

GUIDELINES ON CPD APPLICATIONS

1. APPLICATIONS FROM TDs / BRANCHES ON CPD ACTIVITIES

Application with regards to CPD activities should be submitted to IEM HQ **at least one month** before the event takes place. Branches are **not allowed** to issue its own CPD Hours and all activities for CPD have to be pre-approved by IEM HQ.

IEM Branches/Technical Divisions when jointly organizing or supporting activities by other organization the Branches/TDs should consider the following criteria before accepting requests from other organizations.

- i. There must be technical / management input from IEM
- ii. IEM must be involved in the organizing of the activity
- iii. There must be profit sharing with IEM

Branches and TDs also need to ensure that there is “no financial liability to IEM” with regard to the 3rd item as stated above. If the above criteria are not met, the IEM Training Board has the authority to charge the third party for CPD Hours accreditation.

IEM HQ had also decided that no “**back-dating approval of CPD Events**” would be allowed.

2. COURSES ORGANISED BY PROVIDERS

The Technical Divisions/Branches are to ensure that there are quality activities for the IEM members to participate as well as to ensure the success of the CPD Program. TDs are reminded that to be evaluated the activities organize must have the followings:-

- a. Detailed program related to engineering content;
- b. The speaker/s invited should be credentials and prominent;
- c. If the speaker/s is non-PE but possesses more than 15 years of specific experience in that relevant engineering field or who has been involved with innovative engineering works
(*Speakers credentials are detailed under item 4*)

3. ALLOCATION OF CPD HOURS – *Based on actual Contact Hours*

Since 2005 CPD Hour are implemented to all Professional Engineers registered with BEM, all CPD hours allocated for IEM activities are done based on the pre-BEM-approved list for IEM Activities that was submitted way back then when CPD was at its infancy stage.

In 2009, due to queries from the BEM that there was IEM Branch issued their own CPD without knowledge from IEM HQ (Training Board) as it did not carry the HQ’s registration number. BEM had requested that IEM Training Board should be more stringent in its evaluation in future and as per practice of BEM; that is based on actual learning contact time. Sources of activities are from TDs and Branches and Committees whilst the Training Board is only to facilitate the issuance of CPD hours. The Training Board encourages TDs and Branches to conduct relevant and appropriate programs for the benefit of members. Due to queries from the BEM as mentioned above with regard to the method of allocating CPD hours, the IEM Training Board had decided that CPD hour would be allocated based on actual contact hours for courses/seminars following BEM’s practice.

4. CREDENTIALS OF SPEAKERS

The key element resulting from the activity being –sufficient evidence that the knowledge and skills could be imparted to the targeted Professional Engineers. Apart from the level of difficulty in the activity content, the credential of the presenter is of utmost importance. The presenter must be in any of the following category (according to prerequisites laid down by BEM):

- (i) shall be a Professional Engineer who has more than 7 years of practical experience or who has been involved in the research of specific engineering works,
- (ii) a non-Professional Engineer but possesses more than 15 years of specific experience in that relevant engineering field or who has been involved with innovative engineering works,
- (iii) a scientist who has published a paper or papers on the subject (engineering or topics relevant to engineering) delivered in distinguished publications, conference proceedings, professional journals or books,
- (iv) a person who possesses qualification (s) or knowledge or authority on the subject matter acceptable to the IEM’s Training Board.

5. EVALUATION FORM FOR IEM CPD TALKS

The IEM Training Board, Standing Committee on Examination and Training is to monitor CPD programmes to ensure their proper conduct and to ensure the contents and presenters meet the requirements of the CPD Policy set by the Board of Engineers Malaysia. Apart from the auditing of seminars/courses, which has been carried out by approved auditors and still is, the Training Board will conduct surveys of IEM talks through evaluation forms during the talks, to gauge feedback from participants.

The completed forms are to be submitted immediately after the talks to TB Secretariat, for compilation and analysis by the Board Committee. We appreciate that all TD chairmen/talks chairperson announce this to all participant at the start of the talks and encouraged them to fill-up the questionnaires.

6. AUDITING OF CPD APPROVED ACTIVITIES

IEM as Certified Body of BEM to implement the BEM’s policy and guidelines on PDP and CPD programme reserves the right to carry out monitoring activities of the program to ensure the proper conduct of the CPD program by the Training Providers.

Quality Assurance

For the purpose of assessing the programme contents and to ensure that the presenters meet the requirements of the Board of Engineers Malaysia CPD policy, the programme Provider shall made available arrangement to facilitate the evaluation programme. Training Board may provide summary observation by the auditor. The evaluator may also comment on matters of concern and make suggestions for improvement of the courses with the Provider if necessary