MPC-CB Certified Productivity Specialist (CPS) are required to fulfill their **Continuous Productivity Development (CPD)** hours in order to retain their certification.

- CPS need to maintain a minimum of **90 CPD hours in preceding 3 years or 30 CPD hours per year.**
- At least **25 hours** must be **Structured Learning**, with a minimum of 14 structured learning hours annually; **25 hours** of **unstructured learning and 40 hours of implementing productivity improvement projects**.
- Activities recognized as CPD include but are not limited to: A. Attending courses, conferences, seminars and workshops.; B. Participating in technical discussion meetings or similar events; C. Making technical presentations in classes, symposiums or similar events; D. Teaching unrepeated structured courses.

A. **STRUCTURED LEARNING ACTIVIITIES** (Min. 25 Structured Hours)

YEAR	DATE	NAME OF PROGRAM/ ACTIVITY	ORGANISER	CATEGORY OF ACTIVITY*	NO. OF HOURS CLAIMED

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				Total Structured CPD Hours:	

**Refer to Appendix A: A. Structured Learning Activities*

B. UNSTRUCTURED LEARNING ACTIVIITIES (Min. 25 Unstructured Hours)

YEAR	DATE	NAME OF PROGRAM/ ACTIVITY	ORGANISER	CATEGORY OF ACTIVITY*	NO. OF HOURS CLAIMED

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				Total Unstructured CPD Hours:	

**Refer to Appendix A: B. Unstructured Learning Activities*

C. PRODUCTIVITY IMPROVEMENT PROJECTS CONDUCTED (Min. 40 Hours)

Year	Project Title*	Organisation	Impact Type *(Sales Increase; Cost Savings; Time Savings; Cost Avoidance)*	Improvement		Net Impact (RM)
				Baseline	After	
					Total Impact (RM):	

**Please attach the softcopy of report project and Client's Testimonial/s*

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CPD RECORD	CPD Hours Claimed by Applicant	FOR OFFICIAL USE Qualifying CPD Hours:
Structured Hours:		
Unstructured Hours:		
Total CPD Hours:		
Name:		
CPS ID No..:		Check by:
Date:		Date:
Signature:		Signature:

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Appendix A

A. STRUCTURED LEARNING ACTIVITIES

CATEGORIES OF ACTIVITIES	
A	Courses conducted by or under the auspices of recognized professional bodies within their Continuous Professional Development programme.
B	Studies undertaken for the purpose of preparing for a post-qualification course for earning professional licenses or designation related to management consultancy.
C	Studies undertaken after qualification with a view to preparing the candidate for a post graduate degree.
D	Suitable courses conducted by a university or an academic institution.
E	Relevant courses conducted by a university or a firm in public practice or by a business organization.
F	Relevant courses conducted by a private educational establishment of a standard comparable to those described in (A) above.
G	Correspondence courses, e-courses, audio tape or video tape packages, courses of programme texts and other individual study programmes which require participation by the MPC-CB.

B. UNSTRUCTURED LEARNING ACTIVITIES

CATEGORIES OF ACTIVITIES	
A	Reading of technical, professional, financial or business literature.

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B	Use of audio tapes, video tapes, correspondence courses, etc (where no participation is required).
C	Participation at meetings, briefing sessions or discussion groups where no technical material is prepared by the MPC-CB.
D	Service as a member of a technical committee of a professional accounting body or individual firm (where no technical material is prepared for review by the MPC-CB).

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