

# Manual Pengguna Sistem myCEP



JABATAN ALAM SEKITAR MALAYSIA



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Maklumat lanjut hubungi:

Sekretariat Skim Pendaftaran Jururunding EIA Jabatan Alam Sekitar, Ibu Pejabat Putrajaya Emel: skeia@doe.gov.my

## KANDUNGAN

Bil	Perkara	Muka surat
1.0	Keperluan Minima Versi Pelayar dan Sistem	4
2.0	Langkah-Langkah Mengakses myCEP	4
	2.1 Portal myCEP	4
	2.2 Laman Log Masuk	5
3.0	Kategori Pendaftaran Dalam Sistem myCEP	5
4.0	Pendaftaran Baharu (New Registration)	6
5.0	Pendaftaran Baharu Kategori Pembantu Jururunding EIA	11
	5.1 Semak syarat – syarat pendaftaran	11
	5.2 Mengisi maklumat pendaftaran	13
	5.3 Memuat turun sijil pendaftaran	25
6.0	Pengesahan Jururunding yang telah berdaftar	27
	(Existing Consultant)	
	6.1 Membuat pengesahan	27
	6.2 Mengemaskini maklumat	29
	6.3 Memuat turun sijil pendaftaran	33
7.0	Pembaharuan Pendaftaran	35
	7.1 Semak syarat pembaharuan pendaftaran	35
	7.2 Mengisi maklumat	39
	7.3 Memuat turun sijil pendaftaran	51

### 1.0 KEPERLUAN MINIMA VERSI PELAYAR DAN SISTEM

PENGOPERASIAN	INTERNET EXPLORER 11	INTERNET EXPLORER 10	CHROME VERSI 39++	FIREFOX VERSI 30++	SAFARI (5.1.7 For Windows	SAFARI Versi 5++	CHROME FOR ANDROID
Windows XP SP2 •	-		Ø	Ø	Ø		
Windows Vista *			$\odot$	Ø	$\odot$		
Windows 7	$\odot$	$\odot$	$\odot$	$\odot$	$\odot$		
Windows 8	$\odot$	$\odot$	$\odot$	$\odot$	$\odot$		
Apple Macintosh OS						$\odot$	
Apple iOS (IPad dan iPhone)						$\oslash$	
Android							$\odot$

### 2.0 LANGKAH – LANGKAH MENGAKSES PORTAL myCEP



Penerangan 1: Taip <u>https://myCEP.doe.gov.my/</u> untuk melayari portal myCEP dan tekan tap *Login*.



Penerangan 2: Paparan Skrin Log Masuk ke dalam sistem myCEP.

### 3.0 KATEGORI PENDAFTARAN DI DALAM PORTAL myCEP



Penerangan 3: Terdapat dua kategori pendaftaran dalam sistem myCEP.

Pertama ialah pendaftaran baharu bagi individu yang belum pernah berdaftar dengan Skim Pendaftaran Jururunding EIA, sama ada sebagai pembantu jururunding (Assistant Consultant), jururunding EIA (Consultant EIA), atau jururunding subjek (Subject Specialist). Sebagai panduan, ikuti kaedah dibawah topik 4.0 dan 5.0 Pendaftaran Baharu (New Registration). **Kedua ialah pendaftaran** bagi individu yang **telah berdaftar** dengan Skim Pendaftaran Jururunding EIA, sama ada sebagai pembantu jururunding (*Assistant Consultant*), jururunding EIA (*Consultant EIA*), atau jururunding subjek (*Subject Specialist*). **Sebagai panduan boleh ikuti kaedah di bawah topik 6.0 Pengesahan jururunding yang telah berdaftar**.

### 4.0 PENDAFTARAN BAHARU (NEW REGISTRATION)



Penerangan 4: Klik pada tab Register.



- Penerangan 5: Memulakan pendaftaran baharu.



Penerangan 6: Mencipta akaun untuk pendaftaran.



Penerangan 7: Akaun pengguna myCEP telah berjaya diwujudkan.

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★ Starred	🔲 Inbox	361	🗌 🚖 myCEP Administrator	myCEP account activation - myCepp Registration Notification Good Day Dear Sir / Madam, New Account Activation Thank yo	12:17 PM	۷
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Construction of the second state of the s		noations for		Security alert - New device signed in to abrahmanjas@gmail.com Your Google Account was just signed in to from a new Viv	11/16/19	>

Penerangan 8: Semak notifikasi tentang status pendaftaran.

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Inbox 361	myCEP Administrator <mycep@doe.gov.my></mycep@doe.gov.my>		12:17 PM (12 minutes ago) 📩 🔦 🚺 🚺
Induct     Induct     Induct     Starred     Snoced     Sent     Drafts     19     More     azli - +     Trying to reconnect     C     Lear more		Good Day Dear Sir / Madam, New Account Activation Thank you for signing up with the Registration Scheme for EIA Consultant System. To activate your newly created account please click Activate Account: Activate Account Regards	Langkah 1D: Klik untuk meneruskan pendaftaran baharu
No recent chats Start a new one Enable desktop notifications for	r Gmail. OK No thanks X	ElA Constituants Registration Scheme Assessment Division Departiment of Environment Ministry Of Energy, Science, Technology, Environment & Climate Change Level 1-4, Podium 283, No 25, Persiara Persian 4, Persint 4 62574 W.P. PUTRAJAVA Email: <u>stela@doe.ov/m/</u> Tel: 03-83712000 Fax: 03-88891045	

Penerangan 9: Klik *Activate Account* bagi pengaktifan akaun myCEP di dalam emel.



Penerangan 10: Log In menggunakan e-mel dan password.



Penerangan 11: Menunjukkan paparan akaun pengguna di dalam myCEP.



Penerangan 12: Tiga kategori pendaftaran baharu jururunding.

Get Started         Please Choose your application type            • Application for New Edd Consultant (AC)         • Application for New Subject Specialies (SS)             Surt
Langkah 1E: Pilih Salah Satu Pendaftaran Baharu Yang diperlukan

Penerangan 13: Tiga (3) pilihan kategori pendaftaran baharu jururunding.

### 5.0 PENDAFTARAN BAHARU PEMBANTU JURURUNDING, AC

### 5.1 SEMAK KRITERIA PENDAFTARAN

Kriteria pendaftaran bagi setiap kategori jururunding boleh merujuk kepada *Guidance Document on EIA Consultant Regsitratioan Scheme* yang boleh muaturun daripada sistem myCEP.



Masuk ke laman web MyCEP di http://www.mycep.doe.gov.my

Penerangan 1: Taip <u>https://mycep.doe.gov.my/</u> untuk melayari portal myCEP dan tekan tap *Login*.



Penerangan 2: Klik pada 'Announcement' dan seterusnya klilk 'Guidance Document On Consultant EIA Registration Scheme' dan muat turun.



Penerangan 3: Rujuk maklumat berkaitan dengan 'Renewal Registration'.



Penerangan 4: Rujuk Table 3.0 Registration requirements for Assistant Consultant, CePEIA and Subject Consultant untuk mengetahui kriteria pendaftaran terlebih dahulu.



### 5.2 MELENGKAPKAN MAKLUMAT PENDAFTARAN

Penerangan 1: Log In menggunakan e-mel dan password.



Penerangan 2: Menunjukkan paparan akaun pengguna di dalam myCEP.



Penerangan 3: Memulakan permohonan pendaftaran sebagai pembantu jururunding (Assistant Consultant).



Penerangan 4: Lengkapkan semua butiran peribadi di dalam seksyen 'Applicant info'.



Penerangan 5: Lengkapkan semua butiran peribadi di dalam seksyen 'Applicant info'.



Penerangan 6: Lengkapkan butiran di dalam seksyen 'Academic Qualification'.



Penerangan 7: Lengkapkan kelayakan akademik seperti Diploma, Ijazah, Sarjana atau PhD beserta dokumen sokongan.

myCEP		Dashboard	Annoucement •	• Profile •	Logi
Langkah 1P: Tekan tab	Application for New Assistant Consultant (AC)  Application for New Assistant Consultant (AC)  Applicatinfo > Academic Qualifications (Memberships of Professional Bodies)  Others Environmental Course by Recognized Body > References > Payment > Declaration  Memberships of Professional Bodies  Fany information related, please click Add button  Find related, please proceed and click Next Button  To Testing and a serial				
'Membership of Profesional Bodies' untuk memasukan maklumat berkaitan badan professional yang disertai	Professional Body Official Abbreviations Current Membership Level Date Current Level Achieved Gid and dag here to resist table.				

Penerangan 8: Lengkapkan butiran di dalam seksyen *Memberships of Professionalisme Bodies* beserta dokumen sokongan.

	Membership of Pro	ofessional Bodies	Heistern Brentin Brett	v tenoucement ▼ Profile ▼ Logou ×
Applicatio	Professional Body Please fill Professional Body			
Applicant Info > Acade > Others Environment	Official Abbreviations Please fill Official Abbreviation	Currrent Membership Level	Date Current Level Achieved	on Course by EiMAS
Membershi			Close	ve la
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disertai		No data available in table		
	rior			
Showing 0 to 0 of 0 ent.	1105			

Penerangan 9 : Lengkapkan keahlian profesional yang disertai di bawah seksyen 'Membership of Profesional Bodies'.

nyGP	Applicant Info > Academic Qualifications > Memberships of Professional Bodies <u>Competency EMAS</u> > Environmental Management Experience > Induction Course by EMA > Others Environmental Course by Recognized Body > References > Payment > Declaration	Deshboard Annoucement + Profile + Logout
Tekan tab 'Competency EiMAS' untuk memasukan maklumat berkaitan kursus	Competency EiMAS If any information rejeted, please click Add button If not releted, please proceed and click Next Button	
kompetensi dibawah EiMAS yang pernah diperolehi	Name Course Title Certified Date Certificate No. Certificate	
	Click and drag here to resize table. Next	

Penerangan 10: Lengkapkan maklumat di dalam seksyen *Competency Course from EiMAS* (sekiranya ada).

Application					
Applicant Info > Acade	Name Course/ Title Dr Course by EIMAS				
> Others Environment	Please Select Course Name/Title				
	Please Select Course Name/Title				
Course For Certified Environmental Professional In The Operation Of Industrial Effluent Treatment Systems (Biological Processe - Activated Sludge Process)					
Competend	Course For Certified Environmental Professional In The Operation Of Industrial Effluent Treatment Systems (Physical Chemical Processes)				
compotent	Course On Certified Environmental Professional In Bag Filter Operation (CePBFO)				
	Course On Certified Environmental Professional in Scrubber Operation (CerSU) Fource On Certified Environmental Professional Researce Textment Bart Oncertion (CeRSUP) Fource On Certified Environmental Professional Researce Textment Plant Oncertion (CeRSUP)				
If any information relat	Course On Certified Environmental Professional In Sewage Lieaumen Palar Operation (CerSVIAM)				
If not related, please pr	Course On Certified Environmental Professional in The Treatment Of Palm Oil Mill Effluent (Pond Processes) (CePPOME)				
	Course On Certified Environmental Professional In Erosion And Sediment Control (CPESC)				
Add	Course On Certified Erosion, Sedimer, And Storm Water Inspector (CESSWI)				
	Kursus Induksi Umum r				
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Penerangan 11: Lengkapkan maklumat di dalam seksyen *Competency Course from EiMAS* (sekiranya ada).

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Management	> Others Environmental Course by Recognized Body > References > Payment > Declaration		
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alam sekitar			
Langkah 1Y:	Langkah 1Z:		
Tekan 'add' untul	menambah butiran		
	Click and drag here to resize table.		
	Net		

Penerangan 14: Lengkapkan maklumat di dalam seksyen 'Environment Management Experiences'.

myCEP			Dr	ashboard Annoucement - Profile - Logout
	Application for New Ass	sistant Consultant (AC)		
	Applicant Info > Academic Qualifications > Members > Others Environmental Course by Recognized Body	hips of Professional Bodies > Competency EiMAS > Environmental Ma > Reference: > Reported - Sector storn	agement Experience > Induction Course by EiMAS	
<u>Langkah 1AA</u> :	Induction Course by EiMAS	S		
'Induction Course by	Name Course/Title			
EiMAS' WAJIB di isi bagi	Certified Date dd/mm/yyyy	Result Please Select	Y	
pendaftaran baharu pembantu	Sare 6 Hot		Langkah 1AB:	1
jururunding			Tekan Butang Save & Next	
			Save & Next	J

Penerangan 12: Lengkapkan maklumat tentang Induction Courses by EiMAS.



Penerangan 13: Lengkapkan maklumat tentang latihan atau kursus berkaitan alam sekitar di dalam seksyen 'Others Environmental Course by recognized body'.

myCEP		Dashboard Annoucement • Pr	ofile 👻 Logout
Tekan tab 'Refrences' Masukan maklumat 2 orang Refferee	Application for New Assistant Con Applicant Info > Academic Qualifications > Membership: a fBodeminal Bod > Others Environmental Course by Recognized Body References Payme Referee 1 Full Name Feltime Address Address Address Postcode City Pestcode City	Sultant (AC)       s > Competency EMAS > Environmental Management Experience > Induction Course by EMAS       s > Declaration         Referee 2       Full Name       Catherer       Address       Contry       Peace Select Courty	ofile + Logout
	State Prese Select State	State Please Select State  T	

Penerangan 14: Lengkapkan maklumat dua (2) orang *'Referee'* yang boleh mengesahkan pengalaman anda di dalam seksyen *Reference*.

City City	Address Address Postcode City	
City (City	Address Postcode City	
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	State	
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4. <del>Specification: jpeg or EDE Only le</del> ss than 5MB Referee Form Template)	Dittachment Specification: jpeg or PDF Driv less than SMB (Download Referee Form Template)	
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Penerangan 15: Tekan untuk muat turun borang referee untuk dilengkapkan.

Show all

Penerangan 16: Borang Referee yang telah dimuat turun.

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Penerangan 17: Borang Referee perlu diisi oleh oleh setiap referee anda. Referee mestilah dalam kalangan individu yang boleh mengesahkan pengalaman dan kepakaran anda.

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Penerangan 18: Tandatangan asli bagi setiap Referee adalah diwajibkan. Save Referee form yang telah diisi dalam bentuk PDF untuk dimuat naik.

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Penerangan 19: Muat naik borang Referee dengan menekan butang Choose File, dan selesai tekan butang Save & Next.

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	Applicant Info > Academic Qualifications > Memberships of Professional Bodies > Competency EIMAS > Environmental Management Experience > Induction Course by EIMAS > Others Environmental Course by Recognized Body > References > Payment > Declaration			
	Code of Practice         All applicants must SIGN and AGREE to abide by the Code of Practice, which is designed to ensure that registered individuals act in an ethical and professional manner.         All registered individuals shall:         Act professionally accurately and in an unbiased manner         Strive to increase the competence and prestige of the environmental impact assessment profession         Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills         Not to undertake any jobs that I am not competence to perform         Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so         Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study         Not to accept any way that would prejudice the reputation of the EIA Consultants Registration Scheme or the environmental consultants registration process and to cooperate fix any enquiry in the event of any illegal breach of this code         Remarks	↓ ↓	<u>Langkah 1AL</u> : Sila baca dan fahami kod etil	(2

Penerangan 20: Tekan tab '*Declaration*' baca dan fahami kod etika sebagai Jururunding EIA.

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	Act professionally, accurately and in an unbiased manner	
	Strive to increase the competence and prestige of the environmental impact assessment profession	
	Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills	
	Not to undertake any jobs that I am not competence to perform	Langkah 1AN:
	Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgement	
	Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so	Ruangan
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	Not to act in any way that would prejudice the reputation of the EIA Consultants Registration Scheme or the environmental consultants registration process and to corporate fully with any accurate the available of the index	sekiranya perlu
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	I hereby apply for registration and agree to observe and abide by the Code of Practice specified in the final part of this form. I certify that the statements contained in this form.	
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Penerangan 21: Lengkapkan password akaun setelah selesai semua butiran pendaftaran.



Penerangan 22: Paparan status permohonan anda. Anda boleh menyemak status pendaftaran melalui akaun myCEP atau notifikasi di dalam emel anda.

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Penerangan 23: Notifikasi di dalam emel mengenai status pendaftaran.



Penerangan 24: Notifikasi di dalam emel mengenai status pendaftaran.



5.3 MEMUAT TURUN SIJIL PENDAFTARAN

Penerangan 25: Status pendaftaran di dalam akaun myCEP dan sijil pendaftaran yang boleh dijana.



Penerangan 26: S sijil pendaftaran pembantu jururunding yang dijana boleh dimuat turun.

# 6.0 PENGESAHAN JURURUNDING YANG TELAH BERDAFTAR (VALIDATE REGISTRATION FOR THE EXISTING CONSULTANT)



### 6.1 MEMBUAT PENGESAHAN AKAUN myCEP

Penerangan 1: Klik pada register masukan no.pendaftaran /consultan id dan emel yang digunakan semasa membuat pendaftaran terdahulu.



Penerangan 2: Semak emel dapatkan password yang diberikan di dalam emel untuk Log in dalam sistem myCEP.

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Penerangan 3: Emel notifikasi tentang pengaktifan akaun, gunakan password yang diberikan untuk log in ke sistem myCEP.



Penerangan 4: Klik pada Log In masukan emel dan password yang diberikan.

### 6.2 MENGEMASKINI DAN MENGISI MAKLUMAT TERKINI

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		Update Existing	Consultant		
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	(Dr V	Aufa Nadiyah Bt Abdul Rahman			
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Penerangan 5: Isikan butiran lengkap maklumat terkini anda.

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Penerangan 5: Isikan butiran lengkap maklumat terkini anda.

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Penerangan 6: Isikan maklumat kelayakan akademik anda dan sertakan bersama sijil dan transkrip.

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Penerangan 7: Isikan maklumat berkaitan keahlian dalam badan profesional (sekiranya ada).

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Update Exist Applicant Info > Academic Qualifications > Memberships of Professional Bodies > Co · Course / Experience Related Subject Consultant Registered Competency EiMAS Programmers related proceeded Add busine	ing Consultant mpetency EMAS > Environmental Management Experience > Area of Expertise Area > Declaration	Competency EiMAS Maklumat berkaitan kompetensi yang dicapai dari EiMAS sekiranya ada.
Name Course Title Course On Certified Environmental Professional In Bag Filter Operation (CePBFO)	Certified Date         Certificate No.         Certificate           05-12-2018         5087         Competency in Beg_Filter_Operation.pdf         action -	

Penerangan 8: Isikan maklumat berkaitan kompetensi yang dicapai dari Institut Alam Sekitar Malaysia (EiMAS) sekiranya ada.

			Dashboard Annoucement • Profile
Applicant Info > Academic Qualifications > Mer Course / Experience	Update Existing Con merchips of Professional Bodies > Competency EIMAS Related Subject Consultant Registered Area >	> Environmental Management Experience - Area of Expertise Declaration	Environmental Management Experience
Environmental Manage Please Update Environmental Experience in Rece	ment Experience nt THREE (3) Years		Maklumat berkaitan kompetensi yang dicap dari EiMAS sekiranya a
Experience Type Participation in Environmental Modelling	Project Risk Assessment Study For Chlorination Plant	Position Duration Modeller 0 year(s) 0 month(s) and 30 day(s) actor	n •

Penerangan 9: Isikan maklumat berkaitan 'Environmental Management Experience' seperti penyediaan TOR, Laporan EIA dan kajian-kajian berkaitan alam sekitar atau lain – lain berkaitan bidang alam sekitar.



Penerangan 10: Kod etika jururunding perlu difahami dan dipatuhi pada setiap masa oleh jururunding apabila kelulusan diberikan.

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Penerangan 11: Setelah selesai maklumat yang dikemukakan dengan lengkap masukan password dan tekan butang 'submit'.

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sbrahman@doe.gov.my iii Invitation sent				Dr Yap Wei Boon	[JSKM] New Issue Published - Readers: Jurnal Sains Kesihatan Malaysia (Malaysian Journal of Health Sciences) has just published it	Mar 3
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Penerangan 12: Semak emel anda atau masuk kedalam sistem untuk mengetahui status pendaftaran.

### 6.3 MEMUAT TURUN SIJIL PENDAFTARAN



Penerangan 12: Pemberitahuan didalam akaun myCEP dan sijil pendaftaran yang telah disiapkan boleh dilihat dan dimuat turun.



Penerangan 13: Sijil pendaftaran boleh dimuat turun dalam talian.

### 7.0 PEMBAHARUAN PENDAFTARAN JURURUNDING EIA

### 7.1 SEMAK SYARAT PEMBAHARUAN PENDAFTARAN



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Dr Abdul Rahman Mahmud	CEP-C0021	EA Consultant (C)		57-05-2023		pep20[at]gmail.com		Details
Dr Amani Najjah Bt Abdul Rahman	CEP-C0005	EIA Consultant (C)		31-05-2023	19	pgasanjat]gmail.com		Details

Penerangan 1: Masuk ke laman web myCEP di http://www.mycep.doe.gov.my.



Penerangan 2: Klik pada 'announcement' dan seterusnya klilk 'Guidence Document On Consultant EIA Registration Scheme' dan muat turun.



Penerangan 3: Dapatkan maklumat berkaitan dengan 'Renewal Registration'.

Core experiences     Core experience	Image: Construction       Image: Construction<	ne	Tools	Garis Pariduan Pen.,	Guidance Docum	nen						Ø	8	Sigi
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Penerangan 4: Semak kandungan berkaitan dengan 'Renewal Registration'.



Penerangan 5: Keperluan jumlah CPD hour mengikut kategori pendaftaran jururunding.



Penerangan 6: Aktiviti yang diiktiraf untuk pengiraan CPD hours.



Penerangan 7: Aktiviti yang diiktiraf untuk pengiraan CPD hours.



Penerangan 8: Rujuk CPD Hours Guideline dalam Figure 4.0 Guidence Document On Consultant EIA Registration Scheme.

### 7.2 MENGISI MAKLUMAT PENDAFTARAN



Penerangan 9: Login ke dalam sistem myCEP.



Penerangan 10: Klik New Appication untuk membuat pembaharian pendaftaran.



Penerangan 11: Klik pada 'Application for Renewal.."(Manual ini hanya menunjukan kaedah bagi pembaharuan jururunding subject specialist kaedah yang sama boleh digunakan kategori jururunding EIA.



Penerangan 12: Isikan maklumat mengenai butiran peribadi anda dengan lengkap berserta dengan gambar terkini anda berukuran pasport. (Fail images dalam bentuk .jpg).

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Penerangan 13: Setelah selesai mengisi butiran peribadi sila tekan butang 'Next'.

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	Doctorate Philosophy (Environmental Impact Assessment)	Universiti Kebangsaan Malaysia	2014	2017	combinePHD_sijil.pdf	combinePHD_sijil.pdf	action -		
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Penerangan 15: Isikan maklumat berkaitan dengan keahlian di dalam badan profesional (sebagai contoh Ahli Geologi Malaysia, Jurutera Profesional (Ir) dan *Technologist* (Ts) dan lain- lain).



Penerangan 16: Isikan maklumat berkaitan dengan kompetensi yang pernah dicapai di bawah program kendalian Insititut Alam Sekitar Malaysia (EiMAS).



Penerangan 17: Isikan maklumat berkaitan dengan pengalaman kerja dalam bidang pengurusan alam sekitar atau penyelidikan dalam bidang alam sekitar.



Penerangan 18: Isikan maklumat berkaitan dengan kursus/seminar atau bengkel dalam bidang kepakaran yang pernah disertai.

		Dashboard Annoucement • Profile •
Maklumat Mengenai CPD Summary menunjukan jumlah nilai CPD berdasarkan maklumat yang dimasukan.	Application for renewal of Registration Scheme for Subject Specialist (SS)	

Penerangan 19: Mengisi maklumat CPD hours, butang 'Summary' memaparkan jumlah terkumpul CPD yang dikemukakan oleh jururunding.



Penerangan 20: Untuk mengisi maklumat berkaitan latihan, kursus, seminar atau bengkel sila (training) tekan butang 'Add'.



Penerangan 21: Masukan butiran lengkap mengenai program latihan, kursus, seminar atau bengkel yang pernah disertai berserta sijil kehadiran sebagai bukti. Sijl hendaklah disediakan dalam format pdf dan dimuat naik ke dalam sistem myCEP.



Penerangan 22: Untuk memasukan butiran lengkap mengenai mesyuarat (meeting) yang pernah disertai. Tekan butan 'meeting; dan tekan butang 'Add'. Mesyuarat yang diiktiraf untuk pengiraan CPD adalah mesyuarat TORAC dan EIATRC.

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Penerangan 23: Masukan butiran lengkap mengenai 'meeting' yang disertai berserta bukti seperti minit mesyuarat atau surat/emel panggilan mesyuarat. Sila sediakan fail didalam format pdf untuk dimuat naik kedalam sistem myCEP.



Penerangan 24: Untuk memasukan maklumat CPD hours berkaitan dengan latihan yang pernah diberikan sila tekan 'Conducting Training' dan tekan butang 'Add'.

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Penerangan 25: Masukan butiran lengkap mengenai 'Conducting Training' yang disertai berserta bukti seperti surat jemputan atau sijil sebagai penceramah. Fail hendaklah disediakan dalam format pdf dan dimuat naik ke dalam sistem myCEP.

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Tekan butang 'Add'	Act         Summary         Training         Meeting         Conducting fraining         Publication         Set Study           Publication Title         Verification Attachments         Types         CPD	
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Penerangan 26: Untuk memasukan maklumat mengenai penerbitan/penulisan yang pernah dijalankan sila tekan butang 'Publication' dan tekan butang 'Add'.

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Penerangan 27: Masukan butiran lengkap mengenai penerbitan/penulisan (Publication) yang telah dibuat berserta fail yang menunjukan bukti penulisan/penerbitan. Fail hendaklah disediakan dalam format pdf dan dimuat naik ke dalam sistem myCEP.

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Penerangan 28: Untuk mengisi maklumat tentang pembelajaran kendiri (self study) sila tekan butang 'Self Study' dan tekan butang 'Add'.

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Penerangan 29: Masukan butiran lengkap mengenai 'Publication' yang dibuat berserta bukti dalam bentuk pdf untuk dimuat naik didalam sistem myCEP.

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Penerangan 30: Semak jumlah CPD yang telah dikumpulkan dengan menekan butang 'Summary'. Sekiranya nombor yang keluarkan berwarna 'merah' bermaksud jumlah CPD belum mencukupi. Sekiranya nombor yang keluar berwarna 'hijau' bermaksud CPD hours yang dikumpulkan telah mencukupi.

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Penerangan 31: Tekan tap 'declaration' baca dan fahami 'Code of Practice' (COP). COP merupakan kod etika yang perlu dipatuhi oleh jururunding dalam menjalankan tugas-tugas profesional sebagai pakar dalam bidang alam sekitar.

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Penerangan 32: Setelah selesai mengisi semua maklumat yang diperlukan, masukan password dan tekan butang submit untuk menamatkan sesi pembaharuan pendaftaran jururunding.

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abrahman@doe.gov.my			Dr Yap Wei Boon	[JSKM] New Issue Published - Readers: Jurnal Sains Kesihatan Malaysia (Malaysian Journal of Health Sciences) has just published it	Mar 3
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			D Academia	Pelan Pembangunan Pendidikan Malaysia 2013-2025" - Academia.edu Dear Motivasi, We've found a new recommended paper f	Mar 2
			D Academia	KRITIKAN METODOLOGI PENYELIDIKAN MELIBATKAN ORANG KURANG UPAYA PENGLIHATAN* - Academia.edu Dear Motivasi,	Mar 1
± • ·			D Acadamia	Baseuras sakelah kota kemunine" - Anademia adu Rasz Metricasi. Balated to Panduan dan Tatanara Permohonan/ Pennalonan K	E-1 20

Penerangan 33: Semak emel anda atau masuk kedalam sistem untuk mengetahui status pendaftaran dari masa ke masa.

### 7.3 MEMUAT TURUN SIJIL PENDAFTARAN



Penerangan 34: Status permohonan diluluskan (Approved) dan tekan 'View Certificate'.



Penerangan 34: Semak kandungan sijil pendaftaran anda. Sesi tamat.