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"



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



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

umm	nary of My C	PD Records			+ Regi	ster New CPD
# ,:	CPD Year	Registration Type	Discipline	CPD Hour (Actual Torget)	Status	Action +
1	2019	Professional Engineer with Practising Cerfiticate		> Click to Show	Open	Action 🗸
2	2018	Professional Engineer with Practising Cerfiticate	electrical	> 255 50	Comple 🖓 Su	odate Activities
3	2017	Professional Engineer with Practising		> 400 50	Comple	elete 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.

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

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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.

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