

GUIDE ON REGISTRATION OF ENERGY MANAGER

25 March 2025

Registration Record

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TABLE OF CONTENTS

1.	OBJECTIVES	3
2.	SCOPE	3
3.	INTERPRETATION	3
4.	REGISTRATION OF ENERGY MANAGER	4
5.	RENEWAL OF PRACTISING CERTIFICATE	13
6.	CONTINUOUS DEVELOPMENT PROGRAMS (CDP)	16
7.	CANCELLATION OF CERTIFICATE OF REGISTRATION.....	18
8.	APPENDIX	20

GUIDE ON REGISTRATION OF ENERGY MANAGER

1. OBJECTIVES

These Guides are developed by the Commission with the following objectives:

- (a) to set out the process and procedure for—
 - (i) the registration of energy manager;
 - (ii) the renewal of practising certificate of registered energy manager; and
 - (iii) the cancellation of certificate of registration of energy manager; and
- (b) to specify the requirements for continuous development programmes for the purpose of renewal of practising certificate.

2. SCOPE

These Guides shall apply to any person who applies to become a Registered Energy Manager under the Energy Efficiency and Conservation Act 2024 [Act 861].

3. INTERPRETATION

3.1. In this Guide, the following terms shall bear the following meanings:

“Act”	means the Energy Efficiency and Conservation Act 2024 [Act 861];
“Commission”	has the meaning assigned to it under the Energy Efficiency and Conservation Act 2024 [Act 861];
“CDP”	means Continuous Development Programs;
“Regulations”	means the Energy Efficiency and Conservation Regulations [P.U.(A)466/2024];
“REM”	means the registered energy manager;
“REM First Type”	means the first type registered energy manager;
“REM Second Type”	means the second type registered energy manager;
“RTI”	means the registered training institution.

GUIDE ON REGISTRATION OF ENERGY MANAGER

- 3.2. Subject to paragraph 3.1 and unless expressly indicated to the contrary or unless the context otherwise requires, terms adopted and used in this Guide shall bear the same meaning as they are defined in the Act.

4. REGISTRATION OF ENERGY MANAGER

- 4.1. Pursuant to section 27 of the Act, an application for registration of energy manager shall be made to the Commission.

- 4.2. The application shall be accompanied by –

- (a) a prescribed fee in accordance with subsection 27(2) of the Act and regulation 16 of the Regulations; and
- (b) any information, particulars, or documents as may be required by the Commission.

- 4.3. REM under the Act shall consist of two (2) types follows:

- (a) REM First Type; and
- (b) REM Second Type.

4.4. Requirement to become REM First Type

- 4.4.1 The requirements to become a REM First Type are as follows:

- (a) a Malaysian citizen;
- (b) holds any qualification as may be prescribed in the Regulations;
- (c) fulfils other prerequisite requirements as may be determined by the Commission, including requirement for training;
- (d) demonstrates knowledge of the requirements of the Act and the Regulations that satisfies the Commission; and

GUIDE ON REGISTRATION OF ENERGY MANAGER

- (e) has not been convicted of an offence involving fraud, dishonesty, or corruption.

4.5. The training requirement referred to in subparagraph 4.4.1(c) shall be as follows:

- (a) the applicant shall successfully complete REM First Type training before applying for REM Second Type training; and
- (b) the training certificate for REM First Type shall be valid for only five (5) years from the date of the training completed.

4.6. The qualification stated in subparagraph 4.4.1(b) and other prerequisite requirements stated in subparagraph 4.4.1(c) shall be as follows:

Qualification prescribed under the Regulations	Prerequisite requirements for mandatory training*
(a) holds a degree in science, engineering, technology or architecture from a college, institution or university recognized by the Commission and has at least two years of working experience; or	Yes
(b) holds a diploma in science, engineering, technology or architecture from a college, institution or university recognized by the Commission and has at least ten years of working experience; or	Yes
(c) registered under the Registration of Engineers Act 1967 [Act 138] as— (i) a Graduate Engineer or Engineering Technologist with at least two years of working experience;	Yes

GUIDE ON REGISTRATION OF ENERGY MANAGER

Qualification prescribed under the Regulations	Prerequisite requirements for mandatory training*
(ii) an Inspector of Works with at least ten years of working experience; or (iii) a Professional Engineer;	Yes Optional**
(d) registered under the Technologists and Technicians Act 2015 [Act 768] as — (i) a Graduate Technologist with at least two years of working experience; (ii) a Qualified Technician who holds at least a diploma with at least ten years of working experience; or (iii) a Professional Technologist;	Yes Yes Yes
(e) registered under the Architects Act 1967 [Act 117] as— (i) a Graduate Architects with at least two years of working experience; (ii) an Inspector of Works with at least ten years of working experience; or (iii) a Professional Architect.	Yes Yes Yes

Note:

* means completed REM First Type training course and assessment under RTI.

**applicable for Professional Engineer who only need to complete the assessment under the Commission or RTI.

GUIDE ON REGISTRATION OF ENERGY MANAGER

4.7. The term “recognized by the Commission” refers to a degree or diploma equivalent to a degree or diploma from any public university in the fields of science, engineering, technology or architecture but not limited to certification from the following body:

- (a) Malaysian Qualifications Agency (MQA);
- (b) Jabatan Perkhidmatan Awam (JPA); and
- (c) Majlis Amanah Rakyat (MARA).

4.8. Method to apply for REM First Type are as follows:

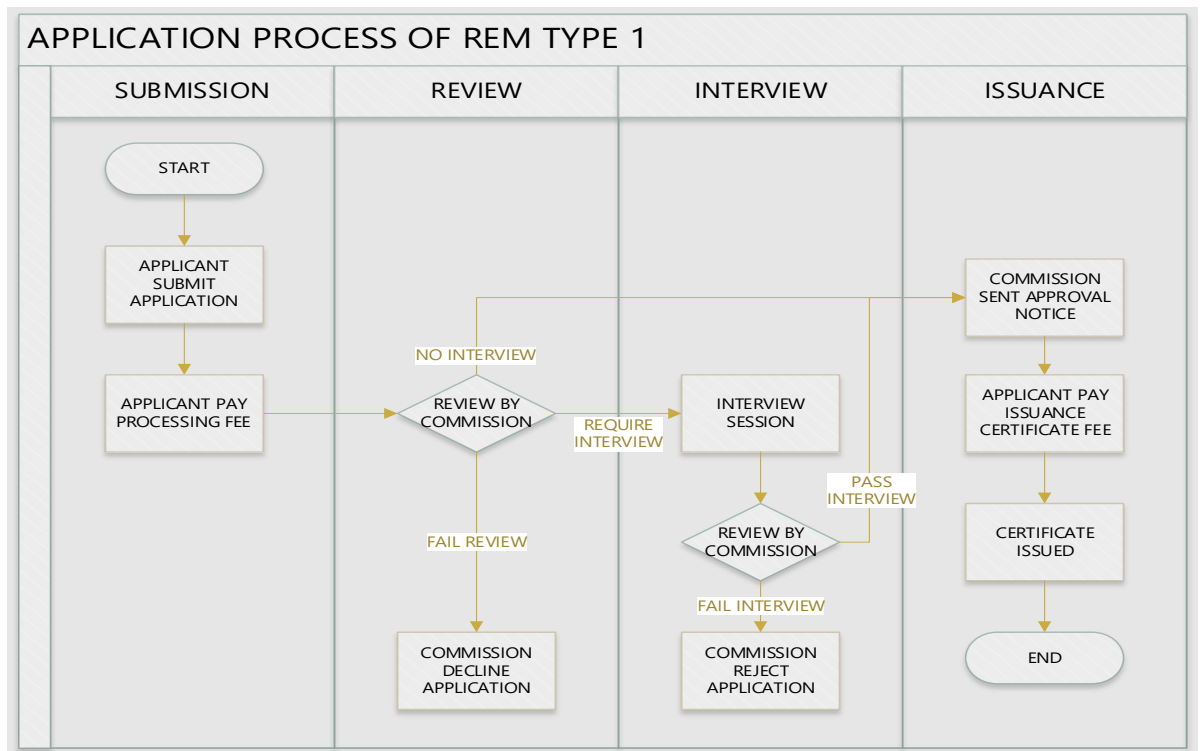


Figure 4.1: Application Process of REM First Type

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit application	1. Applicant shall submit to the Commission application form as per Appendix A.
Applicant to pay application fee	2. Application fee for registration of energy manager under subsection 27(2) of the Act amounting to RM 30.00.

GUIDE ON REGISTRATION OF ENERGY MANAGER

REVIEW	
Review by the Commission	<p>3. Upon receiving the complete application together with the processing fee, the Commission shall start to review the application.</p> <p>4. During review, the Commission may decide whether the application is complete or incomplete.</p> <p>5. If the application is complete, the Commission shall send the approval notice to the applicant.</p> <p>6. If the application is incomplete, the Commission may request the applicant to provide additional supporting documents within fourteen (14) days from the date of the notice. Failure to do so may result in the Commission rejecting the application without further notice and without affecting the right of the applicant to make a fresh application.</p> <p>7. If the Commission decide that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p>
INTERVIEW SESSION (IF REQUIRED)	
Interview session	<p>8. The Commission may require the applicant to attend an interview session to assess his qualification by giving two weeks' notice to the applicant.</p> <p>9. The applicant is required to prepare the original supporting document to the interview session with the Commission.</p> <p>10. The interview may consist of objective and subjective examination and face-to-face interview with the Commission.</p>
Review by Commission	<p>11. Following the interview session, the Commission shall review and determine whether the applicant has passed or failed the interview session.</p> <p>12. If the Commission determine that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p>

GUIDE ON REGISTRATION OF ENERGY MANAGER

ISSUANCE	
Commission send the approval notice	<p>13. The Commission shall inform the applicant on the approval of the application together with the detail of fees required to be paid by the applicant as follows:</p> <ul style="list-style-type: none"> (a) the issuance of certificate of registration of energy manager under paragraph 27(3)(a) of the Act – RM100.00; (b) the application for practising certificate of registered energy manager under subsection 28(2) of the Act – RM30.00; and (c) the issuance of practising certificate of registered energy manager under paragraph 28(3)(a) of the Act – RM100.00. <p>14. The applicant is given fourteen (14) days from the date of the notice to pay all the required fees. Failure to do so may result in the application being rejected. There shall be no refund on any payment made by the applicant.</p>
Certificate issued	<p>15. Upon receiving the payment of fee, the Commission shall register the applicant and issue—</p> <ul style="list-style-type: none"> (a) the Certificate of Registration as REM First Type as per Appendix 1; and (b) the Practising Certificate of REM First Type as per Appendix 2. <p>16. The practising certificate shall be valid for a year starting from the date of issuance of the certificate.</p>

GUIDE ON REGISTRATION OF ENERGY MANAGER

4.9. Requirements for REM Second Type

4.9.1 The requirements to become a REM Second Type are as follows:

- (a) he has been a Registered Energy Manager First Type for a period of not less than one year and holds a valid practising certificate;
- (b) he demonstrates knowledge of the requirements of the Act and Regulations that satisfies the Commission; and
- (c) he successfully completed REM Second Type training course and assessment recognized by the Commission;

4.10. The training requirement stated in subparagraph 4.9.1(c) shall be as follows:

- (a) the applicant shall successfully complete REM First Type training before completing REM Second Type training; and
- (b) the training certificate for REM Second Type shall be valid for only five (5) years from the date of the training completed.

4.11. Method to apply for REM Second Type are as follows:

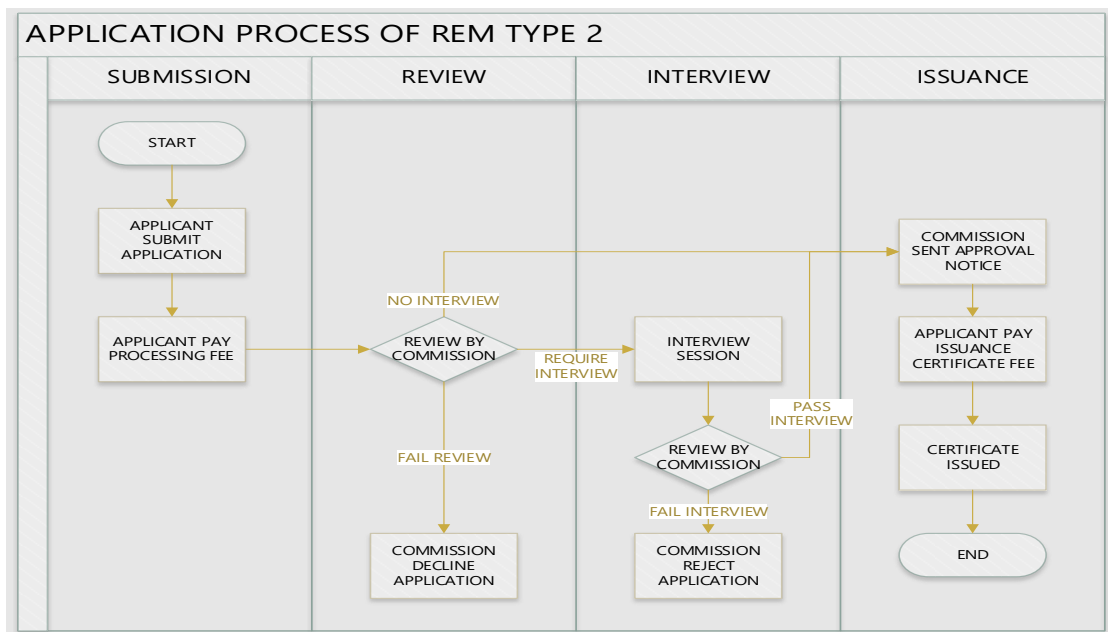


Figure 4.2 Application Process of REM Second Type

GUIDE ON REGISTRATION OF ENERGY MANAGER

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit application	1. Applicant to submit to the Commission application form as per Appendix B.
Applicant pay application fee	2. Application fee for registration of an energy manager under subsection 27(2) of the Act amounting to RM30.00.
REVIEW	
Review by Commission	<p>2. Upon receiving the complete application together with the processing fee, the Commission shall review the application.</p> <p>3. During review, the Commission may decide whether the application is complete or incomplete.</p> <p>4. If the application is incomplete, the Commission may request the applicant to provide additional supporting documents within fourteen (14) days from the date of the notice. Failure to do so may result in the Commission declining the application without further notice and without affecting the right of the applicant to make a fresh application.</p> <p>5. If the Commission determines that the applicant does not fulfill the requirement of the Act, the application be declined.</p>
INTERVIEW SESSION (IF REQUIRED)	
Interview session	<p>6. The Commission may require the applicant to attend an interview session to assess his qualification by giving two weeks' notice to the applicant.</p> <p>7. The applicant is required to bring the original supporting document to the interview session with the Commission.</p> <p>8. The interview may consist of objective and subjective examination and face-to-face interview with the Commission.</p>
Review by Commission	9. Following the interview session, the Commission shall review and determine whether the applicant has passed or failed the interview session.

GUIDE ON REGISTRATION OF ENERGY MANAGER

	10. If the Commission decides that the applicant does not fulfill the requirement of the Act, the application shall be declined.
ISSUANCE	
Commission send the approval notice	<p>11. The Commission shall notify the applicant of the approval and provide instructions for the payment of the fee for issuance of certificate as follows:</p> <ul style="list-style-type: none"> (a) the issuance of certificate of registration of energy manager under paragraph 27(3)(a) of the Act – RM100.00; (b) the application for practising certificate of registered energy manager under subsection 28(2) of the Act RM30.00; and (c) the issuance of practising certificate of registered energy manager under paragraph 28(3)(a) of the Act – RM100.00. <p>12. The applicant is given fourteen (14) days from the date of the notice to pay all the required fees. Failure to do so may result in the application being rejected. There shall be no refund on any payment made by the applicant.</p>
Certificate issued	<p>13. Upon receiving the payment of fees, the Commission shall register the applicant and issue—</p> <ul style="list-style-type: none"> (a) the certificate of registration as REM Second Type as per Appendix 3; and (b) the practising certificate of registration as REM Second Type as per Appendix 4. <p>14. The practising certificate shall be valid for a year starting from the date of issuance of the certificate.</p> <p>15. The Commission shall update the applicant's status as "INACTIVE" in the register and the applicant's certificate as follows:</p> <ul style="list-style-type: none"> (a) certificate of registration as registered energy manager First Type; and (b) practising certificate of registration as registered energy manager First Type.

5. RENEWAL OF PRACTISING CERTIFICATE

5.1 Subsection 25(1) of the Act required that all energy managers hold a valid practising certificate to carry out functions and duties under the Act.

5.2 Method to renew practising certificate are as follow:

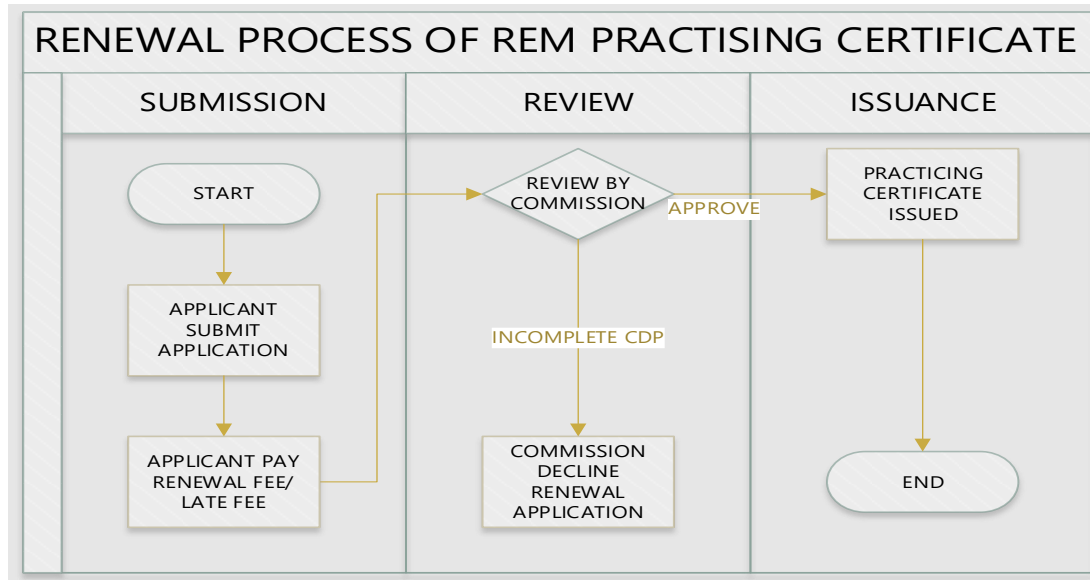


Figure 5.1 : Renewal Process of REM Practising Certificate

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit application	1. Applicant shall submit to the Commission application form as per Appendix C.
Applicant pay application fee	2. Application fee for renewal of practising certificate of registration of energy manager under subsection 29(3) of the Act amounting to RM30.00 and the late fee for the renewal of practising certificate of registered energy manager under subsection 29(2) of the Act amounting to RM100.00 if applicable.
REVIEW	
Review by Commission	3. Upon receiving the complete application together with processing fee, the Commission shall review the application.

GUIDE ON REGISTRATION OF ENERGY MANAGER

	<p>4. During review, the Commission may decide whether the submission is complete or incomplete.</p> <p>5. If the submission is incomplete, the Commission may request the applicant to provide additional supporting documents within fourteen (14) days from the date of the notice. Failure to do so may result in the Commission rejecting the application without further notice and without affecting the right of the applicant to make a fresh application.</p> <p>7. If the Commission determines that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p> <p>8. The terms and conditions for CDP are stated in paragraph 6 of this Guide.</p>
ISSUANCE	
Practising certificate issued	<p>9. The Commission shall notify the applicant on the approval and provide instructions for the payment under paragraph 29(5)(a) of the Act – RM100.00 per year.</p> <p>10. The applicant is given fourteen (14) days from the date of the notice to pay all the required fees. Failure to do so may result in the application being rejected. There shall be no refund on any payment made by the applicant.</p> <p>11. The Commission shall update in the register and issue practising certificate as per approved duration of minimum one (1) year and maximum of three (3) year.</p>

6. CONTINUOUS DEVELOPMENT PROGRAMS (CDP)

- 6.1. Any application for renewal of practising certificate shall be accompanied by any proof that the REM has attended sufficient CDP carried out by a registered training institution as required by the Commission under subsection 29(4) of the Act.

GUIDE ON REGISTRATION OF ENERGY MANAGER

- 6.2. For a one (1) year renewal, a total of 16 CDP hours is required, with each CDP equivalent to one hour of learning.
- 6.3. CDP can be divided into four (4) types of training as follows:
- (a) physical class;
 - (b) online class;
 - (c) conference (with capability to track attendance); and/or
 - (d) self-learning or E-Learning (with capability to track attendance).
- 6.4. The participation in the CDP may be considered as—
- (a) a participant; or
 - (b) a trainer.
- 6.5. For a trainer, the applicant is limited to two (2) renewal cycle for same training topic.
- 6.6. CDP topic for REM Practising Certificate Renewal can be categorized into two (2) as follows:
- (a) Mandatory CDP Topic for CDP Exemption; and/or
 - (b) Optional CDP Topic for Yearly Renewal of Practising Certificate.
- 6.7. MANDATORY CDP TOPIC FOR CDP EXEMPTION
- 6.7.1 The REM may be exempted from submitting CDP for the renewal of practising certificate if they have completed mandatory CDP topic within stipulated time. Details of the topics are listed in Appendix 5.
- 6.7.2 If the REM has become REM Second Type without completing the mandatory CDP topic of REM First Type, they are required to complete the mandatory CDP topic of REM First Type and REM Second Type before becoming eligible for CDP exemption.
- 6.7.3 The Commission may from time to time, add mandatory topics for the REM to comply with. Upon any updates to Appendix 5, all REM, including those who have previously received an exemption are required to comply to the new requirements.

GUIDE ON REGISTRATION OF ENERGY MANAGER

6.8. OPTIONAL CDP TOPIC FOR YEARLY RENEWAL OF PRACTISING CERTIFICATE

6.8.1 REM who does not wish to apply for CDP exemption, may attend the recognized optional CDP topic by the Commission for the purpose of renewing their practising certificate.

6.8.2 Applicant must ensure to have completed the required training hours before applying for renewal of practising certificate.

6.8.3 Example of training hours calculation are as follows:

Topic	TRAINING HOUR	YEAR OF RENEWAL ALLOWED
Scenario 1		
Topic A	8 hours	Up to 1 year only
Topic B	8 hours	
TOTAL	16 hours	
Scenario 2		
Topic C	16 hours	Up to 1 or 2 years only
Topic D	16 hours	*If renewed for 1 year, topic C will be used. Topic D will be carried forward.
TOTAL	32 hours	
Scenario 3		
Topic E	8 hours	Up to 1 year only
Topic F	10 hours	*Topic E and F will be used for 1 year renewal. Balance 2 hours cannot be carried forward.
TOTAL	18 hours	
Scenario 4		
Topic G	4 hours	Cannot renew practising certificate.
Topic H	4 hours	Required to attend additional CDP courses.
TOTAL	8 hours	

7. CANCELLATION OF CERTIFICATE OF REGISTRATION

7.1 Reasons for the cancellation of a certificate are stated in section 30 of the Act where—

GUIDE ON REGISTRATION OF ENERGY MANAGER

- (a) the REM has contravened any provision of the Act;
- (b) the REM has misused or cause to be misused the certificate of registration;
- (c) the REM has altered the certificate of registration;
- (d) the REM has obtained the certificate of registration by making or causing to be made, or by producing or causing to be produced, a false or fraudulent declaration, certificate, application, representation, or information, either in writing or otherwise; or
- (e) the REM has been convicted of an offence involving fraud, dishonesty, or corruption.

7.2 Upon the cancellation of the certificate of registration –

- (a) the certificate of registration and practising certificate shall cease to be valid;
- (b) the name and particulars of the energy manager is removed from the Register of the Commission; and
- (c) the energy manager is not allowed to submit a fresh application to be a REM under this Act.

7.3 Method for the Commission to cancel the certificate are as follows:

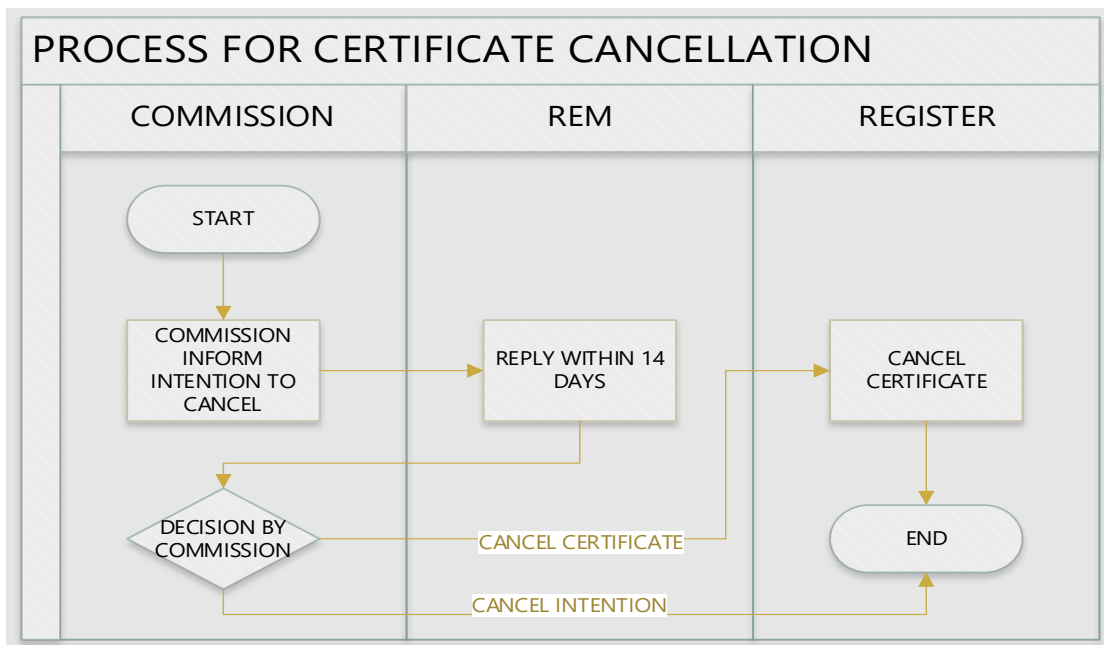


Figure 7.1 Process of Certificate Cancellation

GUIDE ON REGISTRATION OF ENERGY MANAGER

PROCESS	DESCRIPTION
Commission inform intention to cancel certificate	1. If any requirement under the Act that requires the Commission to cancel the certificate, the Commission shall inform the REM of the intention to cancel the certificate.
REM reply within 14 days	2. REM who receives the notice are given 14 days to respond and submit the appeal to the Commission. If no response is received, the Commission shall consider that the REM have agreed with Commission intention.
Decision by the Commission	<p>3. The Commission shall review the appeal and decide accordingly.</p> <p>4. If the Commission decides to proceed with the cancellation, the Commission shall remove the REM's name from the register and issue a cancellation notice.</p> <p>5. If the Commission decides not to proceed with the cancellation, the Commission shall inform the decision to the REM accordingly.</p>

8. APPENDIX

Appendix A – REM First Type Application Form

Appendix B – REM Second Type Application Form

Appendix C – REM Renewal Practising Certificate Application Form

Appendix 1 – REM First Type Certificate of Registration

Appendix 2 – REM First Type Practising Certificate

Appendix 3 – REM Second Type Certificate of Registration

Appendix 4 – REM Second Type Practising Certificate

Appendix 5 – List of CDP Topic

Appendix A – REM First Type Application Form

Application to be REM First Type can be made through ST Integrated Regulatory Information System (iRIST) at <https://irist.st.gov.my/>.

Appendix B – REM Second Type Application Form

Application to be REM Second Type can be made through ST Integrated Regulatory Information System (iRIST) at <https://irist.st.gov.my/>.

Appendix C – REM Renewal Practising Certificate Application Form

Renewal Application for REM First Type and Second type can be made through ST Integrated Regulatory Information System (iRIST) at <https://irist.st.gov.my/>.



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 27(3)(a)]

**PERAKUAN PENDAFTARAN SEBAGAI
PENGURUS TENAGA BERDAFTAR JENIS PERTAMA**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NO. PENGURUS TENAGA :

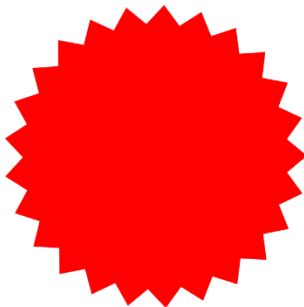
NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah seksyen 26 Akta Kecekapan dan Konservasi Tenaga 2024 untuk didaftarkan sebagai Pengurus Tenaga Berdaftar Jenis Pertama tertakluk kepada syarat-syarat yang dinyatakan seperti yang berikut:

- (a) tarikh mula pendaftaran: dd/mm/yyyy; dan
- (b) mempunyai Perakuan Amalan Sebagai Pengurus Tenaga Berdaftar Jenis Pertama yang sah untuk menjalankan fungsi dan tugas sebagai Pengurus Tenaga Berdaftar di bawah Akta Kecekapan dan Konservasi Tenaga 2024.

Tarikh dikeluarkan :



SURUHANJAYA TENAGA



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 28(3)(a) dan 29(5)(a)]

**PERAKUAN AMALAN SEBAGAI
PENGURUS TENAGA BERDAFTAR JENIS PERTAMA**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NO. PENGURUS TENAGA :

NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah seksyen 28 atau seksyen 29 Akta Kecekapan dan Konservasi Tenaga 2024 untuk diluluskan pengeluaran Perakuan Amalan Pengurus Tenaga Berdaftar Jenis Pertama tertakluk kepada syarat-syarat yang dinyatakan seperti yang berikut:

- (a) tarikh mula perakuan : dd/mm/yyyy;
- (b) tarikh tamat perakuan : dd/mm/yyyy;
- (c) mempunyai Perakuan Pendaftaran Sebagai Pengurus Tenaga Berdaftar Jenis Pertama yang sah untuk menjalankan fungsi dan tugas sebagai Pengurus Tenaga Berdaftar di bawah Akta Kecekapan dan Konservasi Tenaga 2024; dan
- (d) bagi tujuan Pembaharuan Perakuan Amalan, menghadiri Program Pembangunan Berterusan yang mencukupi yang dijalankan oleh suatu Institusi Latihan Berdaftar sebagaimana yang dikehendaki oleh Suruhanjaya.



SURUHANJAYA TENAGA



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 27(3)(a)]

**PERAKUAN PENDAFTARAN SEBAGAI
PENGURUS TENAGA BERDAFTAR JENIS KEDUA**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NO. PENGURUS TENAGA :

NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah seksyen 26 Akta Kecekapan dan Konservasi Tenaga 2024 untuk didaftarkan sebagai Pengurus Tenaga Berdaftar Jenis Kedua tertakluk kepada syarat-syarat yang dinyatakan seperti yang berikut:

- (a) tarikh mula pendaftaran: dd/mm/yyyy; dan
- (b) mempunyai Perakuan Amalan Pengurus Tenaga Berdaftar Jenis Kedua yang sah untuk menjalankan fungsi dan tugas sebagai Pengurus Tenaga Berdaftar di bawah Kecekapan dan Konservasi Tenaga 2024.

Tarikh dikeluarkan :



SURUHANJAYA TENAGA



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 28(3)(a), 29(5)(a)]

**PERAKUAN AMALAN SEBAGAI
PENGURUS TENAGA BERDAFTAR JENIS KEDUA**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

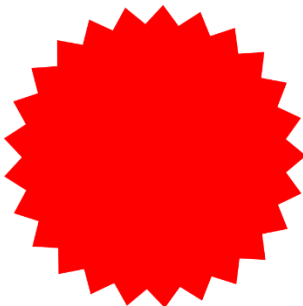
NO. PENGURUS TENAGA :

NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah seksyen 28 atau seksyen 29 Akta Kecekapan dan Konservasi Tenaga 2024 untuk diluluskan pengeluaran Perakuan Amalan Pengurus Tenaga Berdaftar Jenis Kedua tertakluk kepada syarat-syarat yang dinyatakan seperti yang berikut:

- (a) tarikh mula perakuan : dd/mm/yyyy;
- (b) tarikh tamat perakuan : dd/mm/yyyy;
- (c) mempunyai Perakuan Pendaftaran Pengurus Tenaga Berdaftar Jenis Kedua yang sah untuk menjalankan fungsi dan tugas sebagai Pengurus Tenaga Berdaftar di bawah Akta Kecekapan dan Konservasi Tenaga 2024; dan
- (d) bagi tujuan Pembaharuan Perakuan Amalan, menghadiri Program Pembangunan Berterusan yang mencukupi yang dijalankan oleh suatu Institusi Latihan Berdaftar sebagaimana yang dikehendaki oleh Suruhanjaya.



SURUHANJAYA TENAGA

Appendix 5 – List of CDP Topic

REM are allowed to be exempted from submitting CDP for renewal of practising certificate if the REM has completed mandatory CDP syllabus.

List of topics can be referred to Guide On Registration Of Training Institutions, Appendix CC – List of Syllabus for Registered Training Institution to Carry Out Continuous Development Programme for Registered Energy Manager.