



GUIDELINES FOR ONLINE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) EVENT APPLICATION FOR ORGANISERS

1.0 Documents required for application:-

- Form A & Form A1 (Organiser)
- Brochure
- Detailed program outline
- Speaker's Curriculum Vitae
- A copy of payment receipt of RM100 for processing fee (non-refundable)

Remarks:-

- The application must be submitted to the Board not less than three(3) weeks before the date of seminar or not later than 15th of each month to obtain approval within the same month.

2.0 Base Guidelines

- Maximum CPD credit hours awarded:
 - i. 3 hours per day
 - ii. 6 hours for 2 days or more
- Free events will not be considered for CPD application.
- Board's approval will be based solely on the documents submitted by the organisers. The organisers shall inform the Board of any changes on the event and it reserve the right to withdraw the approval.
- The organisers are not allowed to use or display the Board's logo in any of their brochures, posters or any other type of materials. Organisers may state the number of the credit hours applied/approved by the Board.
- The Board may send an observer to monitor the CPD event.
- Incomplete application will not be processed.

3.0 Documents to be submitted within 14 days after the event:-

- A list of attendees
- A copy of the papers presented