



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES

MBOT APPROVED TRAINING PROVIDER (ATP)

MALAYSIA BOARD OF TECHNOLOGISTS

Version 2.0
May 31st, 2022

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.

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.

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 can be obtained through CPD activities.

B. CPD GUIDELINE FOR MBOT APPROVED TRAINING PROVIDERS (ATP)

1.0 INTRODUCTION

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

2.0 CRITERIA FOR TRAINING PROVIDERS

2.1 Training providers registered MBOT ATP must meet the following criteria:

1) Company Registration

- a. Company registered or incorporated under Suruhanjaya Syarikat Malaysia (SSM).
- b. Association/ NGO.
- c. Industry based Training Centre.
- d. Cooperatives registered under Suruhanjaya Koperasi Malaysia.
- e. Government/ Semi-Government Institution.

2) Appointment of Ts. & Tc. in MBOT ATP

Starting in 2022, each MBOT ATP must have at least **one (1)** Professional Technologist (Ts.) or a Certified Technician (Tc.) with full-time status, or **two (2)** Professional Technologists (Ts.) or Certified Technicians (Tc.) appointed as associate partners.

****If the current registered MBOT ATP has not met the requirements, they are allowed to attach proof of appointment not later than 31st December 2022 via email at cpd@mbot.org.my.**

3) Annual Fee

All MBOT ATP are required to pay an annual fee of **RM150** for one (1) year validity period commencing in 2022.

3.0 APPLICATION OF CPD REQUIREMENT

3.1 Submission of Application CPD Program

The application for the CPD program can be submitted after the registration as MBOT Approved Training Provider (ATP). Any ATP who wishes to apply for the application have to submit the application at least **two (2)** weeks before the proposed date of said CPD program.

3.2 Processing

- 1) The Secretariat will table the application to MBOT Quality, Education and Training Committee for approval.
- 2) The Secretariat will notify the ATP upon approval of the decision by the Committee.

3.3 Renewal

- 1) The validity period for each programme is valid in the current year subject to the conditions set by the Board from time to time.
- 2) ATP needs to renew and submit new application form after the expiration of the approval period or if needed.

4.0 BENEFIT OF BEING MBOT ATP

4.1 Enrolling as a training provider that is recognized by MBOT has the following advantages:

- 1) The details of CPD Programme approval may be used for promotional purposes by the ATP. Approved programme will displayed in MBOT website and CPD System portal.
- 2) ATP is allowed to include the following phrase on their promotional material. (E.g.: “MBOT CPD Approved: 6 CPD hours”).
- 3) The potential to get wider program participants including MBOT registrants, Technology Expert Panel (TEP), Government Organizations & Industries.
- 4) To establish collaboration with industry players & stakeholders in producing world-class Technicians & Technologists.

5.0 RESPONSIBILITIES OF MBOT ATP

5.1 Enrolling as a training provider that is recognized by the MBOT must follow the following role:

- 1) The reviewing and screening on the application will be based on the documents submitted or any physical inspection conducted by MBOT Secretariat.
- 2) ATP needs to display professionalism to ensure that the programmes provided are of quality while maintaining the ethics and good name of MBOT.
- 3) ATP must notify the secretariat if there is any change of premises or change of details programmes.
- 4) Approval of the application will be void by itself without any notice if there are any changes in terms of content of the program.
- 5) Please be advised that ATP is permitted to use the MBOT's logo for the approved event only.
- 6) Please contact the Secretariat or Corporate Communication Unit of MBOT if have any further enquiry regarding the promotional material.
- 7) The Board shall reserve any other provision to improve the above-mentioned procedures from time to time.

6.0 CORRESPONDENCE

All correspondence relating to CPD should be addressed to:

Secretariat
Malaysia Board of Technologists (MBOT)
A1-3-3, Ayer@8, Jalan P8G, Presint 8
62250, Putrajaya
Tel: +03-8800 6268
Fax: +603-8800 6208
Email: cpd@mbot.org.my

C. TYPES OF CPD ACTIVITIES

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

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
A1	Formal & Informal Education	<p>Formal Education:</p> <p>This include participation in activities that lead to gaining academic/professional qualifications and attendance at structured learning activities.</p> <p><i>(E.g.: Diploma/ Advanced Diploma/ Degree/ Master's/ PHD)</i></p>	10 CPD Hours	Maximum 12 CPD Hours
		<p>Informal Education:</p> <p>This activity run by a recognised institution or training provider covering specific technical subject's, sector specific subjects or generic training.</p> <p><i>(E.g.: Courses/ Training/ Workshop)</i></p>	Actual Contact Hours	<p>Maximum 30 CPD Hours for Professional Technologist</p> <p>Maximum 20 CPD Hours for Certified Technician</p>
A2	Congress/ Conference/ Seminar/ Symposium	<p>Must be within related field/ core business (Local & International).</p> <p>A conference should:</p> <p>(i) Contain plenary lectures/ symposia.</p> <p>(ii) Allow presentation of free communication/ poster, etc.</p>	<p>Half day (3 CPD Hours)</p> <p>Full day (6 CPD Hours)</p>	Maximum 12 CPD Hours
A3	Fellowships/ Attachment/ Study Tour	<p>Attended fellowships/ attachment/ study tour <i>(Include Hands-On & Skills Courses)</i>.</p>	Actual Contact Hours	Maximum 8 CPD Hours

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
A4	Committee or Project Member	Involvement as committee or project member for organising a related event/ seminar/ conference/ symposium/ lecture series etc.	Full day (4 CPD Hours) More than 1 day (6 CPD Hours)	Maximum 12 Hours
A5	Meeting	Attended meeting related to technological and technical profession.	2 CPD Hours	Maximum 10 CPD Hours
A6	Technical Paper Presentation at Official Function/ Seminar/ Meetings (Presenter/ Speakers)	Presentation on the following: (i) Plenary lecture/ long paper/ free paper/ short paper. (ii) Poster presentation in related field / core business.	5 CPD Hours	Maximum 10 CPD Hours
A7	Publication Of Articles in Journal/ Chapters in Book / Technical Reports	Indexed/ peer reviewed journal (authors & co-authors).	Authors (10 CPD Hours) Co-authors (5 CPD Hours)	Maximum 10 CPD Hours
		Non - indexed journal/ proceeding (authors & co-authors).	Authors (2 CPD Hours) Co-authors (1 CPD Hours)	Maximum 2 CPD Hours
		Book authors/ chapters in book (authors & co-authors).	Book Authors (10 CPD Hours) Chapters in book (5 CPD Hours)	Maximum 10 CPD Hours
		Technical reports/ bulletins/ techies.	Technical reports (5 CPD Hours) Bulletins (2 CPD Hours) Techies (5 CPD Hours)	

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
A8	Appointed as MBOT's Assessors <ul style="list-style-type: none"> Professional Assessor Panel 	1 full day assessment with at least 7 candidates assessed.	4 CPD Hours	Maximum 10 CPD Hours
		Half day assessment with at least 3-7 candidates assessed.	2 CPD Hours	
	<ul style="list-style-type: none"> Accreditation Assessor Panel Accreditation visits 	Full Accreditation.	8 CPD Hours	Maximum 15 CPD Hours
		Provisional Accreditation.	5 CPD Hours	
B1	Contribution for Technology and Technical Aspects Development	(i) Involved with National Occupational Skills Standard (NOSS) development. (ii) Involved with Written Instruction Manual (WIM).	5 CPD Hours	Maximum 15 CPD Hours
		(i) Appointed <i>Panel Pentauliahan</i> by JPK. (ii) Appointed Panel MQA with related technical and technology.	8 CPD Hours	
B2	Online Platform Related to Technical & Technology	CPD Online Platform that are available for members to attend live or access on demand at a later date. (Eg.: <i>Webinars, Virtual Workshops, Online Training/ Courses/ Conferences</i>)	1 Hours (1 CPD Hours) 2 - 4 Hours/ Half Day (2 CPD Hours) Full Day (4 CPD Hours) More Than 1 Day (Maximum 10 CPD Hours)	Maximum 10 CPD Hours
B3	Mentoring/ Coaching/ Judges/ Consultation Related to Profession	Be appointed as mentor, coach and judges for technical and technology related involvement activities.	5 CPD Hours	Maximum 10 CPD Hours Per Year

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
D1	Hands-On/ Special Project & R&D Activities Related in Technical & Technology	Involvement in relevant project development for innovation and creativity.	8 CPD Hours	Maximum 15 CPD Hours Per Year
D2	CSR Program & Relevant Voluntary Work	Participation in Corporate Social Responsibility (CSR) program/ project related to technical and technology environment.	2 CPD Hours	Maximum 5 CPD Hours
D3	Soft-Skills Related to Leadership and Management, Interpersonal Skills and Professional Conduct	Involvement in relevant courses/ training towards enhancing professionalism.	2 CPD Hours	Maximum 5 CPD Hours