



INSTITUTE OF MATERIALS, MALAYSIA

CONTINUING PROFESSIONAL DEVELOPMENT REPORT

NAME: YEAR:.....
 IMM MEMBERSHIP NO:..... CERTIFICATION NO:.....
 IMM CERTIFICATION:.....

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG
 (Supporting documents to be submitted wherever applicable)

Date or Period	Professional Development Activity Code & Description	Role	No. of Activity Hours	Weightage	No. of CPD Points
TOTAL					

Professional Development Activity Code	Professional Development Activity Scope	Weightage Factor
A	Attending Online or Physical Training Courses/Workshops	4
B	Online or Physical Course Trainer/Facilitator/Examiner/ConferencePresenter	3
C	Attend Online or Physical Seminar/Conference/Webinar	2
D	Paper Author Main Author (max 30 hours/year)Co-author (max 10 hours/year)	2
E	Attend Online or Physical Committee Meeting	1
F	Fieldwork (max claimable 480 hours per year) **	0.1

- ** 1. Need to submit an endorsement from the superior/supervisor as evidence.
 2. Calculated based on the assumption that the minimum project duration of 3 months and 8 hours per day for 20 days.
 3. The minimum number of CPD Points accumulated for 5 consecutive years shall be 100 points.

CPD Points per year : **10 points minimum.**
CPD Points per 5 year for re-certification : **100 points.**

Year						Total CPD Points
CPD Points						

I hereby declare that the information and particulars provided by me in this form is true and correct.

.....
(Signature)

.....
(Date)