

## **About CPD**

The Board's Continuing Professional Development (CPD) programme for Professional Engineers (PE) is to reinforce the need for lifelong learning. It is in line with the emerging global trend towards promoting and ensuring continuous learning by engineers and other professionals so as to maintain their competency.

## **CPD Activities**

CPD activities are activities which a PE chooses to participate in. As a PE may be operating under circumstances which are unique to him/her, the focus of the CPD activities is best left to each PE to decide. The principle that applies is that the chosen CPD activities chosen must be relevant to the scope of practice of each PE.

The Board therefore allows each PE the flexibility to select from amongst a broad range of activities. The range of activities listed in this CPD programme are not intended to be inclusive but serve as a general guide. Relevant activities are those that will enable one to:

- Maintain, improve, or expand technical skills and knowledge;
- Keep abreast of changing procedures and standards;
- Understand and apply advances in technology;
- Better serve the engineering profession, community and environment;
- Develop communication and management skills; and
- Broaden into related fields, such as those covering management, financial or legal aspects.

There are two types of CPD activity:

- Structured activity refers to an activity that has been qualified for PDU.
- Unstructured activity refers to an activity that involves self-directed learning, reading, discussion or participation. The activity does not qualify for PDU.

The PEB's CPD Committee qualifies structured activities such as formal study courses, conferences, workshops, seminars and in-house training for the purpose of CPD programme.

## **Professional Development Units**

The unit of measure for effort spent in pursuing continuing professional development is termed as Professional Development Units (PDUs). PDUs are obtained from participation in CPD activities.

Contact hour refers to an attendance or involvement lasting one clock hour (at least 50 minutes). No PDU is awarded for activity/course lasting less than 50 minutes.

A PE is required to obtain a minimum of 40 PDUs over a qualifying period. The 40 PDUs shall comprise a minimum of 20 PDUs in structured activities and the remainder can be obtained from either structured or unstructured activities.

## **Qualifying Courses/Activities For PDU**

For a course/activity to qualify for PDU, the organizing company must register with PEB as a course organizer to submit the CPD application online. A PE may also submit CPD application online if the course/activity is by company which has not registered with PEB as course organizer, and the CPD application shall be made after the course/activity has ended.

## Determination Of PDU

### Structured Activities

CATEGORY	CRITERIA	PDUs
<b>Category 1(a):</b> Qualified formal study courses	Relevant post-graduate or diploma courses on engineering and/or construction/project management.  Example:  a. MSc (Engineering) b. MSc (Project Management)	1 PDU for each contact hour
<b>Category 1(b):</b> Qualified lectures, short courses, conferences, workshops & seminars	Lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.  Examples:  a. Seminars on regulatory requirements by government agencies eg. BCA, FSB, ENV, LTA, etc. b. Engineers and the Law by IES. c. Workshops and seminars on engineering topics by NUS or NTU.	1 PDU for each contact hour
E-training:  Online viewing of qualified lectures, short courses, conferences, workshops & seminars	1) Viewing of qualified video recordings of Category 1(b) activities online. 2) Online learning with verifiable assessment meeting the following criteria:  <ul style="list-style-type: none"> <li>• Must have a course organizer</li> <li>• Must have evaluation of learning outcomes leading to qualifications/certification/self-assessment</li> <li>• Must evident participation/enrolment/registration for attendance</li> </ul> These include lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.  PDU obtained from E-training will be limited to 10 PDU only.	1 PDU for each 2 hours of e-training (Maximum 10 PDUs)
<b>Category 1(c):</b> Qualified in-house training	Structured in-house training which are relevant to professional engineers on technical, management, professional development, legal or regulatory matters. [CV of speakers to be similar to category 1(a) or 1(b)]	1 PDU for each contact hour
<b>Category 2:</b> Participation in professional Boards, Committees and Societies	a) Member of Boards of local professional institutions or relevant government agencies.  Examples:  i. Board Member of BCA, LTA, HDB, URA, JTC, PEB and BOA ii. Council Member of ACES and IES  b) Member of relevant technical or working committees of professional associations and government agencies.  Examples:  i. Member of technical committees of government departments and Statutory Boards; ii. Member of technical or other working committees of ACES, IES ; iii. Member of approved technical societies;	8 PDUs per organisation  4 PDUs per committee (Maximum for this category is 12 PDUs)
<b>Category 3:</b> Contribution to relevant engineering or management knowledge	a) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time. (Exclude regular lectures by full-time lecturers)  b) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time. (Exclude regular lectures by full-time lecturers)  c) Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books.  d) Engineering patents registered during the year	4 PDUs for each lecture hour or part thereof  2 PDUs for each lecture hour or part thereof  5 PDUs for each topic  15 PDUs for each patent

## Determination of PDUs

### Unstructured Activities

CATEGORY	CRITERIA	PDUs
<b>Category A:</b> Self study of relevant topics	i. Reading of relevant technical, professional, financial, legal or business literature.  ii. Listening/viewing audio/video tapes on relevant topics or taking correspondence courses.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
<b>Category B:</b> Informal in-house training and discussion	i. Conducting informal in-house training and presentations to colleagues.  ii. Attending informal in-house training and presentations.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
<b>Category C:</b> Professional membership	i. Membership of professional engineering or management bodies.	2 PDUs per organisation (Maximum for this category is 16 PDUs)
<b>Category D:</b> Non-accredited engineering activities	i. Attending professional and technical courses which are not accredited.  ii. Attending organised group technical site visits and exhibitions.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)

### Audit Process

The Board may conduct random audits of PEs and those selected will be required to produce documentary evidence of their CPD participation during the specific period. The documentary evidence may take any one of the following forms:

- a. Summary of diary records or a log of the activities claimed
- b. Course enrolment record
- c. Receipts
- d. Certificate of attendance
- e. Attendance list from course organizer
- f. Employer's report or certification
- g. Statutory declaration