

Q&A for MyBEM System

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# How to fill in CPD Hours



Home



Applications



CPD Records

Click on the  
CPD Records  
on the left



For any registrations and payments submitted before 1/11/2019, rest apologies for any inconvenience caused.



INFORMATION DETAILS



REGISTERED PERSON



Graduate Engineer ?



# CPD Record Home Page

Continuing Professional Development (CPD) Record

Summary of My CPD Records

+ Register New CPD

Show 10 entries Search:

#	CPD Year	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action
1	2019	Professional Engineer with Practising Certificate	CIVIL	Click to Show	Open	Action
2	2018	Professional Engineer with Practising Certificate	CIVIL	104   50	Completed	Action

Showing 1 to 2 of 2 entries

- 1 Current CPD Records according to Years.
- 2 Current CPD Hour. Only appear once CPD record for the particular year has been submitted.
- 3 Current CPD Records status.
  - **Open** – user is still able to update records
  - **Completed** – User had already submitted the records
- 4 Action button
  - **Update Activities** – Click to update CPD records
  - Re-open Records – only for latest year
- 5 Register New CPD Year
  - Click to register **new CPD Year**

# Create new CPD Record according to year

The screenshot shows a dialog box titled "Register New CPD". It asks "Are you sure to create a new CPD Record for:" followed by a text box containing "1 Jan 2020 to 31 Dec 2020". Below this, it says "Registration Type for CPD Record:" with a bullet point "• PEPC - CIVIL -". At the bottom, there are three buttons: "Close", "Choose Different Year", and "Create CPD". A red box highlights the "Choose Different Year" and "Create CPD" buttons. A yellow circle with the number "1" is placed over the date range, a red circle with "2" is over the "Create CPD" button, and a green circle with "3" is over the "Choose Different Year" button.

1 System will auto choose the following year (the latest year to create) by default.

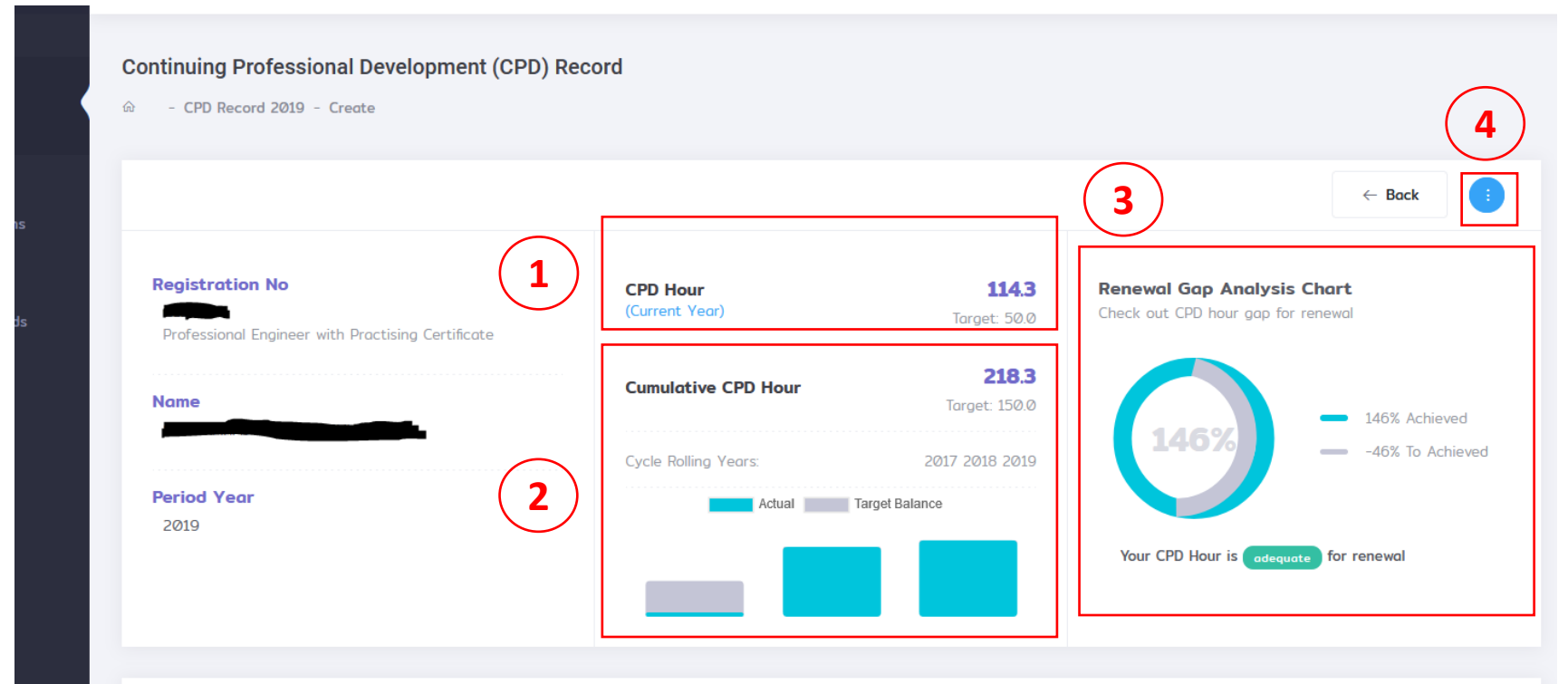
2 Click **Create CPD** if the year displayed in item 1 is correct.

3 Click here to record CPD for a different year.

The screenshot shows the same "Register New CPD" dialog box. The text box now contains "2018". A yellow circle with the number "4" is placed over the text box. The "Check!" button is now highlighted in orange.

4 Click here to record CPD for a different year.

## CPD Record View (TOP)




- 1 This display your CPD hour for current year.
- 2 This display your cumulative CPD hour for 3 rolling years which is required for renewal.
- 3 This is a chart displaying your CPD hour achievement.
- 4 This button enable user to download own CPD records provided the records has been submitted to BEM.

## Continuing Professional Development (CPD) Activities

Cpd Activity/Topic	Start	End	Organizer/Provider	Actual Hour(s)	Total Weighted Hour(s)	Allowable Weighted Hour(s)	Document
1. Formal Education and Training (time weighted factor = 2.0)							
<i>No record</i>							
Total Allowable CPD Hours (No Limit)						0.0	
2a. Informal Learning Activities - On Job Training (time weighted factor = 1.0)							
<i>No record</i>							
Total Allowable CPD Hours (Maximum 20.0 per year)						0.0	
2b. Informal Learning - Private Study (time weighted factor = 0.5)							

CPD Record  
View  
(BOTTOM)



- 1 These are the categories of CPD Records.
- 2 Press on this  button to input any CPD records.