

## NOTICE MSO 2/2018

### PROFESSIONAL DEVELOPMENT HOURS (PDH) PROCEDURE

All registrants (CPESC, CESSWI, CISEC and CPSWQ) are expected to make sure that they have enough Professional Development Hours (PDH) Units or Continuous Professional Development (CPD) units to ensure their registrations are renewed in accordance with the ECI Inc and CISEC Inc requirements.

For CPESC and CPSWQ Registrants, PDH needed is 16 per year whilst for CESSWI and MY-CISEC registrants, the PDH needed is 12 per year.

The requirements are as stated below :-

#### Annual Professional Development Hours (PDH) Requirements

PDHs can be earned in three (3) categories: **A-Continuing Education; B-Learning Developer, Reviewer or Author; and C-Work Experiences.**

**Category A** includes activities where registrants participate in learning events related to EnviroCert/ CISEC certifications they hold. This is a broad category that encompasses a wide range of learning events including, seminars, workshops, college classes, technical sales presentations and self-study. Registrants must earn at least 30% of their required PDHs in Category A, but may earn ALL their required PDHs in Category A. This category also includes any reading of materials relevant to the Certification obtained. Under this category, 1 hour is equivalent to 1 PDH.

**Category B** provides opportunities for registrants who develop and present certification-relevant knowledge and/or skills training during learning events. Category B also provides PDHs for those who perform technical reviews of certification relevant information with the provision that the reviewer must provide substantive feedback to the provider. This category includes PDHs for authors of books, articles or other publications that expand the body of technical knowledge on a subject related to certifications held by the registrant. Under this category 1 hour is equivalent to 1 PDH.

**Category C** allows registrants who perform certification-related work activities to gain up to 50% of their required PDHs through work experience. Under this category, 1 hour of work is equivalent to 0.5 PDH.

Program	Full	Total	Cat. A	Cat. B	Cat. C
CESSWI/ MY-CISEC	Full	12	At least 4	No more than 8	No more than 6
CPSWQ CPESC	Full	16	At least 5	No more than 11	No more than 8

#### Carry Over PDHs

Registrants who obtain more PDHs than required during a given year may carry over the extra PDHs to the immediate next renewal year in an amount not to exceed their annual PDH requirement. PDH cannot be carried over for more than 1 year.

#### Insufficient PDHs

The Professional Development Policy allows registrants to enter into a program to make up PDHs during the immediate next renewal period. In such cases, the registrant must contact MSO Secretariat for further enquiry.

#### PDH programs recognised by MSO

Currently any program or training related to erosion and sedimentation control recognised by Department of Environment, BEM or IEM or any MSMA training organised by DID or its agent is eligible to be claimed under Category A. Eventually MSO shall also carry out PDH related activities.

THE **MSO PROFESSIONAL DEVELOPMENT HOURS (PDH) LOG** NEED TO BE FILLED ANNUALLY (form is provided below) AND ATTACHED WITH THE **MSO RENEWAL FORM**.

A SAMPLE FILLED LOG IS ALSO SHOWN BELOW.

### MSO Professional Development Hours (PDH) Log

NAME OF REGISTRANT :

CPESC/CPSWQ/CESSWI/MY-CISEC NUMBER :

EXPIRY:

DATE OF RENEWAL:

All activities must be relevant to your practice. This log may be duplicated or computer generated and submitted together with the **MSO Renewal Form**.

Date(s) of Activity	Organisers	Activity	PDHs		
	Name & Location (City, State)	Title/Description	Cat. A	Cat. B	Cat. C
<b>Total:</b>					

c/o Stormwater Management Division,  
 Department of Irrigation and Drainage Malaysia,  
 Jalan Sultan Salahuddin,  
 50626 Kuala Lumpur.  
<http://www.msowater.org.my>  
 E-mail: [mso.renewal@gmail.com](mailto:mso.renewal@gmail.com)

**SAMPLE FILLED PDH LOG****Professional Development Hours (PDH) Log**

NAME OF REGISTRANT : MS SABA BIN SAPTU

CPESC/CPSWQ/CESSWI/MY-CISEC NUMBER : CESSWI 3287

EXPIRY : 31.07.2017

DATE OF RENEWAL: 1 July 2017

All activities must be relevant to your practice. This log may be duplicated or computer generated and submitted together with the renewal form.

Date(s) of Activity	Organisers	Activity	PDHs		
	Name & Location (City, State)	Title/Description	Cat. A	Cat. B	Cat. C
16/1/2017 TO 17/1/2017	MRT LINE 1 SBK LINE, SELANGOR AND KUALA LUMPUR	ENVIRONMENTAL AUDIT OF CONSTRUCTION ACTIVITIES			16x0.5 = 8
8/3/2017	DOE TRAINING CENTER EIMAS, BANGI, SELANGOR	DOE WORKSHOP ON LDP2M2	6x1 = 6		
20/2/2017 TO 28/2/2017	BERITA ENSEARCH	ARTICLE ON "THE ROLE OF CESSWI IN THE CONSTRUCTION INDUSTRY"		6x1 = 6	
1/3/2017 TO 3/3/2017	MRT LINE 2 SSP LINE : SELANGOR, KUALA LUMPUR AND PUTRAJAYA	ENVIRONMENTAL AUDIT OF CONSTRUCTION ACTIVITIES			16x0.5 = 8
<b>Total:</b>			6	6	16

c/o Stormwater Management Division,  
Department of Irrigation and Drainage,  
Jalan Sultan Salahuddin,  
50626 Kuala Lumpur.  
<http://www.msowater.org.my>  
E-mail: [mso.renewal@gmail.com](mailto:mso.renewal@gmail.com)

**Sample calculation of PDH**

Based on the above sample, the CESSWI Registrant has 28 PDH for Year 2017, ie 16 + 6 + 6.

PDH Required by a CESSWI registrant is 12 per year.

Therefore, 12 PDH can be carried over to Year 2018.