



BOARD OF ENGINEERS MALAYSIA

CPD 7/2003

CONTINUING PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL ENGINEERS CPD RECORD SHEET No. 1

Name : _____
P.E. No. : _____

Year : _____

Ref.	Date	CPD activity/topic/provider	Time (hours)		
			Actual	Weight factor	Allowable Weighted hours
1. Formal Education and Training Activities (time weighted factor = 2)					
Total Weighted Hours =					
Total Allowable Weighted Hours (No limit) =					
2a. Informal Learning Activities - on job learning (time weighted factors = 1)					
Total Weighted Hours =					
Total Allowable Weighted Hours (Maximum 20 hours per year) =					
2b. Informal Learning Activities - private study (time weighted factors = 0.5)					
Total Weighted Hours =					
Total Allowable Weighted Hours (Maximum 10 hours per year) =					

BOARD OF ENGINEERS MALAYSIA
CONTINUING PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL ENGINEERS
CPD RECORD SHEET No. 2

Name : _____
P.E. No. : _____

Year : _____

Ref.	Date	CPD activity/topic/provider	Time (hours)		
			Actual	Weight factor	Allowable Weighted
3. Conference and Meeting (time weighted factor = 1)					
Total Weighted Hours =					
Total Allowable Weighted Hours (no limit) =					
4. Presentation and Papers (time weighted factors = 10)					
Total Weighted Hours =					
Total Allowable Weighted Hours (Maximum 30 hours) =					
5. Service Activities (time weighted factor = 1)					
Total Weighted Hours =					
Total Allowable Weighted Hours (Maximum 30 hours) =					

BOARD OF ENGINEERS MALAYSIA
CONTINUING PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL ENGINEERS
CPD RECORD SHEET No. 3

Name : _____
P.E. No. : _____

Year : _____

Ref.	Date	CPD activity/topic/provider	Time (hours)		
			Actual	Weight factor	Allowable Weighted
6. Industry Involvement (for academician) (time weighted factor = 1)					
Total Weighted Hours =					
Total Allowable Weighted Hours (Maximum 30 hours) =					

Every practising Professional Engineer must submit his CPD records together with his application for renewal of registration with the Board of Engineers Malaysia. The Board will make random check (normally at 10% per year) on the submission.

If he has recorded CPD in another format, he has to submit that with the statement of experience. His record must be comprehensive and includes as a minimum details as shown on the pro format above.

- a. CPD brought forward from the previous 2 years _____ hours
- b. CPD for this year [1 + 2a + 2b + 3 + 4 + 5 + 6] _____ hours
- c. Average for this year [(a + b) / 3] _____ hours

(Please note that the average CPD hours must not be less than 50 per year over a three year period)