



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 ACTIVITIES** (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 ACTIVITIES** (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<br>(Sales Increase; Cost Savings;<br>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<br>Claimed by Applicant | FOR OFFICIAL USE<br>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 |                                                                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b>                 | Courses conducted by or under the auspices of recognized professional bodies within their Continuous Professional Development programme.                                          |
| <b>B</b>                 | Studies undertaken for the purpose of preparing for a post-qualification course for earning professional licenses or designation related to management consultancy.               |
| <b>C</b>                 | Studies undertaken after qualification with a view to preparing the candidate for a post graduate degree.                                                                         |
| <b>D</b>                 | Suitable courses conducted by a university or an academic institution.                                                                                                            |
| <b>E</b>                 | Relevant courses conducted by a university or a firm in public practice or by a business organization.                                                                            |
| <b>F</b>                 | Relevant courses conducted by a private educational establishment of a standard comparable to those described in (A) above.                                                       |
| <b>G</b>                 | 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 |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| <b>A</b>                 | Reading of technical, professional, financial or business literature. |

|                                                                     |                          |
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|          |                                                                                                                                                                       |
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| <b>B</b> | Use of audio tapes, video tapes, correspondence courses, etc (where no participation is required).                                                                    |
| <b>C</b> | Participation at meetings, briefing sessions or discussion groups where no technical material is prepared by the MPC-CB.                                              |
| <b>D</b> | 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). |