



**SINGAPORE CERTIFIED ENERGY MANAGER  
(SCEM) REGISTRY**  
C/o The Institution of Engineers, Singapore  
70 Bukit Tinggi Road, Singapore 289758



Ref No: IES/SCEM/6824

Date: 17<sup>th</sup> March 2026

All registered SCEMs

Dear Sir/Madam,

**Continuing Professional Development for Singapore Certified Energy Managers**

Singapore Certified Energy Managers (SCEMs) are required to comply with requirements relating to Continuing Professional Development (CPD) to renew their SCEM certificate.

The objective of introducing a CPD framework is to reinforce the need for lifelong learning and to provide a means for SCEMs to systematically maintain and enhance their competency to carry out their duties as energy managers.

As the role of the SCEM is broad-based, the award of Professional Development Units (PDUs) will not be limited to energy related training, but will also include training in areas which will help the SCEM in his role. For example, project management skills and other suitable programmes which are approved by the Professional Engineers Board (PEB) and the EEO Assessor – SCEM Monitoring Committee. PEB PDUs for relevant trainings will be deemed as equivalent to SCEM-PDUs.

**PDU Requirements**

To renew the SCEM certification from 1 January 2020, SCEMs must attain a total of 16 PDUs per year. These PDUs must be made up of a minimum of 12 structured PDUs.

**Structured Activities**

- a) **Formal Study and Training Activities**: attending courses, conferences, talks, seminars, workshops, product introductions related to sustainable energy, renewable energy, new energy sources, energy conservation, energy efficiency, energy saving and other energy related topics.
- b) **Presentations (excluding regular lectures)**: speaking, training and lecturing at courses, conferences, talks, seminars, workshops, product introductions related to sustainable energy, renewable energy, new energy sources, energy conservation, energy efficiency, energy saving and other energy related topics that have been qualified for PDUs by the **EEO Assessor – SCEM Monitoring Committee**.
  - **First-time delivery**: 4 PDUs for each lecture hour or part thereof (Maximum: 12 PDUs).
  - **Subsequent deliveries**: 2 PDUs for each lecture hour or part thereof (Maximum: 8 PDUs).
- c) **Professional Practice**: working as an energy manager and involved in monitoring and submitting energy use data, preparing and implementing energy efficiency improvement plans – Capped at 2 PDUs
- d) **Participation (Technical Committees)**: participating in technical committees in professional institutions and associations set up to discuss topics related to energy and/or organize events related to energy – Capped at 2 PDUs per committee (Maximum of 4 PDUs)
- e) **Others**: training that helps the SCEM in his/her role as an energy manager, including project management skills and other suitable programmes that are approved by the Professional Engineers Board and the EEO Assessor – SCEM Monitoring Committee.

### **Unstructured Activities** – capped at 4 PDUs per year

(1 PDU will be awarded for every 2 hours of participation and a maximum of 2 PDUs will be awarded for each type of activity.)

- a) **Participation (Informal In-house training and discussion)**: conducting or attending informal in-house training and presentations
- b) **Contributions**: publishing papers/articles about renewable energy, energy efficiency, energy saving products and other energy related topics
- c) **On-line learning**: Reading of relevant technical, professional, financial, legal or business literature or listening/viewing audio/video tapes on relevant topics or taking correspondence courses

### **Excess PDUs**

Excess structured PDUs attained in any one year, subject to a cap of 16 PDUs, will be allowed to be carried over to the following year.

### **Shortfall of PDUs**

In the event that an SCEM did not attain enough PDUs to renew his/her SCEM certification, he/she would still be allowed to renew his/her certification but the SCEM must make up for the shortfall of PDUs when he/she applies for renewal of certification in the following year. However, in the event that the SCEM fails to do so, the certification will lapse

### **Reinstatement after a lapse of 3 years**

An SCEM whose registration had lapsed for 3 years or more is required to obtain 32 PDUs within the renewal qualifying period, of which at least 24 PDUs must be obtained from structured activities. The maximum duration of the lapse will be limited to 10 years. Beyond which, renewal requests will no longer be entertained

### **Exemptions**

SCEMs may be exempted, subject to review and approval of the EEO Assessor – SCEM Monitoring Committee, from the CPD requirements if he/she experiences physical disabilities, prolonged illness or other extenuating circumstances.

### **Audit Process**

The EEO Assessor – SCEM Monitoring Committee will conduct random audit on compliance with CPD. Those selected will be asked to produce documentary evidence of their CPD participation during the particular period. The documentary evidence may take any one of the following forms:

- a) Summary of diary records or a log showing the activities claimed;
- b) Course enrolment record;
- c) Receipts;
- d) Certificate of attendance;
- e) Attendance list from course organizer; and
- f) Employer's report or certification.

**Renewal Fees**

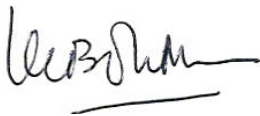
In order to facilitate the administration of the CPD programme, all certifications will expire on a calendar year basis. The renewal fee will be charged per annum at \$130.80 inclusive of GST.

When SCEMs apply for renewal, they will be asked to report on the number of PDUs they have earned during the qualifying period, and provide the necessary supporting documents.

**Enquiries**

For enquiries, please do not hesitate to contact the secretariat of the EEO Assessor – SCEM Monitoring Committee via email at [scem@iesnet.org.sg](mailto:scem@iesnet.org.sg).

Yours Sincerely,



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Mr. Norman Lee  
Chairman  
EEO Assessor – SCEM  
Monitoring Committee