Continuing Professional Development (CPD)

July. 2018

The Institution of Professional Engineers, Japan (IPEJ)
Requirement of CPD

The amendment to the PE Act was promulgated on April 26, 2000. The PE Act with the latest revisions clearly stipulates that every professional engineer shall have sufficient knowledge about professional ethics and shall continue his/her professional development, after acquiring the P.E.Jp qualification. This is one of his/her obligations, which is to improve his/her competence of the professional skills.

In response to the amended PE Act, IPEJ started implementation of CPD programs and defined the purpose of CPD as follows:

Every P.E.Jp shall continue his/her professional development with emphasis on the following points:
- Awareness of engineering ethics
- Contribution to the advancement of science and technology
- Adaptation to changes in social environments
- Improvement in the ability to make better decisions as professional engineers
Expected CPD hours

It is strongly recommended that every certified P.E.Jp engineer completes at least 50 hours of CPD programs annually, and 150 hours within three years (for APEC engineers, the completion of 250 hours within five years is required).

CPD hours are calculated by multiplying the actual hours spent for CPD program with a weight factor specified for each CPD type.

Types of CPD programs for Professional Engineers: Many types of CPD programs are available, and every P.E.Jp should voluntarily choose the programs most suitable for his/her professional development and complete these chosen programs. However, in the case of choosing a CPD program, it is desirable for each P.E.Jp to select such CPD programs, which are recognized by any third party organizations.
General aim and background to the CPD

■ Pursue Code of Ethics
■ Contribute to Science and Technology
■ Adapt to changing circumstances
■ Improve engineering judgment
General aim and background to the CPD

1. P.E. Act Article 47-2
   Responsibility to improve the capability of professional engineers

2. IPEJ’s Articles of Incorporation Article 4 (2)
   Matters concerning to enhance competencies

   PEs to improve professional competence and knowledge

4. Declaration of Professional Engineers
   Responsibility to maintaining professional competence

   CPD Activities
General aim and background to the CPD

Professional Engineer Act
Chapter IV : Obligation of Professional Engineer

Article 47-2
(Responsibility to improve the capability of professional engineers)
Professional engineers shall at all times endeavor to improve their level of knowledge and skill with regard to his/her business, and endeavor to do self-improvement.
General aim and background to the CPD

IPEJ’s Articles of Incorporation

Article 4 (Business)
In order to achieve the purpose of the preceding article, we may carry out following activities:

(2) Matters concerning to enhance competencies of P.E.s
General aim and background to the CPD

- Code of Ethics for Professional Engineers, Japan

10. (CPD) Endeavor to improve our professional competence and knowledge in social affairs related to engineering and to nurture human resources.
General aim and background to the CPD

Declaration of Professional Engineers

< Principles of conduct >

1. Responsibility to maintaining professional competence:
   Professional Engineers shall maintain knowledge and ability required as high-grade experts of technology and to follow the progress of technology.
Typical CPD providers

- IPEJ (HQ Committees, Regional HQs, Technical Discipline Divisions)
- Academic Societies
- Engineering Institutions
- Industrial Associations
- Public R&D Institutions
- Universities
- Private Sectors
- Each work place (In-house training, OJT)
Structured approach to CPD

HQ Committees

Regional HQs

Technical Discipline Divisions
Organization to Promote CPD

Organization

Standing Committee
- Ethics
- Administration
- Corporate Planning
- Professional Development
- Publicity
- Social Contribution
- International

Election Administration Committees
- CPD Promoting
  - Engineers in Training
  - Young Engineers
- PE Activation
  - Disaster Prevention Supporting
  - S & T Promotion
- Japan-Korea PE Exchange
  - Overseas Business Promotions

Special Committee
- APEC Engineer Assessment
- IPEA Assessment
- IPEA Monitoring
- Gender Equality
  - Professional Engineer System Reconsideration

Secretariat
- General Affairs Dept.
- Operations Dept.
- PE Exam Center
- PE Exam & Registration
- PE Exam Administration

Councilors & Advisors

General Meeting
- Board Meeting
  - President
  - Vice President
  - Secretary General
  - Executive Director

Auditors
Organization to Promote CPD

Professional Development Committee:
- Training for PE, engineering HRD, CPD promotion

Standing Committee
- Ethics
- Administration
- Corporate Planning
- Professional Development
- Publicity
- Social Contribution
- International

Councilors & Advisors
- General Meeting
  - President
  - Vice President
  - Secretary General
  - Executive Director

Election Administration Committees

Special Committee
- APEC Engineer Assessment
- IPEA Assessment
- IPEA Monitoring
- Gender Equality
- Professional Engineering System Reconsideration

Auditors

CPD Promoting Committee:
- Coordinates Seminars, issue textbooks on CPD

CPD Promoting
- Engineers in Training
- Young Engineers
- PE Activation
- Disaster Prevention
- S & T Promoting
- Japan-Korea Promoting
- Overseas Business Promoting
CPD Guideline

- Issued by Professional Development Committee of IPEJ
- Available from IPEJ website
  (Japanese version only)
- 3rd Edition was issued in April, 2017
技術士CDP

平成29年4月1日から
技術士CDPガイドライン（第3版）が適用されます

図の主な注目点

※技術士が設定するカレンダーの日数や、CDP活動にかかる費用の支払い方法などについて
※技術士の「研修」や「研修」が記録されている履歴等を用いて公務の等の業務や信用の問題等を
※技術士等の法律上の取引を含むとされる場合
※技術士の「研修」や「研修」が記録されている履歴等を用いて公務の等の業務や信用の問題等を
※技術士等の法律上の取引を含むとされる場合
# CPD Guideline, 3rd Edition

## 一覧（図）

### CPDの課題区分と項目

<table>
<thead>
<tr>
<th>課題区分</th>
<th>項目内容</th>
<th>内容</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.指導</td>
<td>1.指導者</td>
<td>1.指導者</td>
</tr>
<tr>
<td>2.指導</td>
<td>2.指導者</td>
<td>2.指導者</td>
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<tr>
<td>3.指導</td>
<td>3.指導者</td>
<td>3.指導者</td>
</tr>
<tr>
<td>4.指導</td>
<td>4.指導者</td>
<td>4.指導者</td>
</tr>
</tbody>
</table>

## すべての内容

### CPDの実施形態と時間を係CPSDW関係及びCPD時間の関係

<table>
<thead>
<tr>
<th>内容</th>
<th>計算コード</th>
<th>CPD時間</th>
<th>CPD時間 (必要な)</th>
<th>CPD時間 (1年)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.指導</td>
<td>1.指導者</td>
<td>1.指導者</td>
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<td>1.指導者</td>
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<tr>
<td>2.指導</td>
<td>2.指導者</td>
<td>2.指導者</td>
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</tr>
<tr>
<td>3.指導</td>
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<td>3.指導者</td>
</tr>
<tr>
<td>4.指導</td>
<td>4.指導者</td>
<td>4.指導者</td>
<td>4.指導者</td>
<td>4.指導者</td>
</tr>
</tbody>
</table>

### テキスト

1. 本CPDの内容は、CPDの必要性等を考慮し、実施形態と時間を係CPSDW関係及びCPD時間の関係を考慮したものです。
2. CPDの内容は、実施形態と時間を係CPSDW関係及びCPD時間の関係を考慮したものです。

### 註

- CPDの内容は、実施形態と時間を係CPSDW関係及びCPD時間の関係を考慮したものです。
- CPDの内容は、実施形態と時間を係CPSDW関係及びCPD時間の関係を考慮したものです。
Through CPD, you can expand your professional knowledge and skill, eventually enhance your professional competencies.

What deserves your CPD depends on your situation.

What to learn (Subjects)

How to learn (Mode)

Keep your CPD records for 5 years together with evidences.

150 CPD hours / 3 year, average 50 CPD hours/Year
CPD Guideline / What : Subjects of CPD

A : General subjects
   (1) Ethics
   (2) Environment
   (3) Safety
   (4) Technical trend
   (5) Social trends
   - (6)-(7) Void -
   (8) Management systems
   (9) Contract
   (10) International Relations
   (11) Others

B : Technical subjects
   (1) Latest Engineering Topics
   (2) Trend of science and technology
   (3) Applicable laws
   (4) Accident case study
   (5) Others
1. Participation in training courses, lectures, technical meetings, symposiums, etc.

2. Presentation of papers

3. In-house training certificate, On the job trainee

4. Engineering Instructions
   (1) Lecture on seminars
   (2) Mentor to Associate Professional Engineers

5. Practical experience in industrial
   (1) Award winning work
   (2) Patent applications
6. Others

(1) Acquisition of other technical certificate/license
(2) Act as public committee member
(3) R&D contributions to college, institutions; international corporation
(4) Writer on engineering subjects
(5) Self-learning
CPD Guideline / How : Mode of CPD

Rubric for CPD Record Keeping

(1) Your business activity itself is not CPD.

(2) CPD Working Factor

(3) Maximum CPD hours

- No.1: Lectures: No particular limitations on max. CPD hrs to record.
- No.2-(1): Verbal presentation at IPEJ seminars etc CPDWF 2, No limit is set.
- No.2-(2): Paper presentation CPDWF 2 but up to 30CPD hrs/paper (with peer review),
  o/w up to 10CPD hrs/paper
- No.3: Attended at in-house training: 30CPD hrs/FY
- No.4-(1): Gave lecture / seminars: 25 CPD hrs/FY (held by college and institutions),
  : 15 CPD hrs/FY (held by private sector)
- No.4-(2): Technical instruction to Asso.PEs: 15 CPD hrs/FY
- No.5-(1): Prize-winning engineering job experience as a project manager: 20CPD hrs / project
- No.5-(2): Patent application: 40CPD hrs/app (Basic), 15CPD hrs/app (Peripheral)
- No.6-(1): Technical certificate / license: 20 CPD hrs/year
- No.6-(2): Public committee member: 10 CPD hrs / Committee
- No.6-(3): R&D contributions / International corporation: 20 CPD hrs / project
- No.6-(5): Self learning: 10 CPD hrs / year

(4) Achievements

(5) Accountability
If you want to count this seminar as your CPD:

**CPD Guideline**

- **What**
  - Subject: A- (10) International Relations

- **Mode**
  - No.6-(3) International corporation

- **CPD contents**
  - Made a verbal Presentation;
  - Joined discussion table on Engineer mobility

- **How**
  - 5hrs/day x actual 4days
  - = 20 CPD hrs

**CPD**
- Title: Cambodia 6 days seminar
Participation in training courses, lectures, technical meetings, symposiums, etc.

- Organized by IPEJ Committees, Regional HQs and Technical Discipline Divisions

CPD Executive Committee

1. Organize CPD programs.
   - 4 CPD main lectures (FY2015)
   - 5 CPD mini lectures (ditto)
   - 1 PE forum (ditto)
   - Engineering Ethics presentation
   - New year’s Lecture
   - New members’ orientation

2. CPD promotion
Participation in training courses, lectures, technical meetings, symposiums, etc.

Small and Medium Enterprises Exchange Forum, organized by Local Industries promotion Committee
Participation in training courses, lectures, technical meetings, symposiums, etc.

Previous lectures can be seen on IPEJ’s website (Screen: International committee’s symposium)
Participation in training courses, lectures, technical meetings, symposiums, etc.

On-line registration is available through IPEJ’s website
Participation in training courses, lectures, technical meetings, symposiums, etc.

CPD participant’s Slip is issued for IPEJ hosted seminars / lectures
**Participation in training courses, lectures, technical meetings, symposiums, etc.**

<table>
<thead>
<tr>
<th>Collaboration with kindred organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan Federation of Engineering Societies</td>
</tr>
<tr>
<td>Japan Society of Civil Engineers</td>
</tr>
<tr>
<td>Japanese Society for Engineering Education</td>
</tr>
<tr>
<td>Japan Accreditation Board for Engineering Education</td>
</tr>
</tbody>
</table>
How to keep your CPD record

Registration for seminars / lectures, and take other mode of CPD activities

Attend at seminars / lectures, Carry out self learning, etc

Fill in CPD record (CPD log sheet) based on CPD Guidelines
How to keep your CPD record

CPD log sheet (Paper version: Microsoft Excel format)

CPD log sheet (WEB version)

IPEJ WEB CPD Server

CPD record certificate
How to keep your CPD record

CPD log sheet
(Paper version: Microsoft Excel Format)
How to keep your CPD record

CPD log sheet (Web version)
How to keep your CPD record

- IPEJ Member : Free
- IPEJ Non-member: JP¥8,000/FY
<table>
<thead>
<tr>
<th>No.</th>
<th>From To</th>
<th>Time</th>
<th>Sub.</th>
<th>Mode</th>
<th>CPD Title</th>
<th>Host</th>
<th>CPD Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2011 4</td>
<td>14:00</td>
<td>A-4</td>
<td>1</td>
<td>Seminar on new Industry</td>
<td>IPEJ, Elec. Engineer Group</td>
<td>Prof. Suzuki of Tokyo Univ. presented efficient solar power generation. Understand battery technology is key to store generated power.</td>
</tr>
<tr>
<td>2</td>
<td>2011 5</td>
<td>10:00</td>
<td>A-11</td>
<td>5</td>
<td>Tokyo Playpark Land</td>
<td>Self Study</td>
<td>Visited Tokyo Playpark Land with my family, much of fun and deeply impressed by their customer satisfaction operation.</td>
</tr>
<tr>
<td>3</td>
<td>2011 6</td>
<td>10:30</td>
<td>B-1</td>
<td>2-2</td>
<td>Paper presentation</td>
<td>Elec. Academy</td>
<td>My paper on new Alpha technology have been published on Elec. Academy Journal issue 123. Peer reviewed, 10 pages in total.</td>
</tr>
<tr>
<td>4</td>
<td>2011 7</td>
<td>14:00</td>
<td>B-1</td>
<td>5-2</td>
<td>Filed patent application</td>
<td>Komyacho Elec. Co.</td>
<td>Filed Patent application on new device. Fundamental patent with my 3 colleagues after 1 year R&amp;D.</td>
</tr>
<tr>
<td>5</td>
<td>2011 6</td>
<td>13:30</td>
<td>A-6</td>
<td>4-1</td>
<td>Manager's training session</td>
<td>Komyacho Elec. Co.</td>
<td>Gave a internal lecture on Project Management, with 50 audience middle management employee. Emphasized to have vision knowledge on international market trend.</td>
</tr>
<tr>
<td>6</td>
<td>2011 8</td>
<td>13:00</td>
<td>B-5</td>
<td>1</td>
<td>SME Biz. Workshop</td>
<td>IPEJ</td>
<td>Attended at IPEJ's Workshop on Small business innovation. Panel discussion by 3 entrepreneurs and 2 PE is was an eye opener in terms of fund raising experience.</td>
</tr>
<tr>
<td>7</td>
<td>2012 2</td>
<td>10:00</td>
<td>B-1</td>
<td>6-5</td>
<td>Passed PE Exam (Information)</td>
<td>IPEJ</td>
<td>On top of my PE-Jp (Electronics), passed PE-Jp (Information). This will expand my future job carrier options.</td>
</tr>
<tr>
<td>8</td>
<td>2011 10</td>
<td>9:00</td>
<td>B-1</td>
<td>5</td>
<td>Experience through business project</td>
<td>Komyacho Elec. Co.</td>
<td>Engaged in design work on our new model IP-534. Had a difficult to make it as small as possible, but new circuit solved the issue.</td>
</tr>
<tr>
<td>9</td>
<td>2012 4</td>
<td>17:00</td>
<td>A-1</td>
<td>6-2</td>
<td>Special Committee Member</td>
<td>Elec. Academy</td>
<td>Nominated as ethical Committee member of Elec. Academy and discussed code of conduct with other 6 members. Attended 10 meetings</td>
</tr>
<tr>
<td>10</td>
<td>2012 3</td>
<td>17:00</td>
<td>B-4</td>
<td>6-5</td>
<td>Accident Case study</td>
<td>Self Study</td>
<td>Wrote through articles on IPEJ monthly magazine. Realized PDCA cycle was lack at XYZ plant accident.</td>
</tr>
</tbody>
</table>
Social demand for CPD

- PE Act Article 47-2
  (Responsibility to improve the capability of professional engineers)

Professional engineers shall at all times endeavor to improve their level of knowledge and skill with regard to his/her business, and endeavor to do self-improvement.

No penalty clause. Not doing so does not cancel your PE registration.

However
Social demands for CPD

Act on Promoting Quality Assurance in Public Works
April, 2005

• To secure public construction work quality, successful bidder is not “the cheapest one”.
• Comprehensive tender mechanism adopts “overall rating system”. Employee's CPD of the bidder is one of evaluation criteria.
Social demand for CPD

- IPEJ issues CPD Record Certificate to any P.E. who need the Certificate.

- Extent of CPD are not limited to IPEJ’s official seminars / lecture courses.

- Self-learning may be recorded as CPD.

- CPD Log Sheet may be required as well as the CPD Record Certificate.

- Therefore, quality assurance of CPD is the KEY to keep social reliance on P.E.Jp.
Social demand for CPD
- CPD quality assurance scheme -

- **CPD Membership**
  - CPD Certified Member
  - Subject to Membership renewal

- **CPD Assessment**
  - Upon CPD Member registration
  - When issuing CPD Record Certificate

- **CPD Audit**
  - About 10% of CPD Certified Members are selected every year for evaluation of their CPD records
CPD Certified Member

- CPD records to be stored in IPEJ CPD WEB server
- CPD Assessment based on 3 fiscal year (April to March) + CPD record
- CPD Certified Member Admission Fee:
  - IPEJ member only: Application fee (JP¥ 3,000/3FY)
- CPD Registration Fee:
  - IPEJ member: free
  - Non-member: JP¥ 8,000/FY
- CPD Requirements:
  1. 150CPD hrs / 3FY
  2. 30CPD hrs / any one FY
  3. CPD Subject A: Minimum 2 subjects out of total 9 subjects, and
     CPD Subject B: Minimum 1 out of total 5 subjects to be recorded
  4. Mode of CPD : At least 3 modes of CPD out of total 10 modes to be recorded
  5. Assessment on CPD records is made by CPD assessors.
- Valid for 3 years, subject to additional assessment upon renewal
- Subject to random audit ; 10% of registrant
CPD Certified Member

Application for CPD Certified Member

Professional Development Committee

Assess applicant's CPD

Non-conformity

Yes

No

CPD Certified Member

Request for amendment

WEB CPD server

Registration

CPD Certified Member

Yes

No
CPD assessment meeting

Rubric for CPD Record Keeping

(1) Your business activity itself is not CPD.
(2) CPD Working Factor
(3) Maximum CPD hours
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   - No.2-(1): Verbal presentation at IPEJ seminars etc CPDWF2, No limit is set.
   - No.2-(2): Paper presentation CPDWF 2 but up to 30CPD hrs/paper (with peer review),
     otherwise 10CPD hrs/paper
   - No.3 : Attended at in-house training: 20CPD hrs/FY (class room), 10CPD hrs/ FY (OJT)
   - No.4-(1): Gave lecture / seminars: 25 CPD hrs/FY (held by college and institutions),
     15 CPD hrs/FY (held by private sector)
   - No.4-(2): Technical instruction to Asso.PEs: 15 CPD hrs/FY
   - No.5-(1): Prize-winning engineering job experience as a project manager: 20CPD hrs / project
   - No.5-(2): Patent application: 40CPD hrs/app (Basic), 15CPD hrs/app (Peripheral)
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   - No.6-(2): Public committee member: 10 CPD hrs / Committee
   - No.6-(3): R&D contributions / International corporation: 20 CPD hrs / project
   - No.6-(5): Self learning: 10 CPD hrs / year

(4) Achievements
(5) Accountability

Non-conformity
<table>
<thead>
<tr>
<th>No.</th>
<th>From To</th>
<th>Year</th>
<th>Time</th>
<th>Subject</th>
<th>Mode</th>
<th>CPD Title</th>
<th>Host</th>
<th>CPD Contents</th>
<th>Notes</th>
<th>Hr</th>
<th>WF</th>
<th>CPD Hr</th>
<th>CPD TTL Hr</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2011</td>
<td>4 M</td>
<td>14:00</td>
<td>A-4</td>
<td>1</td>
<td>Seminar on new Industry</td>
<td>IPEJ Engineering Group</td>
<td>Prof Suzuki of Torino Univ presented efficient solar power generator, Understand battery technology is key to store generated power.</td>
<td>28</td>
<td>1</td>
<td>2.8</td>
<td>2.8</td>
<td>2.8</td>
</tr>
<tr>
<td>2</td>
<td>2011</td>
<td>5</td>
<td>10:00</td>
<td>A-11</td>
<td>5</td>
<td>Tokyo Playpark Land</td>
<td>Self Study</td>
<td>Visited Tokyo Playpark Land with my family, much fun and deeply impressed by their customer satisfaction operation.</td>
<td>9</td>
<td>1</td>
<td>9</td>
<td>11.8</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2011</td>
<td>6</td>
<td>10:30</td>
<td>B-1</td>
<td>2-2</td>
<td>Paper presentation</td>
<td>Elec Academy</td>
<td>My paper on new Alpha technology has been published on Elec Academy Journal issue 123. Peer reviewed, 10 pages in total.</td>
<td>15</td>
<td>2</td>
<td>30</td>
<td>41.8</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2011</td>
<td>7</td>
<td>14:00</td>
<td>B-1</td>
<td>5-2</td>
<td>Filed patent application</td>
<td>Komyocho Elec Co</td>
<td>Filed Patent application on new circuit Fundamental patent with my 3 colleagues after 1 year R&amp;D.</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>51.8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2011</td>
<td>8</td>
<td>13:30</td>
<td>A-6</td>
<td>4-1</td>
<td>Manager's training session</td>
<td>Komyocho Elec Co</td>
<td>Gave a internal lecture on Project Management, with 50 audience middle management employee Emphasized to have wider knowledge on international market trend.</td>
<td>12</td>
<td>1</td>
<td>1.5</td>
<td>53.3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2011</td>
<td>9</td>
<td>13:00</td>
<td>B-5</td>
<td>1</td>
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<td>IPEJ</td>
<td>Attended at IPEJ's Workshop on Small business Innovation. Panel discussion by 3 entrepreneurs and 2 P.E.s was an eye opener in terms of fund raising experience.</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>57.3</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2012</td>
<td>2</td>
<td>10:00</td>
<td>B-1</td>
<td>6-5</td>
<td>Passed PE Exam (Information)</td>
<td>IPEJ</td>
<td>On top of my PE exam (Electronics), passed PE Exam (Information). This will expand my future job carrier options.</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>87.3</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2011</td>
<td>10</td>
<td>9:00</td>
<td>B-1</td>
<td>5</td>
<td>Experience through business project</td>
<td>Komyocho Elec Co</td>
<td>Engaged in design work on our new model IP-894. Had a difficult to make it as small as possible, but new circuit solved the issue.</td>
<td>10</td>
<td>2</td>
<td>20</td>
<td>87.3</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2012</td>
<td>3</td>
<td>17:00</td>
<td>A-1</td>
<td>6-2</td>
<td>Special Committee Member</td>
<td>Elec Academy</td>
<td>Nominated as ethical Committee member of Elec Academy and discussed code of conduct with other 6 members. Attended 10 meetings</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>97.3</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2012</td>
<td>4</td>
<td>9:00</td>
<td>B-4</td>
<td>6-5</td>
<td>Accident Case study</td>
<td>Self Study</td>
<td>Wrote through articles on IPEJ monthly magazines. Realized PDCA cycle was lack at XYZ plant accident.</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>100.3</td>
<td></td>
</tr>
</tbody>
</table>

**SAMPLE**
CPD Certified Membership Card
CPD Record Certificate
Assessment Procedure

Professional Development Committee → Assess applicant’s CPD

- Non-conformity
  - Yes → Request for amendment → CPD Record Certificate
  - No → CPD Record Certificate

Applicant: Any P.E. → Registration → WEB CPD server
CPD Record Certificate

- Upon receipt of application, IPEJ assess their latest CPD record and issue CPD Record Certificate if it is acceptable.

- Certification include applied CPD for latest 5 FY.

- Assessment shall be made for recorded CPD only in IPEJ WEB server.
CPD Audit Procedure

Professional Development Committee

Assess auditee’s CPD

Non-conformity

Yes

Request for amendment

Rectification

No

CPD Audit Report

Choose 10% candidate randomly from CPD Certified Members

WEB CPD server

Registration

If non-conformity not rectified within 3 months after amendment request, auditee’s registration is to be cancelled.
Our support to EIT (Engineers in Training)

- Core competencies
  - Professional skill, Business operation skill, Code of conduct
- EIT Guidebook
- Offer Initial Professional Development (IPD) opportunities for EIT, Asso. PE and JABEE course graduates.
  - Engineers ideal image
  - Communication skill training
  - Research presentations
  - Career development seminar
  - Engineers’ ethics
Thank you!