CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES

PROFESSIONAL REGISTRANTS

MALAYSIA BOARD OF TECHNOLOGISTS

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 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 title. The CPD activities must be relevant to the enhancement and competency of members. The CPD application should cover the related Technology and Technical area and **not limited** to the field registered and existing programs approved by MBOT.

The objective of this requirement is to ensure those registered as Professional Technologists and Certified Technicians will continually 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 and Technology Expert Panels (TEP).

2.0   CPD ACTIVITIES

2.1   Generally, there are 14 categories of CPD activities can be obtained through:

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

(Refer to Appendix 1)

3.0   OTHERS

Each of the CPD hours will have to be recorded by through MBOT's CPD System.

4.0   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	Formal Education: This include participation in activities that lead to gaining academic/professional qualifications and attendance at structured learning activities. *(E.g.: Diploma/ Advanced Diploma/ Degree/ Master's/ PHD)*	10 CPD Hours	Maximum 12 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. *(E.g.: Courses/ Training/ Workshop)*	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: (i) Contain plenary lectures/ symposia. (ii) Allow presentation of free communication/ poster, etc.	Half day (3 CPD Hours) Full day (6 CPD Hours)	Maximum 12 CPD Hours
A3	Fellowships/ Attachment/ Study Tour	Attended fellowships/ attachment/ study tour *(Include Hands-On & Skills Courses).*	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 • 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	
	• 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 *Panel Pentauliahan* 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.: *Webinars, Virtual Workshops, Online Training/ Courses/ Conferences*)	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