

25 Mar 2003

To: All Professional Engineers

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR PROFESSIONAL ENGINEERS

I refer you to my earlier circulars of 1 Dec 2001 and 8 Apr 2002 on the implementation of a CPD program which will be made mandatory for the renewal of practising certificate (PC) for the year 2004 onwards. A copy of these circulars is printed overleaf for your information.

2 Our CPD program requires a PE to chalk up at least 40 PDUs (Professional Development Units) over a 12-month period from 1 Nov 2002 to 31 Oct 2003, of which a minimum of 15 PDUs are to be from Structured Activities. As a start, the Board has allowed 50% of the PDUs which you had obtained from Structured Activities during the previous period of between 1 Nov 2001 and 31 Oct 2002 to be brought forward and added to the PDUs obtained during the current period from 1 Nov 2002 to 31 Oct 2003. The total PDUs will be taken into account when you apply for practising certificate for year 2004. The CPD requirement will come into effect **on 1 Nov 2003** when you make your application for practising certificate.

3 We have accredited more than 800 CPD Category 1 Structured Activities. The Board has recently upgraded its web site to enable you to carry out a search for these accredited activities. Our revamped web site also allows you to log in and access your database to record your attendance in CPD Activities. I attach a guide on how you can make use of this online facility. A softcopy of this guide is also available at our web site (at <http://www.peb.gov.sg>). I would like to urge you to use our online system to continuously update your database with the PDUs as soon as you have obtained them, instead of waiting until the end of the year when you are about to apply for your practising certificate.

4 Thank you.

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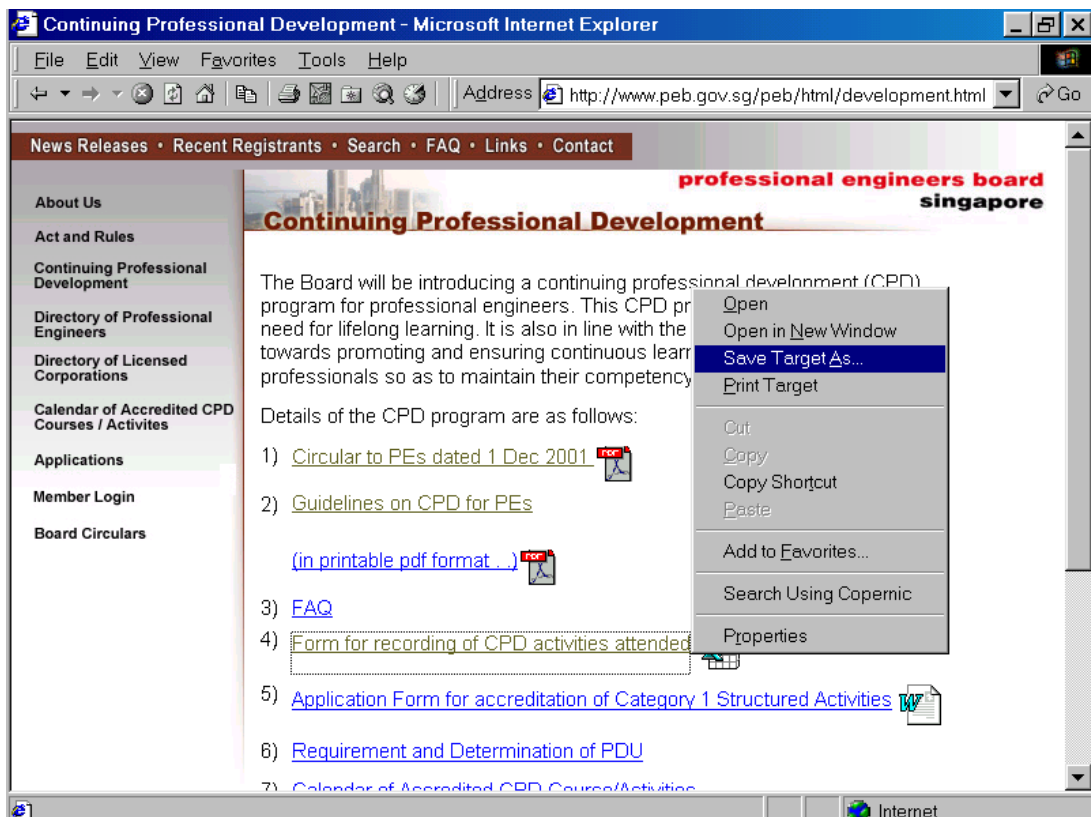
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Notes on using prescribed forms for manual recording of attendance in CPD Activities

The attached "Guide to e-CPD System" provides guidelines on how to record your attendance in CPD activities into your database through our online system. However, if you do not wish to submit your record of attendance in CPD activities using the online system provided on our web site, you can make use of the attached forms for recording manually. Please note that you need to submit only **one** of the 3 forms, namely Form PEB-CPD-A (Aug 2001), to the Board together with application for practising certificate.

A softcopy of the file containing these forms (which is in MS Excel format) is also available for you to download, fill in the records on your computer and print it for submission to the Board. The procedures to download this file from our web site are as follows:

- 1) Go to our web site at **<http://www.peb.gov.sg>**
- 2) Click on "**Continuing Professional Development**"
- 3) Right click on item "**4) Form for recording of CPD activities attended**", and select "**Save Target As...**"



- 4) Save the file into your computer and open it using MS Excel. Note that there are 3 worksheets in the file, one for each form.