



# MSC Malaysia Capability Development Programme (CDP) Professional Development

## 2010 Programme Guideline: MSC Malaysia Status Organisation Category



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# CDP Professional Development

## What is CDP Professional Development?

CDP Professional Development is a programme to provide financial assistance to MSC Malaysia Status Organisations to enhance their local IT professional's skills and competency in good practices and emerging technologies by taking up professional certifications. It also enables individuals to apply, however they have to be an employee of MSC Malaysia Status Organisations.

## Type of Financial Assistance

Financial assistance for CDP Professional Development is based on reimbursement basis. Financial assistance breakdown are:

Type	Incentive Value
<b>Training Track</b> <ul style="list-style-type: none"><li>refers to training(s) required to obtain a professional certification</li></ul>	<u>50% of total training(s) cost or maximum of RM 1500 per participant; whichever is lower</u>
<b>Certification Track</b> <ul style="list-style-type: none"><li>refers to exam(s) required to obtain a professional certification</li></ul>	<ul style="list-style-type: none"><li><b>Technology based certification**</b> <u>75% of total exam(s) fees leading to certification or maximum of RM 2500 per participant ; whichever is lower</u></li><li><b>Non Vendor based certification**</b> <u>75% of total exam(s) fees leading to certification or maximum of RM 1000 per participant ; whichever is lower</u></li></ul>

*\*\* Please refer to CDP Professional Development Approved List on page 4*

## Eligibility Criteria

- Must be a MSC Malaysia Status Organisation
- Nominated participants must be Malaysian
- Nominated participants must have at least 1 month working experience
- Meets the admission criteria of the professional certification and training course chosen
- Professional certification and training course applied must be approved by MDeC (Please refer to CDP Professional Development Approved List – page 4)
- Organisations can nominate up to 2 participants per application, however should there be >2 participants per Organisation, the reimbursement for the additional participant(s) is not guaranteed and will be at the sole discretion of MDeC

## Application Process Guidelines

- Before filling in an application form, please read this Programme Guideline carefully
- All application must include certification with the exception of courses that has no related certification as stipulated in the CDP Professional Development Approved List
- 2 types of application can be submitted:
  - a) Application for Training and Certification Tracks (training course + exam)
  - b) Application for Certification Track (exam only)
- Application is based on certification basis and not by exam papers. i.e. CCIE requires 2 exam papers, therefore application must include both exams
- Training Provider chosen must be Authorised / Certified Learning Partner of the chosen professional certification
- All application must be approved by MDeC before participants can attend the training and sit for the exam(s) applied
- All application must reflect training, exam(s) and certification date in year 2010
- Application submission must be based on 2010 Application Cycle. Please refer to Application & Reimbursement Cycle & Calendar – page 6)
- CDP Professional Development Application Form can be obtained from CliC, Programme Secretariat or at CDP website [www.mscomalaysia.my/cdp](http://www.mscomalaysia.my/cdp)
- Supporting documents to be submitted with CDP Professional Development Application Form:
  1. 2 copies - Certified True Copy of MyKad of each nominated participants
  2. Study Plan (as per Appendix 1 of the Application Form)
  3. For application with Training Track
    - training course quotation/brochure or any related document that states the cost and syllabus
- Each nominated participant is eligible to 1 approved application per cycle
- Before submitting new application, each participating organisation must ensure that all participants in previous cycle have completed the reimbursement process
- MDeC is not responsible and will not entertain any HRDF related processes (i.e claiming)

## Incentive Disbursement Guidelines

- Incentive is based on reimbursement basis which is claimable upon successful completion of the approved professional certification and training course within the stipulated deadline
- Participating organisations are required to pay full 100% professional certification and training costs to the training provider/learning centre
- Participating organisations must seek reimbursement according to the 2010 Reimbursement Cycle. (Please refer to Application & Reimbursement Cycle & Calendar – page 6)
- Reimbursement will be processed during the **Reimbursement Week only**
- For Training Track, each participant must show proof that he/she has attended the training and sat for the exam(s) in order to receive the Training Track incentive reimbursement
- For Certification Track, incentive will be disbursed upon successful completion of the professional certification
- Supporting documents to be submitted with CDP Professional Development Reimbursement Form:
  1. **Original Payment Receipt** - proof of payment for training and exam(s) costs
  2. **2 copies - Certified True Copy of the certificate/result slip (for both successful and unsuccessful attempt of exams)**
  3. For reimbursement with Training Track:
    - **2 copies - Certified True Copy of the certificate of attendance/attendance sheet**
- Participants must remain as employee of the participating organisation until completion of the Programme
- MDeC have the right to amend the reimbursement payment amounts
- MDeC will not pay for out of pocket expenses and membership fees
- MDeC reserves its right at any time to defer or suspend any payments, discontinue with or vary the Programme including continuing or discontinuing with the disbursement of the fee towards the Programme regardless of its completion status

### Certification Track Special Guideline:

- Participants are required **to complete and succeed in each of the required exam(s) of the professional certification before claiming the incentive approved**
- Incentive will be disbursed **ONE time per professional certification** and not according to exam papers

# CDP Professional Development Approved List

## CDP Professional Development Approved List

### a) Technology Based Certification

Technology based certification	
Technology / Knowledge Area	Certification
Cisco	CCNA / CCNP / CCSP / CCDP / CCIP / CCVP / CCIE / UCSE
CompTIA	CompTIA A+ / CompTIA Network+ / CompTIA Security+
Engineering	VLSI / DSP / RF
IBM	Tivoli / Web sphere / CATE (IBM System p5) / IBM DB2
Juniper	Juniper Networks Technical Certification Program (JNTCP)
MAC	Apple Certified Help Desk Specialist (ACHDS) / Apple Certified Support Professional (ACSP) / Apple Certified Pro for Final Cut Pro
Microsoft	MCP / MCTS / MCDBA / MCSA / MCSE / MCITP / MCSA / Microsoft Dynamics AX Certifications
NI	LabVIEW Basics I / LabVIEW Basics II / Certified LabVIEW Associate Developer / NI TestStand Certification
Open Source	<ul style="list-style-type: none"> <li>• Linux LPI / RHCE / RHCT / SUSE Linux Enterprise Server 10</li> <li>• PHP</li> <li>• Perl</li> <li>• MySQL</li> </ul>
Oracle	Oracle OCA / OCP / OCM / Oracle Certified Expert
RSA	RSA Certified Security Professional
SAP	SAP ABAP / BASIS / FICO / MM / SD / HR
Sun	SCJP / SCJD / SCDJWD / SCWCD / SCMD / SCBCD
Teradata	Teradata Certified Professional Programme (TCPP)
VMware	VMware Certified Professional
WiMAX	WiMAX Forum® RF Network Engineer Certification

### b) Non Vendor Based Certification

Non Vendor based certification	
Knowledge Area	Certification
Call Centre Management	CIAC-Certified Strategic Leader (CCSL) / CIAC-Certified Operations Manager (CCOM) / CIAC-Certified Management Consultant (CCMC) / CIAC-Certified Management Apprentice (CCMA)
Creative Multimedia	<ul style="list-style-type: none"> <li>• Maya *</li> <li>• 3D Studio Max *</li> </ul>
e-Business	EC-Council Certified E-Business Professional: <ul style="list-style-type: none"> <li>▪ Project Management in IT Security</li> <li>▪ Knowledge Management</li> <li>▪ Customer Relationship Management</li> <li>▪ CyberLaw</li> <li>▪ E-Commerce Architect</li> <li>▪ E-Business Security</li> </ul>
Finance & Accounting	CIMA Certificate in Business Accounting (CBA)
Service Desk	Certified Service Desk Professional (CSDP): <ul style="list-style-type: none"> <li>▪ SDI Service Desk Foundation</li> <li>▪ SDI Service Desk Analyst</li> <li>▪ SDI Service Desk Manager</li> </ul>
ISO Standards Lead Auditor	Lead Auditor – ISO 9001, ISO 20000 & ISO 27001
IT Service Management	ITIL

<b>Project Management</b>	<ul style="list-style-type: none"> <li>• PMP / CAPM</li> <li>• PRINCE 2</li> <li>• Managing Successful Programme (MSP)</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• CISSP / SSCP</li> <li>• SANS</li> <li>• ISACA CISA / CISM</li> <li>• Mile2: <ul style="list-style-type: none"> <li>▪ Certified Penetration Testing Specialist (CPTS)</li> <li>▪ Certified Penetration Testing Expert (CPE)</li> </ul> </li> <li>• EC-Council Certifications:  Certified Ethical Hacker (CEH) / Computer Hacking Forensic Investigator (CHFI) / EC-Council Certified Security Analyst (ECSA) / Licensed Penetration Tester (LPT) / EC-Council Network Security Administrator (ENSA) / EC-Council Certified Secure Programmer (ECSP) / EC-Council Certified Secure Application Developer (CSAD)</li> </ul>
<b>Software Testing</b>	<ul style="list-style-type: none"> <li>• ISTQB Certified Tester (CTFL / CTAL)</li> <li>• Certified Software Tester (CSTE)</li> <li>• ISEB Professionals</li> </ul>
<b>Disaster Recovery &amp; Business Continuity</b>	EC-Council Disaster Recovery Professional
<b>Outsourcing</b>	Certified Outsourcing Professional (COP)

*\*No related Professional Certification*

*The list is not exhaustive, certifications not listed can be applied; subject to MDeC's approval.*

## 2010 Application & Reimbursement Cycle

Below are the cycles for the year 2010:

	Q1	Q2	Q3
Application Cycle	7 <sup>th</sup> – 15 <sup>th</sup> Jan 1 <sup>st</sup> – 5 <sup>th</sup> Feb 1 <sup>st</sup> – 5 <sup>th</sup> Mar	1 <sup>st</sup> -7 <sup>th</sup> Apr 3 <sup>rd</sup> -7 <sup>th</sup> May 1 <sup>st</sup> -7 <sup>th</sup> Jun	1 <sup>st</sup> -7 <sup>th</sup> Jul
Reimbursement Cycle	22 <sup>nd</sup> – 31 <sup>st</sup> Mar	21 <sup>st</sup> – 30 <sup>th</sup> Jun	29 <sup>th</sup> Sep – 8 <sup>th</sup> Oct

- All applications and reimbursements submissions must be based on the above cycles

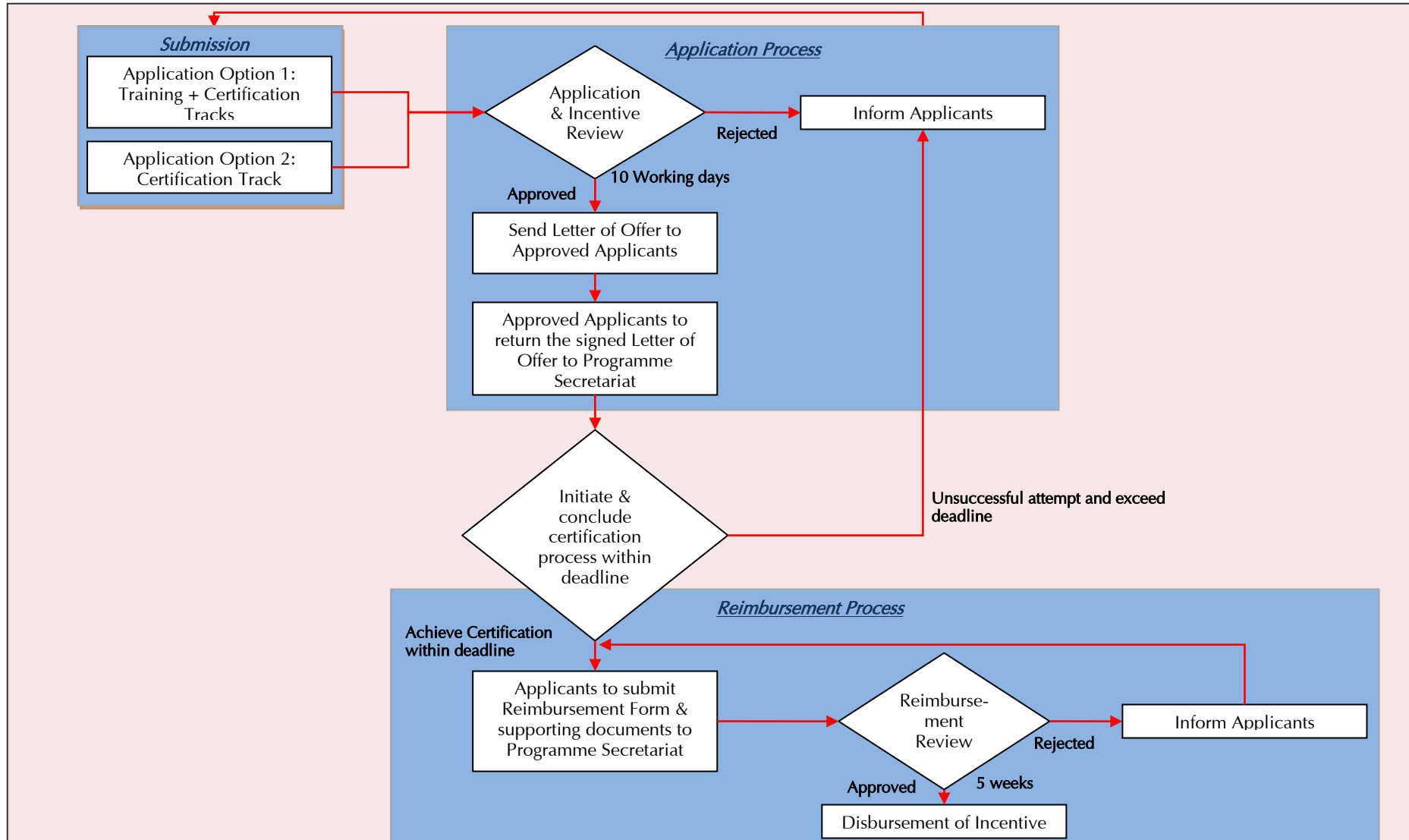
### For example (i):

*Application submitted on the 5<sup>th</sup> Feb 2010 must reflect training and examination dates from 6<sup>th</sup> Feb to 21<sup>st</sup> Mar 2010. The reimbursement must be submitted during the 22<sup>nd</sup>-31<sup>st</sup> March 2010 reimbursement deadline.*

Any applications submission outside of Cycle dates will be processed during the next cycle date.

### For example (ii):

*Application submitted on the 6<sup>th</sup> Feb 2010 will only be processed during the 1<sup>st</sup> – 5<sup>th</sup> Mar 2010 application cycle. However, if the exam dates are between 7<sup>th</sup> Feb to 28<sup>th</sup> Feb; before approval by MDeC is granted, the application will be rejected. Therefore, applicants are advised to plan early.*



Overview of CDP Professional Development Application & Reimbursement Process

## Are You Eligible to Apply?

If you would like to know whether you are eligible to apply, you may want to answer these following questions. If you are able to answer YES to all, please proceed with your application submission:

1. Are you a Malaysian?
2. Are you working with an MSC Malaysia Status Organisation?
3. Is the professional certification chosen is listed in the CDP Professional Development Approved List?
4. Are you planning to sit for professional certification exam(s) in 2010?
5. Are the exam(s) dates after you have obtained MDeC's approval?
6. If your application includes Training Track,
  - a. Is the training date after you have obtained MDeC's approval?
  - b. Is the training provider is a Certified / Authorised Learning Partner of the professional certification chosen?
7. Will you be able to follow the 2010 CDP Professional Development Application & Reimbursement Cycle?

MDeC reserves the right to approve to all applications. Approval will be based on ALL stipulated guidelines as stated in this Programme Guideline.

## Programme Information and Contact

Enquiries can be submitted in writing by mail, fax or e-mail to:

MSC Malaysia Client Contact Centre (CliC)

Toll free no: 1-800-88-8338 (within Malaysia)

Email: [clic@mdec.com.my](mailto:clic@mdec.com.my)