Documents is given 2 CPD Hours and reviewing Essays 2 CPD Hours.
5.4	Mentor - Per Mentee per year	15	The Mentor normally meets the Mentee for about 1.5 hours per month over ten months a year.
5.5	Speaker - for IEM Talks	3	The speaker normally takes 2 hour to prepare and 1 hour to deliver the talk.

TYPES OF ACTIVITY AND CPD HOURS		
TYPE	WEIGHTED FACTOR	MAX HOURS PER YEAR
1. Formal Education and Training Activities	2	No limit
2a. Informal Learning Activities - on job learning	1	Maximum 20 for Type 2
2b. Informal Learning Activities	0.5	Maximum 10 for Type 2a
3. Conference and Meeting	1	No limit
4. Presentation and Papers	10	Maximum 30
5. Service Activities	1	Maximum 30
6. Industry Involvement (for academician)	1	Maximum 30

attendance, and as such all certificates of attendance issued by IEM or endorsed IEM activity flyers must be kept, for auditing purposes. The BEM has a policy of doing a CPD audit on 10% of registered PEs. For meetings, minutes can be used as proof.

In the case of activities without prior CPD approval from the BEM, PEs claiming CPD Hours for attending them must provide sufficient information and justification for their claim if and when they are audited. Information pertaining to the course content, speakers and their CVs, schedule of programme, place held, would be helpful.

### 5.0 Audit on CPD Records

Under the CPD Programme, registered Professional Engineers are required to submit proof that they have the required

50 CPD Hours when they are renewing their yearly registration.

If our PE outside Klang Valley is in the 10% selected to be audited, he would probably not face any problem in providing the necessary proofs for IEM organised activities. For his on job training, he can produce a certificate of attendance. For private reading, he probably has to give the title of books and when read. As far as financial and management courses is concerned, it is clear that they are related to the professional activity of an engineer. Even taking classes in English language may qualify as Engineering English is taught as a subject in some universities. Scuba diving lessons, if taken in order to be able to do inspection of under water steel structures, could also be considered CPD according to some wise and learned engineers that I know of.

### 5.0 Conclusion

It is seen from the above hypothetical situation that there would not be any difficulty in obtaining the required 50 CPD Hours a year for most professional engineers, even those outside the Klang Valley. They probably would need to be active in the IEM Branch organisation and activities. If that happens, the engineering profession as a whole would benefit. IEM members would then fulfill their promise of promoting the engineering profession. It is the hope of this article that all IEM Corporate members would be able to obtain the required CPD Hours and in the process turbocharge IEM.

Nevertheless, if you are a PE stationed in a remote or off shore location, you may still write in to the BEM to appeal for exemptions. ■