MBOT
LEMBAGA TEKNOLOGIS MALAYSIA
MALAYSIA BOARD OF TECHNOLOGISTS

MALAYSIA BOARD OF TECHNOLOGISTS

CIRCULAR NO. 1/2020

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS FOR RENEWAL OF REGISTRATION FOR PROFESSIONAL TECHNOLOGISTS AND CERTIFIED TECHNICIANS

In accordance with Section 25(1) of Technologists and Technicians Act 2015 (Act 768), the Board has hereby determined the fulfillment of Continuing Professional Development (CPD) as the condition for the certificate of registration's renewal for Professional Technologists or Certified Technicians.

The condition set forth by the Board is in conformance with Section 5(c) of Act 768 whereby the Board shall have the function to provide facilities for the promotion of education and training and to hold or cause to be held, professional development programmes for registered persons to further enhance their knowledge relating to their professions.

Minimum number of annual CPD hours required is **30 hours for Professional Technologists** and **20 hours for Certified Technicians** respectively. The collection of CPD hours system shall take effect starting year 2020. Further requirements can be referred in MBOT CPD Guidelines as per **Appendix 1**.

TAN SRI DATO' ACADEMICIAN (DR) Ts. AHMAD ZAIDEE BIN LAIDIN
President
Malaysia Board of Technologists

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Malaysia Board of Technologists

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES

MALAYSIA BOARD OF TECHNOLOGISTS

Version 1.1
January 2, 2020

A. **RATIONALE OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

In accordance with Section 25(1) of Technologists and Technicians Act 2015 (Act 768), the Board has hereby determined the fulfillment of Continuing Professional Development (CPD) as the condition for the certificate of registration's renewal for Professional Technologists or Certified Technicians.

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MBOT promotes lifelong learning through the implementation of Continuing Professional Development (CPD). In MBOT, CPD is essential to renew the certificate of registration for Professional Technologists and Certified Technicians only. CPD is counted by hours and the number might vary for each Technology Fields and can be obtained through Trainings and Projects which are certified by MBOT.

B. **CPD CONDITION FOR RENEWAL OF REGISTRATION**

Minimum number of annual CPD hours required for Professional Technologists and Certified Technicians is as per determined by the Board from time to time. The formulation of the CPD is based on the industry requirements after going through strict verification cycle with the Board and Technology Expert Panels (TEP). These CPD hours are only valid for 1 year and cannot be carried forward for one year to another.

Professional Technologists and Certified Technicians will have to complete the required number of CPD hours in order to renew their Professional Technologists and Certified Technicians. The CPD can be obtained through:

a. Trainings from MBOT Certified Training Centre or Learned Institutions;
b. Seminars and technical events by MBOT or any of MBOT's TEP;
c. Projects certified by MBOT (submission of projects for CPD must be done to MBOT as early as possible to avoid technical issues); or
d. Any other activities deemed practicable as determined by the Board.

Each CPD hours will have to be recorded in MBOT's CPD system.

C. <u>CPD GUIDELINE FOR PROFESSIONAL TECHNOLOGISTS AND CERTIFIED TECHNICIANS</u>

In administering the CPD requirement as provided by this Circular, the policy adopted by MBOT for registered Professional Technologist and Certified Technician shall be:

1) The CPD requirement shall apply to all Professional Technologists and Certified Technicians.

2) CPD is determined in technical hours. 1 CPD hour equals to 1 technical hour.

3) The CPD cycle commences from date of approval for all existing Professional Technologists and Certified Technicians.

4) The accumulation of the CPD hours is compulsory for the renewal of Professional Technologists and Certified Technicians on yearly basis.

5) Professional Technologists and Certified Technicians are required to collect a minimum number of CPD hours as stipulated in the Circular for the renewal of the professional title.

6) Any excess CPD hours cannot be carried forward from one CPD cycle to the next. All Professional Technologists and Certified Technicians will start from the beginning of a new CPD cycle.

7) The CPD activities must be relevant to the enhancement and competency of members.

8) The approved topics should cover the related Technology, Technical and Soft Skills within technology fields recognised by MBOT.

D. <u>CPD GUIDELINE FOR APPROVED TRAINING PROVIDERS (ATP)</u>

1. MBOT Approved Training Provider (ATP) refers to the company, organisation, cooperatives or any other institutions that provide educations and trainings for the purpose of institutional lifelong learning. ATP are allowed to deliver programs that may result in participants earning Continuing Professional Development (CPD) hours.

2. ATP will need to download the CPD application form at www.mbot.org.my.

3. The completed application form will need to be submitted to the Secretariat via email at cpd@mbot.org.my together with the programme/agenda/itinerary of the event.

4. The Board shall notify on any financial implications of the application as per determined from time to time.

5. Each application includes the following:
    a. A completed form of application;
    b. Company Profile;
    c. Programme Kit; and
    d. Any other relevant documentation deemed supportive of the application.

6. The Secretariat will table the application to MBOT Committee of Quality, Education and Training for approval.

7. The Secretariat will notify the ATP the soonest upon approval of the decision by the Committee.

8. The details of CPD Programme approval may be used for promotional purposes by the ATP. They will also be displayed in MBOT website/social media.

9. ATP is allowed to include the following phrase on their promotional material; i.e. "(MBOT CPD Approved: 6 CPD hours)".

10. Please be advised that ATP are only permitted to use the MBOT's logo for the approved event only.

11. Please contact the Secretariat or Corporate Communication Unit of MBOT if you have any further enquiry regarding the promotional material.

12. The Board shall reserve any other provision to improve the above-mentioned procedures from time to time.

E. TYPES OF CPD ACTIVITIES

The CPD hours can be obtained from the following recognised CPD activities:

No.	CPD Activity	Criteria / Explanatory Notes	Supporting documents	CPD Hours Granted	Remarks
1.	**Courses/ Training/ Workshops**	Courses run by a recognised institution or training provider covering specific technical subjects, sector specific subjects or generic training (e.g., 23 related technology fields).	• Invitation letter • Certificate of attendance • Confirmation of attendance • Program book/ tentative program • Course structure	Actual contact / technical hours	Training/ Workshop: • Maximum 15 CPD Hours for Professional Technologist • Maximum 13 CPD Hours for Certified Technician Short course: maximum 30 hours
2.	**Congress/ Conference/ Seminar/ Symposium (Local/ International)**	Must be within related field/core business (Local/ international) i.e.: (i) Half day (3 CPD hours) (ii) Full day (6 CPD hours) A conference should: (i) Contain plenary lectures/ symposia. (ii) Allow presentation of free communication /poster, etc.	• Invitation letter • Certificate of attendance • Confirmation of attendance • Program book/ tentative program	Half day (3 CPD hours) Full day (6 CPD hours)	Maximum 2 times per year to be considered as CPD hours

No.	CPD Activity	Criteria / Explanatory Notes	Supporting documents	CPD Hours Granted	Remarks

3.	**Fellowships/ attachment/ study tour (include hands-on & skills courses)**	Attended Fellowships/ attachment/ study tour.	• Invitation letter
			• Proof of attendance
			  ○ Certificate of attendance
			  ○ Confirmation of attendance / letter of participation
			• Program book / tentative program
				Actual contact / technical hours	

4.	**Committee or project member**	Involvement as committee or project member for organising a related event/ seminar/ conference/ symposium/ lecture series etc.	• Invitation letter
			• Proof of attendance
			  ○ Certificate of attendance
			  ○ Confirmation of attendance / Letter of participation
			• Program book / tentative program
			• Course structure
				Half day (2 CPD hours)
				
				Full day (4 CPD hours)
				
				More than 1 day (6 CPD hours)	

5.	**Meeting**	Attended meeting related to technological and technical profession.	• Invitation letter • Proof of attendance – agenda & meeting minutes	2 CPD Hours	Maximum 5 times per year to be considered as CPD hours

6.	**Technical Paper Presentation at official meetings/ functions (presenter/ speakers)**	Presentation on the following:
		(i) Plenary lecture/long paper / free paper /short paper
		(ii) Poster presentation in related field / core business
			• Invitation letter
			• Proof of attendance
			  ○ Certificate of attendance
			  ○ Confirmation of attendance / Letter of participation
			• Program book / tentative program
				2 CPD Hours	Must not be the same topic

No.	CPD Activity	Criteria / Explanatory Notes	Supporting documents	CPD Hours Granted	Remarks
7.	**Publication of articles in journal/ chapters in book / technical reports**	Indexed/peer reviewed journal (authors)	Documented evidence (with verification) needs to be produced • A copy of the published article/ journal/ book/ technical report	10 CPD Hours	Maximum 2 publications per year with a maximum of 20 CPD hours
		Non-indexed journal (authors)		5 CPD Hours	
		Chapters in book (authors)		2 CPD Hours	
		Technical reports		2 CPD Hours	
8.	**Appointed as MBOT's Assessors** • **Professional Assessor Panel** • **Accreditation Assessor Panel**	1 full day assessment with at least 7 candidates assessed	• Assessment invitation letter/email • Assessment schedule • Assessment forms • Appointment letter • Accreditation visit invitation letter • Accreditation visit schedule	2 CPD Hours	Maximum 3 times per year
		Half day assessment with at least 3-6 candidates assessed		1 CPD Hours	
		Accreditation visits		5 CPD Hours	Maximum 2 visits with 10 CPD Hours per year
9.	**Involved in Skills Malaysia as part of TVET involvement**	Be appointed as judges, coach, participant, and/or workshop manager.	• Invitation letter • Certificate of attendance	World Skills (7 CPD Hours) ASEAN Skills (6 CPD Hours) Malaysia Skills (5 CPD Hours)	

No.	CPD Activity	Criteria / Explanatory Notes	Supporting documents	CPD Hours Granted	Remarks
10.	**Contribution for TVET Development i.e. skills related to Technology and Technical aspects**	• Involved with National Occupational Skills Standard (NOSS) development • Involved with Written Instruction Manual (WIM) • Facilitator • Appointed *Panel Pentauliahan* by JPK	• Appointment letter • Invitation letter attending related program	5 CPD Hours	
11.	**Activities not covered above deemed appropriate as CPD**	By invitation/ justification from MBOT.	• Invitation letter • Certificate of attendance • Confirmation of attendance • Program book/tentative program • Course structure	Actual contact / technical hours	

F. <u>EFFECTIVE DATE</u>

The implementation of CPD requirements is to take effect as per stipulated date in the Circular issued by the Board from time to time.