

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

NO.	QUESTION	DESCRIPTION
ACCOUNT & LOGIN		
1.	Who can access the MBOT CPD System?	The MBOT CPD System is accessible only to Professional Technologists (Ts.) and Certified Technicians (Tc.) to record CPD activities and manage annual renewal.
2.	I forgot my password or cannot log in. What should I do?	Click Forgot Password on the login page and follow the instructions to reset your password. If you still cannot access your account, please contact: - Email: helpdesk-cpd@mbot.org.my - Tel: +603-8861 9078
3.	Why can't I log in using my registered email?	Possible reasons include: - Incorrect login credentials - Registered email has been changed - Professional registration is inactive - Temporary system maintenance
4.	I changed my registered email address, but my CPD records are missing.	Please contact the MBOT CPD Unit for verification. Your CPD records will be restored after verification.
CPD ACTIVITIES		
5.	How do I submit a CPD activity?	- Log in to the MBOT CPD System. - Click Add Activity. - Search for the programme. - If the programme is not listed, select Programme Not Listed. - Upload the required supporting documents. - Submit your application.
6.	How do I submit an Unlisted Programme?	Before submitting, search the programme in the system. If it is unavailable: - Go to CPD Point Application. - Select Current. - Click + Add Activity. - Tick Click Here If Programme Not Listed. - Complete all required information. - Upload supporting documents. - Click Submit.

7.	How do I view my CPD hours?	i. Log in. ii. Go to Dashboard. iii. Click More Info under CPD Application Status.													
8.	How long does CPD approval take?	CPD applications are normally processed within two (2) months , subject to complete documentation.													
9.	Can I claim CPD Hours for programmes organised by organisations other than MBOT?	Yes, provided the activities: - are relevant to technology or professional development; and - align with MBOT Fields of Technology.													
10.	Can I claim CPD Hours for activities attended before becoming a Ts./Tc.?	No. Only activities attended after professional registration and within the applicable CPD accumulation period are eligible.													
11.	Can I edit my CPD application after submission?	No. Once submitted, the application cannot be edited. If amendments are required, please contact the MBOT Renewal Unit.													
12.	My CPD application is still pending. Can I renew my registration?	No. Renewal can only be submitted after the required CPD activities have been approved.													
CPD REQUIREMENTS															
13.	Who is required to fulfil the CPD requirements?	All Professional Technologists (Ts.) and Certified Technicians (Tc.) are required to fulfil the CPD requirements in accordance with the Circular on Professional Registration Renewal.													
14.	What is the CPD policy effective from 2023?	Beginning in 2023, MBOT adopted a three-year cumulative CPD policy .													
15.	What is the cumulative amount of CPD hours collection for a period of three (3) years?	The cumulative amount of CPD hours collection for a period of three (3) years is as below: <table><tr><th>Bil</th><th>Category</th><th>Total CPD Hours Cumulative</th><th>Period of Collection Year</th></tr><tr><td>1.</td><td>Professional Technologist (Ts.)</td><td>90 Hours</td><td rowspan="2">3 Years (Starting 2023)</td></tr><tr><td>2.</td><td>Certified Technicians (Tc.)</td><td>60 Hours</td></tr></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													

16.	What is the condition for yearly renewal?	You are required to complete a minimum of 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. Eg: Expiry Date: 04/02/2024 <table><tr><th>Cycle Rolling Years</th><th>Year 1 (05/02/2023 to 04/02/2024)</th><th>Year 2 (05/02/2024 to 04/02/2025)</th><th>Year 3 (05/02/2025 to 04/02/2026)</th></tr><tr><th>Condition</th><td>Required to renew with completed 3 activities CPD</td><td>Required to renew with completed 3 activities CPD</td><td>Required to renew with completed total CPD Hours (Ts. : 90 Tc. : 60)</td></tr></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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17.	Can I participate in activities outside my registered technology field?	Yes. The activities should still relate to technology, technical knowledge, or professional development recognised by MBOT.								
18.	What happens if I do not complete the minimum three (3) CPD activities?	You will not be eligible to renew your professional registration until the minimum requirement has been fulfilled.								
19.	What happens if I fail to achieve 90 (Ts.) or 60 (Tc.) CPD hours by the third year?	Under Section 25(1) of the Technologists and Technicians Act 2015 (Act 768), you will not be eligible to renew your professional registration.								
RENEWAL										
20.	When can I renew my professional registration?	You may renew your registration once you have fulfilled the required CPD requirements for the applicable renewal year.								
21.	Can I renew it before my registration expires?	Yes. Members are encouraged to renew before the expiry date once all CPD requirements have been completed.								
22.	What happens if my registration has expired?	Professional registrants are given a 12-month grace period from the expiry date to renew their registration, subject to meeting the CPD requirements.								
23.	How do I make the renewal payment?	After meeting the CPD requirements, submit your renewal application through the MBOT CPD System. A payment link will be sent to your registered email and will also be available in the MBOT Registration System.								
24.	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.								

25.	My payment was successful but is not reflected in the system. What should I do?	Please allow some processing time. If the payment is still not reflected after a reasonable period, contact the MBOT Secretariat with your payment receipt for verification.
26.	Where can I download my renewal certificate and payment receipt?	• The original professional certificate: MBOT Registration System. • The latest renewal certificate: MBOT CPD System. • The renewal payment receipt: MBOT Registration System.
27.	Do members aged 60 and above need to fulfil CPD requirements?	Professional registrants aged 60 and above are exempted from the CPD requirement for renewal. However, they are encouraged to continue participating in CPD activities to maintain their professional competence.
RE-REGISTRATION		
28.	Who needs to apply for re-registration?	Professional Technologists (Ts.) and Certified Technicians (Tc.) whose registration has expired for more than 12 months and whose names have been removed from the MBOT Register.
29.	What documents are required for re-registration?	Applicants are required to submit: i. Completed Re-registration Application Form ii. Updated Curriculum Vitae (CV) iii. Supporting documents iv. Verification by an active Professional Technologist (Ts.) v. Proof of payment of the assessment fee
30.	What happens after I submit my application?	Your application will undergo the following process: i. Verification by the MBOT Secretariat ii. Assessment by the Professional Assessor Panel iii. Review by the relevant Committee iv. Approval by the Board Once approved, you will be notified to pay the registration fee before your name is reinstated to the MBOT Register.
31.	Can I continue using the title "Ts." or "Tc." while waiting for re-registration approval?	No. A person whose name has been removed from the MBOT Register must not use the professional title "Ts." or "Tc." until the re-registration application has been approved and the registration has been officially reinstated.