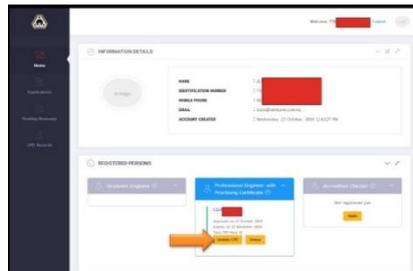


## malaysiaGBC - CPD GUIDELINES for RENEWAL PURPOSES

### A. Board of Engineer (BEM) - Renewal Online - MyBEM

1. The guidelines as follows:

- i. Log in MyBEM online -  
<https://engineer.org.my/Account/Login?ReturnUrl=%2F>
- ii. You will need to update your CPD first. Click on the “Update CPD” button to update your CPD activities.



- iii. Review your CPD Records. If you have not updated your CPD record for 2019, click “Register New CPD”

#	CPD Year	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action
1	2018	Professional Engineer with Practising Certificate	ELECTRICAL	255   50	Completed	Action
2	2017	Professional Engineer with Practising Certificate	ELECTRICAL	400   50	Completed	Action

- iv. A pop-up will appear. Review the information given. Click “Create CPD”

Register New CPD

Are you sure to create a new CPD Record for:

1 Jan 2019 to 31 Dec 2019

Registration Type for CPD Record:

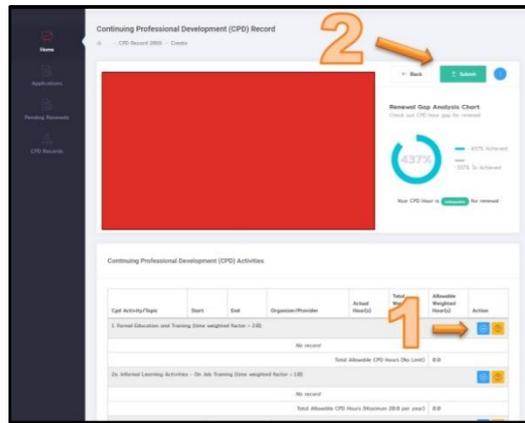
- PERC - ELECTRICAL

Close Choose Different Year Create CPD

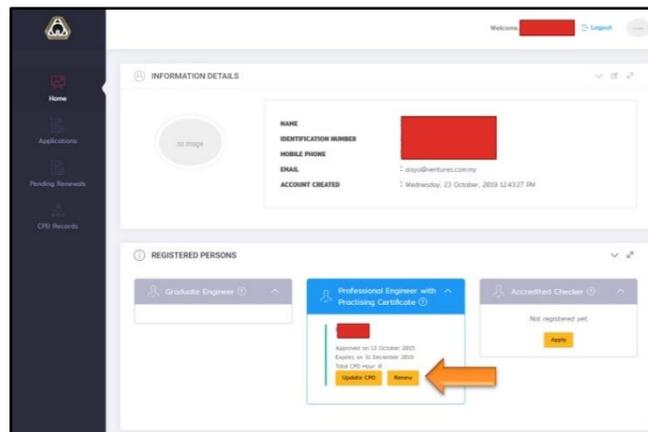
- v. A new CPD record for year 2019 will appear. Click “Action” > “Update Activities”

#	CPD Year	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action
1	2019	Professional Engineer with Practising Certificate	ELECTRICAL	Click to Show	Open	Action
2	2018	Professional Engineer with Practising Certificate	ELECTRICAL	255   50	Completed	Update Activities Submit Record
3	2017	Professional Engineer with Practising Certificate	ELECTRICAL	400   50	Completed	Delete Record

- vi. To add new activity: Click on the “+” button at the category needed. Once you have updated all the activities: Click on the “Submit” button to confirm your submission to BEM.



- vii. **Renewal Payment** - Once submission of CPD is completed; Click on the “Renew” button.



- viii. You will be redirected to a form. Review the information given and update the information necessarily. Click “Submit” at the end of the wizard. Once completed, you will be redirected to a payment page. Make payment and your renewal is completed.

