|  |  |  |
| --- | --- | --- |
| A picture containing clipart  Description automatically generated | **CPD HOURS REQUEST FORM FOR**  **PROFESSIONAL TECHNOLOGIST & CERTIFIED TECHNICIANS** | **FORM A** |

**INSTRUCTIONS TO APPLICANT**

1. Use separate Form for each event.
2. Completed Form must be submitted together with the supporting document. Please refer *Appendix 1*.
3. All decisions of the Board regarding this application is final.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Application Type *(****Please tick ( / ) where applicable)*   **Professional Technologist (Ts.) Certified Technicians (Tc.)** | | | | | | |
| **B. Personal Details** | | | | | | |
| Name Of Applicant : |  | | | | | |
| IC Number/Passport No. : |  | | Registration No. : | |  | |
| Email Address : |  | | Phone No. : | |  | |
| **C. Details Of Activity** | | | | | | |
| Title Of Programme / Training : |  | | | | | |
| Programme in MBOT ATP List? | Yes No | | | | | |
| Name Of Organiser : |  | | | | | |
| Venue : |  | | | | | |
| Start Date : |  | | End Date : | |  | |
| Number Of Days : |  | | | | | |
| Total CPD Hours Requested:  *(Excluding breaks, lunch, etc.)* |  | | | | | |
| MBOT Related Field Of  Technology  *(Please tick ( / ) where applicable)* | 🞏 Aerospace and Aviation Technology (AV)  🞏 Agro-Based Technology (AF)  🞏 Art Design & Creative Multimedia Technology (AM)  🞏 Atmospheric Science & Environment Technology (AC)  🞏 Automotive Technology (AT)  🞏 Biotechnology (BT)  🞏 Building & Construction Technology (BC)  🞏 Chemical Technology (CM)  🞏 Cyber Security Technology (CS)  🞏 Electrical & Electronics Technology (EE)  🞏 Food Technology (FT)  🞏 Green Technology (GT)  🞏 Information & Computing Technology (IT)  🞏 Manufacturing & Industrial Technology (ME)  🞏 Marine Technology (MR)  🞏 Maritime Technology (MI)  🞏 Material Science Technology (MT)  🞏 Nanotechnology (NT)  🞏 Nuclear & Radiological Technology (NR)  🞏 Oil & Gas Technology (OG)  🞏 Resource Based, Survey & Geomatics Technology (RG)  🞏 Telecommunication & Broadcasting Technology (TB)  🞏 Transportation & Logistics Technology (TL) | | Type of CPD Activity  *(Please tick ( / ) where applicable)* | | 🞏 A1 - Courses/Training/Workshop  🞏 A2 - Congress/Conference/ Seminar/Symposium  🞏 A3 - Fellowships/Attachment/Study Tour  🞏 A4 - Committee or Project Member  🞏 A5 - Meeting  🞏 A6 - Technical Paper Presentation at official  meeting/function (Presenter/Speaker)  🞏 A7 - Publication of articles in journal/chapters  in book/ technical reports  🞏 A8 - Appointed as MBOT Assessor  🞏 B1 - Involved in Skills Malaysia as part of TVET  involvement  🞏 B2 - Contribution for TVET Development i.e. skills  related to Technology and Technical aspects  🞏 C1 - Programme hosted by MBOT  🞏 C2 – Online Platform (Webinar/Virtual Workshop,  Training, Conferences and etc./Online Courses  🞏 C3 – Mentoring/Coaching  🞏 Others (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | | | | | |
| *Programme Summary* | | | | | | |
| E. For Office Use Only | | | | | | |
| **Approved Rejected** | | | | | | |
| Total CPD Granted : | |  | | Date : | |  |

|  |  |
| --- | --- |
| A picture containing clipart  Description automatically generated | **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**  **CPD SUMMARY RECORD SHEET** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Of Applicant :** |  | **Expiry Date :** |  |
| **IC Number/Passport No. :** |  | **Year :** |  |
| **Registration No. :** |  | **Technology Field :** | ***ME*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CPD Activity Code** | **Title of Programme/ Training** | **Date** | **CPD Hours** |
| ***A1*** | *Kursus Asas Pengenalan, Pendawaian, Pemasangan dan Selenggara Alat Penyaman Udara (Aircond)* |  | ***12*** |
| ***A2*** | *Mbot Smart Technology Summit 2019* |  | *6* |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Total CPD Hours** | | |  |

I hereby declare that the above information is true and correct to the best of my knowledge.

..................................... Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Applicant)

Please tick before submission: -

Form is duly completed

Relevant supporting documents required under Clause Section 25(1) are attached.

*Appendix 1*

**CHECKLIST & VERIFICATION OF CPD POINTS**

|  |  |  |
| --- | --- | --- |
| CPD Category Code | Verification Accepted | Remarks |
| A1, A4 | * Invitation letter * Proof of attendance * Certificate of attendance * Confirmation of attendance / letter of participation * Program book/ tentative program * Course structure |  |
| A2, A3, A6,  B3,  C1, C2, C3 | * Invitation letter * Proof of attendance * Certificate of attendance * Confirmation of attendance / letter of participation * Program book/ tentative program |  |
| A5 | * Invitation letter * Proof of attendance – agenda & meeting minutes |  |
| A7 | * Documented evidence (with verification) needs to be produced * A copy of the published article/ journal/ book/ technical report |  |
| A8 | * Assessment invitation letter/email * Assessment schedule * Assessment forms * Appointment letter * Accreditation visit invitation letter * Accreditation visit schedule |  |
| B1 | * Invitation letter * Certificate of attendance |  |
| B2 | * Appointment letter * Invitation letter attending related program |  |