

Renewal & Continuing Professional Development (CPD) Guidelines

Prepared For:

**Professional Technologists (Ts.) &
Certified Technicians (Tc.)**

A. RENEWAL OF REGISTRATION

1.0 In accordance with Section 25(1) of Technologists and Technicians Act 2015 (Act 768), the Board has hereby determined the certificate of registration issued to a Professional Technologist or Certified Technician may be renewed upon its expiry.

1.1 The application for renewal shall be made to the Board by the prescribed fee based on Technologists and Technicians (Fees) Regulation 2017 as below:

No.	Applicant	Renewal Of Registration
1.	Professional Technologists (Ts.)	RM 200 (below 60 years of age)
		RM 100 (age 60 years and above)
2.	Certified Technicians (Tc.)	RM 100 (below 60 years of age)
		RM 50 (age 60 years and above)

1.2 All professional registrants are given a period of twelve (12) months after the date of expiry of certificate registration. The registrants need to complete the CPD requirement to be eligible for yearly renewal.

B. REMOVAL FROM REGISTER

1.1 The Board shall order the removal from the Register to any Professional Technologist or Certified Technician who failed to renew the registration after twelve months (12) from the date of expiry of the certificate of registration.

1.2 A Professional Technologist or Certified Technician are prohibited to use the abbreviated title "Ts." or "Tc." in any business that represents or implies that he/she is a Professional Technologist or Certified Technician.

1.3 A registered person whose name is removed from the Register will receive notice of removal within seven (7) days of placing the order and the registered persons is allowed to reapply for registration under section 21 or 22, as the case may be.

C. RATIONALE OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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 programme for registered persons to further enhance their knowledge relating to their professions.

MBOT promotes lifelong learning through the implementation of 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.

D. CPD CONDITION FOR RENEWAL OF PROFESSIONAL REGISTRATION

1.0 INTRODUCTION

- 1.1 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 registration. The CPD activities must be relevant to the enhancement and competency of registrants. The CPD application should cover the related Technology and Technical area and **not limited** to the field registered and existing programmes approved by MBOT.

The objective of this requirement is to ensure those registered as Professional Technologists and Certified Technicians will constantly improve and upgrade their knowledge and skills. The formulation of the CPD is based on the industry requirements after going through a strict verification cycle with the Board under Quality, Training & Education Committee.

2.0 RENEWAL & CPD HISTORY

Minimum number of annual CPD hours required for Professional Technologists and Certified Technicians is as per determined by the Board from time to time.

Expiry Year	2021	2022 & 2023	2024
Renewal	Renewal without or with minimum CPD hours.	Renewal with complete CPD hours.	Renewal with minimum three (3) activities CPD per year.
CPD Requirement/ Condition	Minimum number of annual CPD hours.	Cumulative of CPD hours for the renewal year 2021 and year 2022. 50% reduction in CPD hours for newly registered in the year 2021.	The total cumulative CPD hours on the 3rd year for next renewal.
	Total CPD Hours Ts. : 30 Hours Tc. : 20 Hours	Total Cumulative CPD Hours Ts. : 30 Hours Tc. : 20 Hours Newly Register Year 2021 Ts. : 15 Hours Tc. : 10 Hours	Total Cumulative CPD Hours Ts. : 90 Hours Tc. : 60 Hours

3.0 SUBMISSION OF CPD HOURS APPLICATION

- 3.1 All Professional Technologists and Certified Technicians shall submit their CPD activities online on a regular basis, preferably after attendance of each event or programme through the MBOT CPD System (<https://cpd.mbot.org.my>).
- 3.2 Registrants need to maintain an appropriate record of all CPD activities undertaken and must complete the submission. When recording CPD activities, registrants should include information such as the name of programme, name of organizer, date, description of the activity, method of activity and all supporting documents for the Committee verification and approval.
- 3.3 All requests for CPD hours shall be made within the cumulative year of registration.

3.4 Verification of CPD hours requires evidence of attendance or participation in **either one** of the documents listed below:

- (1) Proof of Attendance (Certificate of Attendance/ Confirmation of Attendance / Letter of Participation)
- (2) Programme Book/ Tentative Programme
- (3) Course Structure
- (4) Documented Evidence (with verification)/ A Copy of the Published Article/ Journal/ Book/ Technical report (*For Category A7*)
- (5) Assessment Schedule/ Forms & Accreditation Visit Invitation Letter/ Schedule (*For Category A8*)
- (6) Certificate/ Exam Results/ To Submit Progress Report Verified by Supervisor (*For Category A1 – Formal Education*)
- (7) Letter of Appointment/ Appreciation for Activity or Other Means

3.5 CPD hours are determined by rounding to the nearest half-hour, with exclusions for meals, refreshment breaks, Q&A session and time allocated for keynote/ welcoming speech.

3.6 The Committee reserves the right to revoke programme approval if it determines that such approval was secured through the submission of fraudulent documents.

3.7 The Board shall not approve any application for the renewal of registration if the registrants do not comply with the CPD requirements.

4.0 CPD ACTIVITIES

4.1 There are 14 categories of activities that can count as professional development. It is crucial for CPD activities to incorporate a balanced mix of activities from various sections, ensuring that they are exclusively related to technical and technological aspects. The following are examples of CPD activities:

- (1) Formal/ Informal Education.
- (2) Congress/ Conference/ Seminar/ Symposium.

- (3) Fellowships/ Attachment/ Study Tour.
- (4) Committee or Project Member.
- (5) Technology & Technical Related Meetings.
- (6) Technical Paper Presentation at Official Function/ Seminar/ Meetings
- (7) Publication of Articles in Journal/ Chapters in Book / Technical Reports.
- (8) Appointed as MBOT's Assessors.
- (9) Contribution for Technology and Technical Aspects Development.
- (10) Online Platform Related to Technology & Technical.
- (11) Mentoring/ Coaching/ Judges/ Consultation Related to Profession & Technology.
- (12) Hands-On/ Special Project & R&D Activities Related in Technical & Technology.
- (13) CSR Programme & Relevant Voluntary Work.
- (14) Soft-Skills Related to Leadership and Management, Interpersonal Skills and Professional Conduct.

(Please refer to Appendix 1)

5.0 EXEMPTION FROM CPD

- 5.1 Considering the vast experience and expertise of professional registrants **aged 60 years and above**, the Board is pleased to announce the waiver of MBOT CPD hour requirements for this esteemed group. Nevertheless, the Board encourages these professionals to actively participate in CPD activities, particularly in contributing their expertise to MBOT, as well as engaging with other Technologists and Technicians.

E. CORRESPONDENCE

All correspondence relating to CPD should be addressed to:

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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	Formal Education: This include participation in activities that lead to gaining academic/professional qualifications and attendance at structured learning activities. <i>(E.g.: Diploma/ Advanced Diploma/ Degree/ Master's/ PHD)</i> * CPD Hours are given only once, upon completion of studies.	Full Time (10 CPD Hours)	Maximum 12 CPD Hours per year
			Part Time (5 CPD Hours)	Maximum 10 CPD Hours
		Informal Education: This activity run by a recognised institution or training provider covering specific technical subject's, sector specific subjects or generic training. <i>(E.g.: Courses/ Training/ Workshop/ Talk/ Technical Briefing/ Knowledge Sharing)</i>	Actual Contact Hours	Maximum 30 CPD Hours for Professional Technologist Maximum 20 CPD Hours for Certified Technician
A2	Congress/ Conference/ Seminar/ Symposium	Must be within related field/ core business (Local & International). A conference should include: i. Plenary lectures/ symposia. ii. Presentation of free communication/ poster, etc. iii. Exhibition (demonstrator/ speaker)	Half day (3 CPD Hours) Full day (6 CPD Hours)	Maximum 12 CPD Hours
A3	Fellowships/ Attachment/ Study Tour	Attending fellowships/ attachment/ study tour <i>(Include Hands-On & Skills Courses)</i> . <i>(E.g.: Site Visit)</i>	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. <i>(E.g.: Conference Activities (As Secretariat/ Facilitator)</i>	Full day (4 CPD Hours) More than 1 day (6 CPD Hours)	Maximum 12 Hours
A5	Technology & Technical Related Meeting	Attending meeting related to technological and technical profession. <i>(E.g.: Include Technical Working Group/ Exclude Technical Meeting Which Is Part of Daily/ Routine Works)</i>	2 CPD Hours	Maximum 10 CPD Hours
A6	Technical Paper Presentation at Official Function/ Seminar/ Meetings	Presentation on the following:s (i) Plenary lecture/ long paper/ free paper/ short paper. (ii) Poster presentation in related field / core business. <i>(E.g.: Presenter/ Speaker)</i>	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

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
		Technical reports/ bulletins/ techies.	Technical reports (5 CPD Hours) Bulletins (2 CPD Hours) Techies (5 CPD Hours)	
A8	Appointed as MBOT's Assessors <ul style="list-style-type: none"> Professional Assessor Panel 	4 to 7 candidates assessed.	4 CPD Hours	Maximum 10 CPD Hours
		3 and below 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	<ul style="list-style-type: none"> i. Involved with National Occupational Skills Standard (NOSS) development or related. ii. Involved with Written Instruction Material (WIM). 	5 CPD Hours	Maximum 15 CPD Hours
		<ul style="list-style-type: none"> i. Appointed TVET Panel by JPK. ii. Appointed Panel by MQA. iii. Appointed Panel by other professional/ regulatory/ ministry. 	8 CPD Hours	
		<ul style="list-style-type: none"> i. Reviewer Panel/ Evaluator (E.g.: Tender/ Procurement Technical Committee) 	5 CPD Hours	

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted	Remarks
B2	Online Platform Related to Technology & Technical	<p>Attending, viewing, or listening to educational content to enhance your knowledge and skills.</p> <p><i>(E.g.: Webinars, Virtual Workshops, Online Training/ Courses/ Conferences/ Self-Studies)</i></p>	<p>1 Hours (1 CPD Hours)</p> <p>2 - 4 Hours/ Half Day (2 CPD Hours)</p> <p>Full Day (4 CPD Hours)</p> <p>More Than 1 Day (Maximum 10 CPD Hours)</p>	Maximum 10 CPD Hours
B3	Mentoring/ Coaching/ Judges/ Consultation Related to Profession	Be appointed as mentor, coach, judges, part time lecturing or consultation for technical and technology related involvement activities.	5 CPD Hours	Maximum 10 CPD Hours Per Year
D1	Hands-On/ Special Project & R&D Activities Related in Technical & Technology	<p>Involvement in relevant project development for innovation and creativity.</p> <p><i>(E.g.: Innovation Competition/ Skill Award/ Research (As Researcher/ Demonstrator)</i></p>	8 CPD Hours	Maximum 15 CPD Hours Per Year
D2	CSR Programme & Relevant Voluntary Work	<p>Participation in Corporate Social Responsibility (CSR) programme/ project related to technical and technology environment.</p> <p><i>(E.g.: Voluntary Technical Training/ Maintenance/ Installation)</i></p>	2 CPD Hours	Maximum 5 CPD Hours
D3	Soft-Skills Related to Leadership and Management, Interpersonal Skills and Professional Conduct	<p>Involvement in relevant courses/ training towards enhancing professionalism.</p> <p><i>(E.g.: ISO/ Ethics/ Project Management/ Leadership)</i></p>	2 CPD Hours	Maximum 5 CPD Hours