

Guidelines for Registration of MBOT Approved Training Provider (ATP) & CPD Programme

Prepared For:

**MBOT Approved Training
Provider (ATP)**

A. 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 lifelong learning.

In general, MBOT ATPs are allowed to conduct programmes that could lead to Professional Technologists (Ts.) and Certified Technicians (Tc.) acquiring Continuing Professional Development (CPD) hours to fulfill renewal requirements.

B. APPLICATION FOR TRAINING PROVIDERS

Training providers registered as MBOT ATPs must meet the following criteria:

1.0 Company Registration

The entity must be registered or incorporated in Malaysia with **either one** of the following statuses:

- 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.

1.1 Appointment of Ts. & Tc. in MBOT ATP

- a. Each MBOT ATPs must have **at least one (1)** Professional Technologist (Ts.) or a Certified Technician (Tc.) with full-time status in the organization.
or;
- b. Each MBOT ATPs must have **at least two (2)** Professional Technologists (Ts.) or Certified Technicians (Tc.) appointed as associate partners.

1.2 Annual Fee

- a. All MBOT ATPs are required to pay an annual fee of **RM150** for **one (1) year** validity period subject to the conditions set by the Board from time to time.
- b. MBOT ATPs needs to renew and submit new application form after the expiration of the approval period or if needed.

1.3 Verification Document Checklist

Training providers registered as MBOT ATPs must attach the document as below:

- a. A Copy of Company Profile.
- b. A Copy of Letter of Appointment/ Copy of Certificate of Professional Registration
- c. A Copy of Receipt Payment.

C. APPLICATION OF CPD PROGRAMME

MBOT ATPs must follow the process of application programme as below:

1.0 Submission of Application CPD Programme

- a. The application for the CPD programme can be submitted after completing the registration as MBOT Approved Training Provider (ATP).
- b. Any MBOT ATPs who wishes to organise CPD activities may apply for the application not less than **one (1) month** before the proposed date of said CPD programme.
- c. MBOT ATPs must fill in all sections in the MBOT Training Provider Registration Form.

1.1 Verification Document Checklist

MBOT ATPs must include all supporting documents as stated below:

- a. A copy of the programme kit including detail of programme outline (modules/ tentative/ agenda or etc.).
- b. A sample of poster, brochures, or flyers (promotional purpose).
- c. A sample of certificate (certification after completion of the programme or after the test).
- d. Speaker or trainer profiles for each related course.
- e. Documentary evidence from certification body (for professional certification course only).
- f. Any other relevant documentation deemed supportive of the application.

1.2 Processing and Approval

- a. The application will be screened and discussed in the MBOT Quality, Education and Training Committee for approval.
- b. The Committee will decide on the number of hours to be approved. The decision of the Committee shall be FINAL.
- c. The Committee may review or withdraw the approved hours given to the organisers if they fail to comply in accordance with their application.
- d. The Secretariat will notify the ATP the soonest upon approval of the decision by the Committee.

1.3 Renewal of CPD Programme

- a. The validity period for each programme is **one (1) year** from registered date of MBOT ATPs subject to the conditions set by the Board from time to time.
- b. MBOT ATPs need to renew and submit new application form after the expiration of the approval period or if needed.

D. BENEFIT OF BEING MBOT ATP

- 1.0 Enrolling as a training provider that is recognised by MBOT has the following advantages:

- a. The details of CPD programme approval may be used for promotional purposes by the ATP. Approved programme will be displayed in the MBOT website and CPD System portal.
- b. The ATP is allowed to use MBOT ATPs logo for promotional purposes.
- c. The potential to get wider programme participants including MBOT registrants, Technology Expert Panel (TEP), Government Organizations & Industries.
- d. Establishing collaboration with industry players & stakeholders in producing world-class Technicians & Technologists.

E. RESPONSIBILITIES OF MBOT ATP

1.0 Enrolling as a training provider acknowledged by MBOT involves adherence to the following roles:

- a. Please be advised that the ATP is permitted to use the MBOT ATPs logo for the approved programme only. The approval tagline which can be incorporated in the ATP advertising and promotion materials shall be as follows. (MBOT CPD Approved: 6 CPD hours).
- b. The ATP must notify the secretariat if there is any change of premises or change of details programme. Approval of the application will be void by itself without any notice if there are any changes in terms of content of the programme.
- c. The reviewing and screening of the application will be based on the documents submitted or any physical inspection conducted by MBOT Secretariat.
- d. The ATP needs to display professionalism to ensure that the programme provided are of quality while maintaining the ethics and good name of MBOT.
- e. Please contact the Secretariat or Corporate Communication Unit of MBOT if the ATP has any further enquiry regarding the promotional material.
- f. The Board shall reserve any other provision to improve the above-mentioned procedures from time to time.

F. CORRESPONDENCE

All correspondence relating to MBOT ATPs should be addressed to:

Secretariat

Malaysia Board of Technologists (MBOT)

A1-3-3, Ayer@8, Jalan P8G, Presint 8, 62250, Putrajaya

Tel: +03-8800 6206 | Fax: +603-8800 6208

Email: cpd@mbot.org.my

TYPES OF CPD ACTIVITIES

The following CPD activities that MBOT ATPs may apply for the CPD Programme. The CPD activities should only related to technology and technical.

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted
A1	Informal Education	<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/ Talk/ Technical Briefing/ Knowledge Sharing)</i></p>	Actual Contact Hours
A2	Congress/ Conference/ Seminar/ Symposium	<p>Must be within related field/ core business (Local & International).</p> <p>A conference should include:</p> <ol style="list-style-type: none"> i. Plenary lectures/ symposia. ii. Presentation of free communication/ poster, etc. iii. Exhibition (demonstrator/ speaker). 	<p>Half day (3 CPD Hours)</p> <p>Full day (6 CPD Hours)</p>
A3	Fellowships/ Attachment/ Study Tour	<p>Attended fellowships/ attachment/ study tour <i>(Include Hands-On & Skills Courses)</i>.</p> <p><i>(E.g.: Site Visit)</i></p>	Actual Contact Hours
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>

CPD Code	CPD Activity	Criteria / Explanatory Notes	CPD Hours Granted
D1	Hands-On/ Special Project & R&D Activities Related in Technical & Technology	Involvement in relevant project development for innovation and creativity. <i>(E.g.: Innovation Competition/ Skill Award/ Research (As Researcher/ Demonstrator))</i>	8 CPD Hours
D2	CSR Programme & Relevant Voluntary Work	Participation in Corporate Social Responsibility (CSR) programme/ project related to technical and technology environment. <i>(E.g.: Voluntary Technical Training/ Maintenance/ Installation)</i>	2 CPD Hours
D3	Soft-Skills Related to Leadership and Management, Interpersonal Skills and Professional Conduct	Involvement in relevant courses/ training towards enhancing professionalism. <i>(E.g.: ISO/ Ethics/ Project Management)</i>	2 CPD Hours