



LEMBAGA JURUKUR TANAH

(Land Surveyors Board)

GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT CREDIT POINTS For Licensed Land Surveyors

1.0 FOREWORD

Continuing Professional Development (CPD) is a life-long learning process that maintains, enhances or increases the knowledge and skills of licensed land surveyors to ensure their knowledge and ability are relevant to the needs of society.

The relevant Code of Professional Conduct under the Licensed Land Surveyors Regulations 1959 impose an obligation on licensed land surveyors (LLS) to exercise a reasonable standard of skill and diligence normally expected and accepted by the profession. Towards this requirement, the Board encourages LLS to advocate CPD as the responsibility of each individual.

2.0 INTERPRETATION

For the purpose of these Guidelines: -

'Board' means the Lembaga Jurukur Tanah;

'CPD' means Continuing Professional Development;

'CPD Credit Point' means the points accredited by the Board for an approved event;

'CPD event' means the activities that are approved by the Board which qualify for the CPD Credit Point;

'licensed land surveyor' means a person registered under section 9 of the Licensed Land Surveyors Act 1958;

'license' means license to practise issued by the Board under section 10 of the Licensed Land Surveyors Act 1958;

'Register' means the register kept and maintained by the Board under section 8 of the Licensed Land Surveyors Act 1958;

3.0 POWERS TO IMPLEMENT

Sections 10(2) of the Licensed Land Surveyors Act 1958 provides '*Every such person intending to continue to practise as LLS thereafter shall apply annually, in the prescribed manner for a license to practise and shall pay the prescribed fee for such licence.*'

4.0 CPD REQUIREMENTS

4.1 All LLS must accumulate a **minimum of ten (10) Credit Points** of CPD per year.

4.2 The completion of the required minimum of CPD Credit Points will enable the respective persons to be eligible for the renewal of their license. This requirement may be reviewed at the discretion of the Board.

4.3 The following categories of registered persons must comply with the CPD requirements under Clause 4.1 and Clause 4.2 above:-

- i) Practising LLS;
- ii) Any person whose name has been removed from the Register for failure to renew license and desires to be restored must comply with the CPD requirements for the year prior to restoration;
- iii) Any person whose registration has been cancelled pursuant to an order of the Board or the Disciplinary Committee and desires to be restored;
- iv) Any person whose registration has been suspended pursuant to an order of the Board or the Disciplinary Committee and desires to be restored.

4.4 Exemption from CPD

4.5.1 LLS may apply for exemption from the CPD requirements by submitting their applications to the Board stating the reasons together with evidence and proper documentation to be received by the Board by not later than the date of renewal of license.

4.5.2 The Board has the discretion to approve or reject such applications.

5.0 CPD CREDIT POINTS

5.1 The number of CPD Credit Points and the maximum Credit Points allowed for each CPD event are listed in **Appendix A**

5.2 There is no limit to the number of events and total CPD Credit Points that an LLS can accumulate per year. However the excess Credit Points allowed to be carried forward to the subsequent year shall not exceed the maximum stipulated under Clause 5.4.2.

5.4 Excess of CPD Credit Points

5.4.1 Any LLS who have accumulated more than ten (10) CPD Credit Points may carry forward such excess Credit Points to the subsequent year.

5.4.2 The maximum CPD Credit Points that can be carried forward are five (5) and such excess Credit Points can be carried forward for one year only.

5.4.3 LLS who intend to carry forward their excess CPD Credit Points must submit to the Board their current and preceding year's CPD records for verification and approval.

5.5 Insufficient CPD Credit Points

5.5.1 In the event that the CPD Credit Points accumulated is less than the stipulated minimum requirement, the Board may:

- cause the LLS to agree to a specified course of Continuing Professional Development before renewal of license;
- suspend his practice until specified action has been completed;
- subsequently remove his name from the Register; and
- impose any other conditions which it deems fit before renewal license is allowed.

5.5.2 Any person whose name has been removed from the Register and desires to be restored must satisfy the minimum requirement of ten (10) CPD Credit Points for restoration as LLS. For this purpose, he can utilise the accumulated CPD Credit Points specified under Clause 5.4.1 by topping up to fulfil the minimum requirement of credit points for the restoration of registration.

5.5.3 Upon restoration, the LLS shall be required to accumulate a further minimum of ten (10) CPD Credit Points for the purpose of renewing his license for the following year.

6.0 CPD EVENTS

- 6.1 CPD events are the activities that are approved by the Board which qualify for the CPD Credit Points.
- 6.2 To comply with CPD requirements, LLS shall only participate in CPD events listed in **Appendix A**.
- 6.3 LLS must ensure that CPD events in which they participate have been accredited by the Board. The onus is on the LLS to seek confirmation from the Board.

7.0 SUBMISSION OF CPD RECORDS

- 7.1 Every LLS shall submit to the Board, his CPD records as in Appendix B yearly **by 1 November**, with all supporting documents for the Board's verification and approval, together with his application for the renewal of license.
- 7.2 The Board shall not approve an application for the renewal of license if the applicant does not comply with the CPD requirements as stated in Clause 4.1 and Clause 4.2.
- 7.3 The Board shall revoke the license of any LLS at any time if the Board is satisfied that the renewal of license has been obtained by submission of fraudulent documents.

8.0 DATE OF IMPLEMENTATION

- 8.1 The requirement will be made **mandatory** for all LLS to submit CPD Credit Points for renewal of license with effect from **1 January 2012**.
- 8.2 LLS are encouraged to keep records of their CPD participation from 1st January 2010.
- 8.3 A transition period of one year will begin from 1 January 2010 to 31 December 2010. During this transition period LLS who participate in the CPD events will be allowed to carry forward their accumulated credit points to year 2011.
- 8.4 CPD Credit Points accumulated during the year 2011 can be further carried forward for the purpose of calculating the minimum requirements of ten (10) credit points for LLS, for the renewal of licence to practise for the year 2012.

- 8.5 Renewal of registration beginning from year 2013 onwards must be accompanied with all relevant documents and/or certificates of attendance in respect of CPD events that the LLS have attended and accumulated. Failure to submit these documents and/or certificates shall render an application for the renewal of license to be rejected by the Board.

9.0 CORRESPONDENCE

All correspondence relating to CPD should be addressed to: -

The Secretary
Lembaga Jurukur Tanah
Aras 5-7, Wisma LJT
Lorong Perak, Pusat Bandar Melawati
53100 Kuala Lumpur
Tel: 03-41085191
Fax: 03-41085178
Email: secretary@ljt.org.my

10.0 EXPLANATORY NOTES

10.1 The activity that will qualify for CPD Credit Points must be related to the career of LLS. This comprises both geomatics and non-geomatics topics. Non-geomatics topics include management, accounting, law, economics, foreign languages and others which will assist LLS in performing their duties.

10.2 The CPD events are categorised as follows :

- a) Formal Studies
- b) Informal Studies
- c) Presenting Papers
- d) Publication
- e) Attending AGM (ISM/PEJUTA)
- f) Attending conferences/ seminars(sponsored or self- paid)
- g) Service to the Profession
- h) Technical Visit
- i) Others

10.2.1 Formal Studies

LLS attending full time or part time studies on subjects related to surveying can apply for CPD Credit Points in accordance with Appendix A.

10.2.2 Informal Studies

Informal studies include short courses, workshops etc which are organised or accredited by the Board, JUPEM, PEJUTA or others.

10.2.3 Presenting Papers

LLS who prepare and present papers for conventions, conferences, seminars, workshops, talks, courses, etc. organised by the Board, JUPEM, PEJUTA, ISM or others can also apply for CPD Credit Points in accordance with Appendix A the papers prepared and presented are on surveying related matters or contribute to the advancement of the profession.

10.2.4 Publication

LLS who publish books or articles in journal related to geomatics may be granted credit points in accordance to Appendix A. This does not include publication of company brochures.

10.2.5 Attending AGM

CPD credit points can also be claimed from attending AGM of professional bodies or association such as ISM and PEJUTA.

10.2.6 Attending Conferences/Seminars

These include all seminars, conferences, workshops, CPD talks and technical site visits organised by the Board, JUPEM, PEJUTA . Seminars, conferences and workshops run by other acknowledged professional institutes or experts at national or international level could also be considered provided their main topics are related to the development of the profession.

10.2.7 Service to the Profession

CPD Credit Points can be claimed for the service to the profession particularly where it contributes to the continuing professional development of others. Examples of such services are contributions to the Board, JUPEM, PEJUTA or ISM as representative, member of committees, sub-committees, and expert groups at both the national and international levels in accordance with Appendix A.

10.2.8 Technical Visits

CPD credit points can be earned from attending technical visits organised by the Board, PEJUTA or ISM.

10.2.9 Others

If LLS believes that he is undertaking other types of CPD activities not described above, such as being chairperson or organiser of approved events, he should make a submission to the Board for approval.

11.0 SUPPORTING DOCUMENTS

The supporting documents, as applicable, to be submitted together with Appendix B (CPD LOG BOOK FOR LLS) shall be as follows : -

- (i) certificates of attendance at approved CPD events or other documentary evidence.
- (ii) proof of attendance/registration in recognised full time and part time courses or other supporting documents.
- (iii) proof of attendance at professional meetings.
- (iv) proof of service in the Board, JUPEM, PEJUTA, ISM, committees, sub-committees, office-bearer, representative.
- (v) proof of presentation/attendance at talks/seminars, etc.
- (vi) exemption letters/certificates from the Board.
- (vii) copies of publications, articles

Appendix A

CPD CREDIT POINTS TABLE FOR LICENSED LAND SURVEYORS

	CPD Events (Category)	Description/Organiser	Points	Max. Points allowed
1.	Formal Studies	Full-time or part time @ graduate level at Institutions of Higher Learning recognised by the Board: Full time - Geomatics - Non Geomatics Part time - Geomatics - Non Geomatics	(points per year of study) 10 5 5 2.5	10
2.	Informal studies	Short courses and workshops organized/recognized/ accredited by Board/JUPEM/Pejuta : Short courses of 1-3 days Full Time - Geomatics - Non Geomatics Part time - Geomatics - Non Geomatics Short courses more than 3 days Full time - Geomatics - Non Geomatics Part time - Geomatics - Non Geomatics	 4 2 2 1 8 5 4 2	8
3.	Presenting Papers	National and International level Organised/Approved by Board Geomatics Non Geomatics	 4 2	8
4.	Publications of books or articles in journals	Geomatics Non Geomatics	4 2	8
5.	Attending AGM	ISM/Pejuta	2	4
6.	Attending conferences/seminars (sponsored/self-paid):	Organised/Approved/Accredited by Board Duration of 1 day Duration of 1-2 days Duration of 3 days or more	 2 4 6	8
7.	Service to the Profession	1. Serving as Member/ Exco of Board/Pejuta/ISM, (attending at least 50% of Board/Exco meetings) 2. Office Bearers/Representative	 4 2	6
8.	Technical Visit	Organised by Board	2	4
9.	Others	As approved by Board	1	2



LEMBAGA JURUKUR TANAH

CPD LOG BOOK FOR LICENSED LAND SURVEYORS

Year:

Name:

Registration No: LJT.....

	CPD Events	Description/Organiser	Date	Points	Max. Points allowed
	<i>Credit points obtained</i>				
1.	Formal Studies				
2.	Informal study				
3.	Presenting Papers				
4.	Publication				
5.	Attending AGM				
6.	Attending conferences/ seminars				
7.	Service to the Profession				
8.	Technical Visit				
9.	Others				
	<i>Total Credit Points</i>				
	<i>Exemption</i>				
	<i>Credit Carried Forward</i>				

I hereby declare that the above information is true and correct to the best of my knowledge.

.....
(Signature of Applicant)

Date:

Endorsed by:
(LJT)

.....
(PEJUTA)