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| 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 OfTechnology*(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
 |  |