

# BEM PRE-APPROVED CPD ACTIVITY

## INFORMATION FOR TRAINING PROVIDERS

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### 1. ACEM as Certified Body

The Association of Consulting Engineers Malaysia (ACEM) is a BEM-approved Certified Body for CPD hours approval. ACEM, on behalf of the BEM, shall evaluate and approve CPD activities through the issuance of CPD hours for activities organised by ACEM or other Training Providers.

### 2. Application for BEM Pre-approved CPD Activity

- i. Application must be submitted 2 months prior to event date.
- ii. Applicant (Training provider) is to complete and submit **Form ACEM/CPD/01** together with the following documents:
  - an official cover letter (on letterhead).
  - event flyer/brochure with detailed programme
  - speakers' CV
- iii. **Form ACEM/CPD/01** and supporting documents are to be emailed to: [sec@acem.com.my](mailto:sec@acem.com.my)
- iv. The ACEM Secretariat will contact the Applicant regarding the processing fee.
- v. Application will only be processed after the Applicant settles the processing fee.

### 3. Processing Fee

The schedule of processing fees is as follows:

Duration of Event	Non-Profit Organisations and Institutes of Higher Learning	Commercial
One day or less	RM 300.00	RM 500.00
One to three days	RM 600.00	RM 750.00
More than three days	RM 900.00	RM 1,200.00

A nominal processing fee of RM 200.00 will be charged for all types of unsuccessful applications.

### 4. Approval, CPD Hours Validity Period and Monitoring

- i. The decision of the ACEM T&E Committee on the approved CPD hours is final.
- ii. The approved CPD hours issued by ACEM is BEM's Approved CPD hours.
- iii. Training Provider can use the approval reference issued by ACEM for promotion of their activity and for the certificates to be presented to participants at the end of the programme.
- iv. The period of validity shall be **one year** from the date of approval. The Training Provider shall inform ACEM of any postponement of their event.
- v. ACEM reserves the right to monitor the approved CPD activity to ensure the proper conduct of the said activity. No notice shall be given as to when this exercise will be undertaken. The Training Provider shall provide the necessary and appropriate assistance to the ACEM representative during such an exercise. If the contact hours during audit is less than what is stated in the event brochure, the CPD hours shall be revised accordingly.

### 5. For more information, please contact:

Ms Vivien Lee  
ACEM Secretariat  
The Association of Consulting Engineers Malaysia (ACEM)  
Suite 20-9, Level 20, Menara 1MK  
No. 1, Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur  
Tel: +603 64131503 / +6012 5290031  
E-mail: [sec@acem.com.my](mailto:sec@acem.com.my) / [vivien@acem.com.my](mailto:vivien@acem.com.my)



**BEM PRE-APPROVED CPD ACTIVITY**



Checklist		
1	Official Cover Letter <i>(with Letterhead)</i>	
2	BEM Pre-Approved CPD Activity Form	
3	Activity Brochure	
4	Speaker CV	

For ACEM Use only	
<b>APPROVED / DECLINED</b>	
CPD Hour Approved:	CPD Hours
Submission Date:	

CPD ACTIVITY			
<b>Title:</b>			
<b>Summary:</b>			
<b>Date (Start):</b>		<b>Date (End):</b>	
<b>Venue:</b>			
<b>Fees charged:</b>	RM	per pax	<b>Organiser Stamp (Name and Address):</b>
<b>Contact Person:</b>			
<b>Contact No.:</b>			
<b>CPD Hours Applied:</b>		<b>CPD Hours</b>	<b>Email Address:</b>
	*1 Contact Hour = 1 CPD Hour		

Submitted By:	
Signature:	
Name:	Position:
Date:	

For ACEM Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
T&E Committee Meeting No.:	Date:
Name of CPD Assessor:	Position: T&E Committee Member
Signature:	Date:

*Note: CPD Application is to be submitted at least 2 months prior to CPD Activity date. ONLY COMPLETED CPD Application Form will be processed. Usage of BEM & ACEM Logos in any promotional materials is strictly **PROHIBITED**.*



**BEM PRE-APPROVED CPD ACTIVITY**



<b>PROFILE: SPEAKER</b>	
<b>Name:</b>	
<b>BEM Registration No.:</b>	
<b>Academic Qualifications:</b>	
<b>Experience</b>	
	<b>Total:        years</b>

<b>PROFILE: SPEAKER</b>	
<b>Name:</b>	
<b>BEM Registration No.:</b>	
<b>Academic Qualifications:</b>	
<b>Experience</b>	
	<b>Total:        years</b>

*Please use additional sheets of paper if required.*

\* - to be filled if applicable

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<b>BASIS OF CPD HOURS APPLIED FOR (<i>Itinerary</i>) :</b>			
<b>Date</b> <b>Time</b>	<b>Program</b>	<b>Contact Hours</b>	<b>CPD Hours Applied for</b>
	<b>Topic:</b>  <b>Synopsis of Topic:</b>  <b>Speaker:</b> 1. 2.		
	<b>Topic:</b>  <b>Synopsis of Topic:</b>  <b>Speaker:</b> 1. 2.		
	<b>Topic:</b>  <b>Synopsis of Topic:</b>  <b>Speaker:</b> 1. 2.		
	<b>Topic:</b>  <b>Synopsis of Topic:</b>  <b>Speaker:</b> 1. 2.		
<b>Total Contact Hours</b>			
<b>Total CPD Hours Applied for</b>			

*Please use additional sheets of paper if required.*

\* - to be filled if applicable

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