



## **1. CPD PROCEDURES**

- 1.1 All Corporate Members must maintain a high degree of professional competence throughout his practice and shall comply with MIP's Rules of Continuing Professional Development.
- 1.2 The submission of CPD records by all corporate members should reach MIP by the **30<sup>th</sup> September** of the year of CPD submission required upon him/her.
- 1.3 The submission shall consist of:-
  - a. His/Her *Continuing Professional Development (CPD) activities*
- 1.4 Upon receiving the submission, the secretariat shall forward the CPD records to the CPD evaluation committee formed under the **Membership Committee** who shall evaluate the submission.
- 1.5 CPD credit points are evaluated base on the MIP CPD Rules and the Guidelines On Mode Of Activities And Credit Points.

## **2. CPD Requirements**

- a. After one year being admitted as a Corporate Member, he/she has to submit *Continuing Professional Development (CPD) activities for that particular year.*
  - b. All corporate members shall complete a minimum of **twelve(12) credit** points of CPD per year .
  - c. Corporate Member must successfully complete twelve (12) credit points, ensuring that at least six (6) of the twelve (12) credits points are from events and courses conducted by MIP or any other planning related events sanctioned by MIP.
  - d. *All graduate members shall possess a minimum of ten (10) credit points prior to his/her application for MIP corporate membership. The credit points must be acquired within 3 years prior to the application.*
- 2.2 The completion of the required minimum credit points will enable the respective MIP corporate members to be eligible for the renewal of their registration. This requirement may be reviewed at the discretion of the MIP.



- 2.3 The completion of the required minimum credit points will enable the respective MIP graduate members to be eligible for the application of corporate membership.

### **3. Insufficient Credit Points**

- 3.1 If his/ her CPD points do not satisfy the minimum requirements, he /she has to complete the points before **31<sup>st</sup> December** of the same year the CPD records are submitted. This does not affect the ten (10) or five (5) credit points he/she has to collect for the next year.
- 3.2 If he/she does not submit his/her CPD records by the stipulated date, his/her membership renewal for the next coming year will be withheld until he/she submits the CPD records for that particular year.
- 3.3 If he/she submits the CPD records by the next CPD submission date then he/she needs to submit the total accumulated points due for both the CPD submission
- 3.4 If he/she does not submit his/her CPD records by the next due date of CPD submission, then the committee can recommend that his/her membership be suspended.

### **4. Exemption from CPD**

- 4.1 Corporate Member of MIP may apply for exemption from the CPD requirements by submitting their applications to MIP stating the reasons together with evidence and proper documentation to be received by not later than 1<sup>st</sup> December of the year preceding the renewal of membership.
- 4.2 MIP Council has the discretion to approve or reject such applications and its discretion is final.

### **5. Date of Implementation**

- 5.1 The above requirements shall be mandatory for all Corporate Members and Graduate Member of MIP with effects from (.....)

### **6. Excess Credit Points**



- 6.1 All corporate members who have accumulated more than the minimum requirement of credit points for the year can carry forward in full the excess points to the subsequent year.

### **7. Transition Period**

- 7.1 A transition period of one year begins from 1<sup>st</sup> January 2019 to 31 December 2019. During this period, corporate members who participate in the CPD programme will be allowed to carry forward all their accumulated credit points in year 2018 to 2019.



**GUIDELINES ON MODE OF ACTIVITIES AND CREDIT POINTS**

**1.0 CPD Categories**

In general the CPD Rules has identified six (6) categories of CPD modes that can be undertaken by members and the minimum credit points given are :-

| <b>Category</b> | <b>Detail of CPD Mode</b>                                          | <b>Credit Points</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>PROPOSED AMENDMENT</b>                                                                      |
|-----------------|--------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>A</b>        | Action -base learning                                              | 4 credit points                       | Action -base learning                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |
| <b>C</b>        | Conference, seminar and Workshop<br>- Local<br><br>- International | 2 credit point<br><br>3 credit points | Conference, seminar, Workshop, Talks, by MIP<br>- National Level<br>• Half Day<br>• Full Day<br>• More than 1 day<br><br>- International Level<br>• Half Day<br>• Full Day<br>• More than 1 day<br><br>Conference, seminar, Workshop, Talks, by Others as approved by MIP<br>- National Level<br>• Half Day<br>• Full Day<br>• More than 1 day<br>- International Level<br>• Half Day<br>• Full Day<br>• More than 1 day<br><br>- Attendance of MIP AGM | <br><br>2<br>2*<br>3*<br><br>2<br>4*<br>**<br><br>1<br>2<br>2<br><br>2<br>3<br><br>**<br><br>1 |
| <b>M</b>        | Preparation of                                                     | 4 credit                              | Preparation of materials                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |



|          |                                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |
|----------|------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|          | materials                          | points          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |
| <b>R</b> | Supervised Research                | 4 credit points | Supervised Research                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| <b>Q</b> | Courses leading to a qualification | 5 credit points | <p>Courses leading to a qualification</p> <p>Full time programme/course that leads to additional degree or Master or PhD qualification</p> <p>Part time programme/course that leads to Master or additional degree qualification</p> <p>Full time short course that is focus on specialised subject</p> <ul style="list-style-type: none"> <li>- one-month course</li> <li>- 5 credit points</li> <li>- more than one month and up to six months course - 8 credit points</li> <li>- one year course</li> <li>- 10 credit points</li> <li>- more than one year</li> <li>- 15 credit points</li> </ul> | <p>20 credit points</p> <p>10 credit points</p> |
| <b>P</b> | Professional involvement           | 2 credit points | Professional involvement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |

## 2.0 Detail Description

In order to facilitate the evaluation of submission of Form/MIP CPD 2, detail description of each of these CPD modes are required and the allocated credit points need to be further allocated.



## **2.1 A – Action-Base Learning**

Action-based learning is where members participate in programmes or activities that involves a systematic and structured learning process where certain skill or knowledge is acquired with clear benefit to meet the individual CPD needs.

Examples of action base learning are :-

- a. Undertaking a short course in GIS application or development.
- b. Undertaking an intensive hands-on workshop that will involve practical experiences or simulation exercises.

Action base learning activities normally combines theoretical and practical application and is conducted with the help of facilitators or program leaders. Such activity will enable members to obtain hands-on experiences and it is encouraged that members should enroll for such programmes. 4 credit points is given for this activity.

## **2.2 C- Conference, Seminars and Workshops**

For this activity, there shall be various types of seminars and conferences and most of them combine it with other activities such as workshop and technical tours. As such, some seminars or conferences are very comprehensive for duration of up to 3-5 days.

Therefore, we have further classified these activities and the details are as follows with the related credit points.

- |                                                                                   |                   |
|-----------------------------------------------------------------------------------|-------------------|
| a. Participate in local seminars/conference                                       | – 2 credit points |
| b. Participate in international seminars/conference                               | – 3 credit points |
| c. Participate in local workshop or technical tours                               | – 2 credit points |
| d. Participate in international workshop or technical tours                       | – 3 credit points |
| e. Participate in local seminars/conference with workshop/technical tours         | – 4 credit points |
| f. Participate in international seminars/conference with workshop/technical tours | – 6 credit points |
| g. Presenting a paper in seminars/conference or conducting workshop               | – 4 credit points |
| h. Organizing Conference/Conducting technical tours and workshops                 | – 2 credit points |



- i. Attending exhibitions related to planning or related to our CPD your PDP requirements - 2 credit points

### **2.3 M- Preparation of Materials**

This activity involves the preparation of materials for planning courses, materials for a special working committee or publication for the press, newsletter, magazines or journals. A total of 4 credit points have been allocated for this category of CPD.

### **2.4 R- Supervised Research**

This activity involves research works on subject matters related to planning. Research works must however be supervised i.e. by persons such as your head of department, head of your organization or by organizations that supports the research work. The research work especially for practicing planners are in addition to your daily works and the institute is reluctant to accept research works that is part of your daily duties especially for the academic planners. 4 credit points have been allocated for this category of CPD.

### **2.5 Q – Courses Leading To Qualification**

This activity is for those who are undertaking courses that will lead to a qualification and is aimed in encouraging continuous learning throughout the member's lifetime. Courses undertaking should be related to planning or related to your PDP's requirement. It should also be within the period of the CPD required for submission (i.e. within the two years).

Further classification of this activity are as follows:-

- a. Full time programme/course that leads to additional degree or Master or PhD qualification - 20 credit points
- b. Part time programme/course that leads to Master or additional degree qualification - 10 credit points



- c. Full time short course that is focus on specialised subject
- one-month course - 5 credit points
  - more than one month and up to six months course - 8 credit points
  - one year course - 10 credit points
  - more than one year - 15 credit points

## **2.6 P – Professional Involvement**

Under this category of CPD Mode, consideration of CPD is given for professional involvement of members in the following:-

- a. Undertaking planning advisory services.  
Planning advisory services are works undertaken voluntarily in providing professional advice to local communities in matters related to planning. These services can be a member's involvement in organizations such as Residential Association and members contribution in providing advice in matters that further enhance quality of living.

Member's involvement in this type of services are either by attending meetings and contributing ideas at the meeting/working groups, hence 2 credit points shall be given. However if he/she contributes by actually preparing documents, writing reports etc, then he/she falls under Mode M – Preparation of Materials where 4 credit points are given.

- b. A specialist working committee formed to addressed/resolved issues related to the planning profession.  
This committee can be formed by MIP, JPBD, Minsitry or any other related planning organizations or authorities.

Member's involvement in this type of committee normally is over a period of time till the objective of the committee is met. If the person involves him/herself only by attending meetings and contributing ideas at the meeting/working groups, 2 credit points shall be given. However if he/she contributes by actually preparing documents, writing reports etc, then he/she falls under Mode M – Preparation of Materials where 4 credit points are given.





- c. Committees formed by MIP that contribute towards development of the profession.

Examples of this committee are :-

- Professional Fees Committee
- Kuala Lumpur Structure Plan Review Committee
- National Physical Plan Review Committee

Member's involvement in this type of committee is only for a short time i.e. at the time the committee is formed for a specific programme/activity, hence 2 credit points shall be given.

- d. Committees formed by MIP for organizing a major programme and activity of the institute that will benefit other planners and the profession.

Examples of such activity and committee are :-

- National Planning Conference working committee
- Planning Excellence Award Committee

Member's involvement in this type of committee is only for a short time i.e. at the time the committee is formed for a specific programme/activity, hence 2 credit points shall be given.

- e. Standing Committees formed by MIP to assist Council Members in the activities of the institute. The standing committees are:-

- Education And Accreditation Committee
- Professional Practice Committee
- Membership Committee
- Program And Projects Committee
- Publication Committee
- International Affairs Committee

Members of standing committee remains in the committee for one term i.e. two years, thus 3 credit points shall given to these members.

- f. Editor and editorial board of publications related to the profession that is published by JPBD, Planning Faculties of Universities. The credit point to be given is 3 credit points.



## **2.7 Council Members and Office Bearers**

As council member of the institute, the member shall be directly involved in works or activities related to the development of the profession. As such, **12 credit points per year** are given for members who are a Council Member of the institute.

Office bearers of Chapters and Branches of the Institute, who is also responsible for the activities and programmes held in the relevant Chapters and Branches, **5 credit points per year** will be given.

This means that heading committees formed by MIP, representation of Council at meetings, discussion with other organizations such as Malaysian Professional Centre (BIM), Construction Industry Development Board (CIDB), Professional Services Development Centre (PSDC), Eastern Regional Organization for Planning and Housing (EAROPH), Asean Association for Planning and Housing (AAPH), Joint Dewan Bandaraya Professional Institute Consultative Committee (JOBPIC), Surveyors, Planners, Engineers, Architects and Developers Council (SPEAD), Commonwealth Association of Planners (CAP), National Consultative Council for Housing (NCCH) are already included in this mode of CPD. Etc

Editors and editorial board appointed by the institute of any of its publications such as Newsletter and MIP's journal, which is a full time commitment shall be given 5 credit points.