

FREQUENTLY ASKED QUESTIONS - CPD MALAYSIA BOARD OF TECHNOLOGISTS (MBOT)

NO.	QUESTION	DESCRIPTION
MBOT CPD SYSTEM		
1.	I forgot my login details. What should I do?	<ul style="list-style-type: none"> i. Contact us at registration@mbot.org.my or 03-8800 6216. ii. Click "I forgot my password" to reset your password. Enter your email address and click Send Password Reset Link. You will receive an email to reset the new password.
2.	I could not sign in. What should I do?	<p>If you could not log in to a website with Email Address, try the following:</p> <ul style="list-style-type: none"> i. Please note that only Professional Technologists (Ts.) & Certified Technicians (Tc.) are required to log in and collect CPD points. ii. Please ensure that you typed your password correctly. If you have forgotten your password, try to reset it. iii. If you wish to update your email address, please call at 03-8800 6217 or email helpdesk-cpd@mbot.org.my. iv. Check that the MBOT CPD System network isn't temporarily out of services.
3.	How do I claim CPD Hours?	<p>All Professional Technologists (Ts.) and Certified Technicians (Tc.) are required to log in to the MBOT CPD System to record their CPD hours. The steps are:</p> <ul style="list-style-type: none"> i. Enter your details and click Log In ii. Click the +Add Activity button to access the CPD hours request form. iii. Choose <i>programme</i> from list to claim CPD Points – the CPD Points will be automatically added to your account. iv. If the programme that you attended is not listed, you can still submit the application.

4.	Where do I access the list of Approved Programmes under my expertise so that I can start claiming CPD Hours?	Dashboard Page of MBOT CPD System – You can click List of Approved Programmes on your specialty / Fields of Technology.
5.	Where do I submit the Unlisted Programmes?	<ol style="list-style-type: none"> i. In the CPD dashboard, click on CPD Point Application then click on Current. ii. Click the <i>+Add Activity</i> button to open the CPD hours request form. iii. In the Name of Programme/ Training, tick the box Click Here If Programme Not Listed iv. Fill in all the required fields and click Submit. <p>Before you submit the unlisted programme, kindly go to Search and look for the keyword of the programme. If the programme is not found in the system, you may proceed to submit the application.</p>
6.	How do I view my CPD hours?	<ol style="list-style-type: none"> i. Login ii. Go to Dashboard Page iii. Click More Info at CPD Application Status
7.	Who do I contact if I have any difficulty to login?	If you are still having difficulty to login, please contact us at helpdesk-cpd@mbot.org.my or 03 – 8800 6217 .
GENERAL INFO CPD & RENEWAL		
1.	Who can apply CPD hours?	The CPD requirement shall apply to all Professional Technologists (Ts.) and Certified Technicians (Ts.) as stipulated in the Circular for the renewal of the professional registration.
2.	What is the CPD requirement for year 2023?	Starting in 2023, the Board agreed for accumulation policy for a period of three (3) years.

3.	What is the cumulative amount of CPD hours collection for a period of three (3) years?	<p>The cumulative amount of CPD hours collection for a period of three (3) years are as below:</p> <table border="1" data-bbox="581 302 1471 541"> <thead> <tr> <th data-bbox="581 302 646 411">Bil</th> <th data-bbox="646 302 1057 411">Category</th> <th data-bbox="1057 302 1247 411">Total CPD Hours Cumulative</th> <th data-bbox="1247 302 1471 411">Period of Collection Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 411 646 485">1.</td> <td data-bbox="646 411 1057 485">Professional Technologist (Ts.)</td> <td data-bbox="1057 411 1247 485">90 Hours</td> <td data-bbox="1247 411 1471 541" rowspan="2">3 Years (Starting 2023)</td> </tr> <tr> <td data-bbox="581 485 646 541">2.</td> <td data-bbox="646 485 1057 541">Certified Technicians (Tc.)</td> <td data-bbox="1057 485 1247 541">60 Hours</td> </tr> </tbody> </table>	Bil	Category	Total CPD Hours Cumulative	Period of Collection Year	1.	Professional Technologist (Ts.)	90 Hours	3 Years (Starting 2023)	2.	Certified Technicians (Tc.)	60 Hours
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1.	Professional Technologist (Ts.)	90 Hours	3 Years (Starting 2023)										
2.	Certified Technicians (Tc.)	60 Hours											
4.	What is the condition for yearly renewal?	<p>You are required to complete a minimum 3 CPD activities per year to be eligible for yearly renewal and complete the total cumulative CPD hours on the 3rd year for next renewal. Refer to the example condition below.</p> <p>Eg: Expiry Date: 05/02/2024</p> <table border="1" data-bbox="581 877 1471 1136"> <thead> <tr> <th data-bbox="581 877 756 989">Cycle Rolling Years</th> <th data-bbox="756 877 980 989">Year 1 (05/02/2023 to 04/02/2024)</th> <th data-bbox="980 877 1205 989">Year 2 (05/02/2024 to 04/02/2025)</th> <th data-bbox="1205 877 1471 989">Year 3 (05/02/2025 to 04/02/2026)</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 989 756 1136">Condition</td> <td data-bbox="756 989 980 1136">Required to renew with completed 3 activities CPD</td> <td data-bbox="980 989 1205 1136">Required to renew with completed 3 activities CPD</td> <td data-bbox="1205 989 1471 1136">Required to renew with completed total CPD Hours (Ts. : 90 Tc. : 60)</td> </tr> </tbody> </table>	Cycle Rolling Years	Year 1 (05/02/2023 to 04/02/2024)	Year 2 (05/02/2024 to 04/02/2025)	Year 3 (05/02/2025 to 04/02/2026)	Condition	Required to renew with completed 3 activities CPD	Required to renew with completed 3 activities CPD	Required to renew with completed total CPD Hours (Ts. : 90 Tc. : 60)			
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Condition	Required to renew with completed 3 activities CPD	Required to renew with completed 3 activities CPD	Required to renew with completed total CPD Hours (Ts. : 90 Tc. : 60)										
5.	How do I record my CPD hours?	<p>MBOT CPD hours must be recorded in MBOT CPD System (https://cpd.mbot.org.my/login). It is advisable to submit your complete CPD application in prior to attending the programme to ensure that the program is approved by MBOT. Please ensure to attach the supporting documents i.e. the program contents and itinerary accordingly.</p>											
6.	How long does MBOT take for the approval of CPD application?	<p>The process will take less than 2 months.</p>											
7.	Can I join any activities that are not related in my technology field and claim CPD hours?	<p>Yes. The CPD application should cover the related Technology and Technical area but not limited to the field registered and existing programs approved by MBOT.</p>											

8.	What happen if I fail to obtain collection minimum CPD activities as stipulated in the Circular for the renewal of the professional title?	You will not be allowed to renew the professional registration. You need to submit any related activities to complete the minimum requirements.
9.	What happen if I am unable to complete 90 or 60 CPD Hours in the 3rd year?	In accordance with Section 25(1) of Technologists and Technicians Act 2015 (Act 768), you are not allowed to renew for the next renewal.
10.	What happen if I missed to renew my professional certificate and it already expired, what should I do?	All professional registrants are given a period of twelve (12) months after the date of expiry of certificate registration. The registrants need to complete the CPD hours to be eligible for yearly renewal.
11.	When and how do I made a renewal payment?	You may apply for renewal at MBOT CPD System after completed a minimum CPD requirement. The renewal payment link will be sent to the registered email and MBOT Registration System (*Please check your profile and choose the payment part).
12	Can I pay for the renewal in a single payment for three (3) years?	No. You need to pay renewal registration for each year after completing at least 3 activities per year.
13.	How can I get the latest renewal certificate and payment receipt?	<ul style="list-style-type: none"> • The original professional certificate: MBOT Registration System. • The latest renewal certificate: MBOT CPD System. • The renewal payment receipt: MBOT Registration System.