



香港牙醫管理委員會

**The Dental Council of Hong Kong**

***Guidelines on the Continuing Professional Development Programme for Practising Dentists  
for the 2023- 2025 CPD Cycle***

The Dental Council of Hong Kong (“the Council”) has approved a voluntary Continuing Professional Development (“CPD”) Programme for practising dentists. The purpose of the CPD Programme for practising dentists is to encourage dentists to keep themselves up-to-date about current development in knowledge and skills in various fields of professional practice with an aim to maintaining quality professional practice. The CPD Committee has been appointed by the Council to carry out the executive functions of implementing the CPD Programme.

**Length of the CPD Cycle**

2. The coming CPD cycle is of 3 years and will start on 1 January 2023 and end on 31 December 2025.

**Target Participants**

3. All registered dentists, as well as those deemed to be registered but excluding those on the overseas list, are welcomed to enrol in the CPD Programme.

**Enrolment by Registered Dentists**

4. A dentist should enroll with only one CPD Programme Administrator accredited by the Council at any one time. The list of the Council’s CPD Programme Administrators with the description of their roles and duties are at **Appendix I**. Dentists who have already enrolled in the CPD Programme of the previous cycle are not required to enrol again. However, should they decide not to participate in the CPD Programme or wish to change to another CPD Programme Administrator, they should inform their existing CPD Programme Administrator so that arrangement can be made accordingly.

**Credit Point System**

5. The CPD Programme is based on a “credit point system” with CPD points awarded for participation in recognised CPD activities. CPD points will be awarded for CPD activities completed during the cycle. A minimum of 45 CPD points have to be accumulated during the 3-year cycle. Out of the 45 CPD points, not less than 6 CPD points must be obtained from the core CPD activities.

### *Core CPD Activities*

6. The core CPD activities are divided into the following 12 categories –
- (i) Infection control
  - (ii) Medical conditions in relation to dentistry and medical emergency
  - (iii) Records and consent
  - (iv) Dental ethics and jurisprudence
  - (v) Quality assurance including complaint handling and risk management
  - (vi) Communication
  - (vii) Dental practice inspection
  - (viii) Legal and professional compliance
  - (ix) Dental and medical public health issue of local relevance
  - (x) Occupation health and safety
  - (xi) Special needs dentistry including geriatric dentistry
  - (xii) Radiology and radiography

### *Local/Overseas CPD Activities*

7. CPD points are awarded and accumulated for the following activities in which the enrollees participate –

- Local CPD activities conducted by the accredited CPD Programme Providers. The lists of approved Full CPD Programme Providers and Provisional CPD Programme Providers are at **Appendices II and III** respectively. The Guidelines for CPD Programme Providers are at **Appendix IV**.
- Overseas CPD activities include symposia, conferences, scientific meetings, panel discussions, workshops, etc. organised by the pre-approved list of overseas dental organisations (**Appendix V**) and the pre-approved regular overseas meetings/conferences (**Appendix VI**).

8. CPD points will not be awarded for activities organised by organisations other than the accredited Full CPD Programme Providers or in partnership with the Full CPD Programme Providers in compliance with the requirements set out in **Appendix IV**. Direct approach to the CPD Programme Accreditors for accreditation of activities organised by the non-accredited organisations is not allowed. A list of the approved CPD Programme Accreditors with their roles and duties is at **Appendix VII**.

### *Allocation of CPD Points*

9. The CPD points would be awarded based on the number of hours involved in a CPD activity, excluding tea breaks and meals.

### *Local CPD Activities*

10. Local CPD activities are classified according to the principles laid down by the Council into 6 categories, namely (a) active CPD, (b) receptive CPD, (c) self-study, (d) self-arranged study group, (e) publications and (f) postgraduate studies. The allocation of CPD points for these CPD activities are as follows –

## (a) Active CPD

- (i) Active participation as speaker/presenter in any accredited CPD activities (3 CPD points/hour);
- (ii) Participation as chairman in any accredited CPD activities (1 CPD point/hour with an additional 1 CPD point per morning, afternoon or evening session);
- (iii) Participation in hands-on clinical or laboratory courses as trainers (2 CPD points/hour); and

A maximum of 25, 15 and 15 CPD points may be awarded for each active participation as speaker/presenter, participation as chairman and participation in hands-on clinical or laboratory courses as trainers respectively.

## (b) Receptive CPD

- (i) Receptive participation as recipients in any accredited CPD activities (1 CPD point/hour);
- (ii) Participation in hands-on clinical or laboratory courses (1.5 CPD points/hour).

A maximum of 15 CPD points may be awarded for each receptive CPD activity requiring physical attendance.

## (c) Self-study

- (i) Self-study programme includes self-assessment programme accredited by local dental organisations, colleges and overseas professional bodies that have been accredited by the CPD Programme Accreditors. CPD points of each course will be assessed individually;
- (ii) 1 CPD point may be awarded per paper and a maximum of 5 CPD points may be awarded for self-study CPD activities in each cycle;
- (iii) A standard form with guidelines is at **Appendix VIII** for use by dentists taking part in self-study CPD activities. The applicants should submit the completed form, together with a copy of the paper read, for assessment by the CPD Programme Accreditors via the relevant CPD Programme Administrators; and
- (iv) Network educational programme, organised distance-learning, diploma courses, etc., with prior approval given by the CPD Programme Accreditors, will be given CPD points upon individual application.

## (d) Self-arranged Study Group

- (i) Study group in the form of experience sharing for clinical dental cases is accepted as a form of CPD activity;
- (ii) The size of the group should be kept in the range from 4 to 8;
- (iii) 4 to 8 participants must include at least 1 Fellow of the College of Dental Surgeons of Hong Kong;
- (iv) During the conduction of the activity, participants should keep the patient information confidential;
- (v) A standard form with attendance form and case summary form for use by dentists taking part in self-arranged study group are at **Appendix IX**. The applicants

should submit the aforesaid forms for assessment by the CPD Programme Accreditors via the relevant CPD Programme Administrators; and

- (vi) A maximum of 1 CPD point may be awarded for each activity and a maximum of 5 CPD points may be awarded for self-arranged study group in each cycle.

(e) Publications

- (i) A maximum of 10 CPD points may be awarded to the first author and 5 CPD points for other authorship of each publication in indexed journals;
- (ii) A maximum of 5 CPD points may be awarded to the first author and 2 CPD points for other authorship of each publication in other journals approved by the CPD Programme Accreditors;
- (iii) A maximum of 10 CPD points may be awarded to the first author and 5 CPD points for other authorship of each chapter or section of a medical/dental textbook; and
- (iv) A maximum of 10 CPD points may be awarded to the author of a thesis or treatise.

A maximum of 10 CPD points may be awarded for the category of publications in each cycle.

(f) Postgraduate Studies

Dentists undergoing full-time PhD, master, postgraduate diploma or advanced diploma programmes of the Faculty of Dentistry of the University of Hong Kong may be awarded 10 CPD points per year. Part-time students of the above programmes may be awarded 5 CPD points per year.

*Online CPD Activities*

11. CPD activities can be delivered online with live streaming or on demand subject to prior accreditation according to these guidelines by the CPD Programme Accreditors. However, for CPD activities to be delivered on demand, they must be core CPD activities which are provided by the Full CPD Programme Providers. Allocation of CPD points for online CPD activities is in the same manner as that for CPD activities requiring physical attendance. A maximum of 25 CPD points may be awarded for receptive participation as recipients in online CPD activities participated by each enrollee in each cycle and a maximum of 5 CPD points may be awarded for each receptive online activity for each enrollee. The aforesaid limits do not apply to active participation as speakers/presenters/chairmen/hands-on trainers in online CPD activities. CPD points for active participation in online CPD activities are allocated in the same manner as that for CPD activities requiring physical attendance.

12. Enrollees should note that **no CPD points** would be awarded for participation in the online CPD activities beyond the said maximum limits in the CPD cycle.

13. CPD activities delivered online with live streaming (but not on demand) and requiring physical attendance concurrently are regarded as dual mode CPD activities. For receptive participation with physical attendance in dual mode CPD activities, CPD points will be allocated in the same manner as that for participation in CPD activities which require physical attendance only.

### *Overseas CPD Activities*

14. For overseas dental activities organised by the approved list of overseas dental organisations (**Appendix V**) or be on the list of pre-approved regular overseas meetings/conference (**Appendix VI**), CPD points of each activity should be awarded under the same basis as that for active and receptive CPD activities mentioned in the preceding paragraphs. A maximum of 15 CPD points may be awarded for overseas dental activities in each cycle and a maximum of 5 CPD points may be awarded for each online overseas dental activity.

15. For the ease of reference, a table summarising the allocation of CPD points for different CPD activities is at **Appendix X**.

### *CPD Points Calculation*

16. CPD activities are accredited on a 0.5 CPD point basis and the duration of a CPD activity should be rounded off to the nearest 0.5 hour in calculating the CPD points. 15 minutes should be rounded up to 0.5 hour. Examples are as follows –

- (a) 1 hour 14 minutes: counted as 1 CPD point
- (b) 1 hour 15 minutes: counted as 1.5 CPD points
- (c) 1 hour 40 minutes: counted as 1.5 CPD points
- (d) 1 hour 45 minutes: counted as 2 CPD points

### *Submission of Documents for Award of CPD Points*

17. Dentists enrolled in local CPD Programme are required to sign the standard attendance forms [sample at **Appendix XI(a)** and **Appendix XI(b)** for speakers/chairpersons and participants respectively] for each CPD activity. On completion of the activities, CPD Programme Providers shall forward the completed attendance forms to the CPD Administrators for recording of CPD points, and issue attendance certificates to the dentists concerned for retention. If for any reasons a participating dentist has not signed the attendance form, he should forward a copy of his attendance certificate to his CPD Administrator directly for recording purpose.

18. For dentists who wish to apply for award of CPD points for the enrolled overseas CPD programmes, he/she can complete the application form at **Appendix XII** with synopsis of the activity and proof of attendance and submit to the respective CPD Programme Administrator.

19. Enrolled dentists are encouraged to submit documentary proof of the CPD activities to CPD Programme Administrators, such as transcripts of postgraduate courses taken, photocopies of published activities, or documentation of self-study programme, attendance certificates (if necessary) etc., for assessment throughout the year.

### **Evaluation of CPD Activity**

20. To facilitate the gathering of feedback from dentists participating in the CPD activities and a uniform standard for evaluation, participants of the CPD activities will be given a standard questionnaire form (copy at **Appendix XIII**) by the CPD Programme Providers for completion at the end of each CPD activity.

### **Award of Certification Upon Satisfactory Completion of CPD Assessment**

21. Enrollees who have accumulated not less than the required minimum CPD points and the following persons will be regarded as having met the CPD requirements of the Council–
- (i) All registered dentists who have fulfilled CME/CPD requirements as set out by the Hong Kong Academy of Medicine; and
  - (ii) All registered dentists with the qualification of Membership in General Dentistry who have fulfilled CME/CPD requirements set out by the College of Dental Surgeons of Hong Kong.
22. They are eligible for the issue of a CPD Certificate to certify that they have achieved a satisfactory level of CPD activities over the CPD cycle.
23. For the cycle ending 31 December 2025, the certificate will bear the wording “This certifies that Dr xxx has fulfilled the requirements for Continuing Professional Development during the period from 1 January 2023 to 31 December 2025”. Dentists to be awarded the CPD certificates will be allowed to include in the signboard, website, visiting cards and letterheads the title “CPD Certificate (2023-2025)”. Dentists are only allowed to display the approved title “CPD Certificate (2023-2025)” until 6 months upon the end of the subsequent CPD cycle. Violations of which may lead to disciplinary action.

### **Review of the CPD Programme**

24. The effectiveness and acceptability of the overall CPD Programme will be reviewed by the Council from time to time.

### **Enquiries**

25. Enquiries on the CPD Programme should be directed to the respective CPD Programme Administrators. Where necessary, the CPD Programme Administrators would contact the Council for advice.

The Dental Council of Hong Kong  
December 2022

**The Dental Council of Hong Kong**

**List of Continuing Professional Development (“CPD”) Programme Administrators  
for the 2023 - 2025 CPD Cycle**

1. The College of Dental Surgeons of Hong Kong
2. Hong Kong Dental Association
3. Department of Health  
*(for dental officers of the Department of Health only)*

**Roles and Duties of CPD Programme Administrators**

- (i) To vet, document and calculate the CPD points for the enrolled dentists;
- (ii) To answer enrollees’ enquiries on the CPD Programme and contact the Dental Council of Hong Kong (“the Council”) for advice when necessary;
- (iii) To maintain updated records of attendance of CPD activities (online activities and activities requiring physical attendance) of individual enrollees and provide such records to enrollees for reference upon request;
- (iv) To provide necessary documentary evidence to the dentist concerned when he/she elects to register with a new Programme Administrator;
- (v) To submit to the Council a list of enrollees who have fulfilled the Council’s CPD requirement and the log sheet of **each** individual enrollee<sup>Note</sup> upon completion of **each** CPD cycle (log sheet template at **Annex**); and
- (vi) The CPD Programme Administrators will have their own fee structures for their services.

**Note**

1. Submission of log sheet is required for each enrollee except for the following two categories of dentists –
  - (i) registered dentists who have fulfilled CME/CPD requirements as set out by the Hong Kong Academy of Medicine; and
  - (ii) registered dentists with the qualification of Membership in General Dentistry who have fulfilled CME/CPD requirements set out by the College of Dental Surgeons of Hong Kong.
2. A maximum of 25 CPD points may be awarded for receptive participation as recipients in online CPD activities participated by each enrollee in each cycle and a maximum of 5 CPD points may be awarded for each receptive online activity for each enrollee. The aforesaid limits do not apply to active participation as speakers/presenters/chairmen/hands-on trainers in online CPD activities. CPD points for active participation in online CPD activities are allocated in the same manner as that for CPD activities requiring physical attendance.

**Continuing Professional Development (“CPD”) Programme of  
The Dental Council of Hong Kong**

**Record of CPD Activities of Enrolled Dentist  
for the 2023 - 2025 CPD Cycle**

CPD Programme Administrator :  CDSHK     DH     HKDA  
Name of Registered Dentist : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Total CPD Points Awarded : \_\_\_\_\_

Details of CPD Activities Enrolled :

No.	Name of CPD Activity	Date & Time	CPD Points	Mode of Attendance (A) Online with Live Streaming (B) Online (on Demand) (C) Physical Attendance	Core CPD (Y/N)
1.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
2.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
3.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
4.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
5.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
6.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
7.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
8.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
9.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	
10.				<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C	



**The Dental Council of Hong Kong**

**List of Full Continuing Professional Development (“CPD”) Programme Providers  
for the 2023 - 2025 CPD Cycle**

1. The College of Dental Surgeons of Hong Kong
2. Hong Kong Dental Association
3. Department of Health
4. Faculty of Dentistry, the University of Hong Kong
5. Hong Kong Association of Oral and Maxillofacial Surgeons
6. Hong Kong Endodontic Society
7. Hong Kong Prosthetic Dentistry Society
8. Hong Kong Society of Family Dentistry
9. Hong Kong Society of Orthodontists
10. Young Oral & Maxillofacial Surgeon Group of Hong Kong
11. Hong Kong Society of Periodontology and Implant Dentistry Ltd.
12. The University of Hong Kong Dental Alumni Association
13. Hong Kong Chinese Dentists Association
14. Hong Kong Stomatological Association
15. The Hong Kong Society of Esthetic Dentistry Limited
16. Hong Kong Society of Paediatric Dentistry ] *With effect from 4 January 2023*

**The Dental Council of Hong Kong**

**List of Provisional Continuing Professional Development (“CPD”) Programme Providers  
for the 2023 - 2025 CPD Cycle**

1. Society of Preventive Dentistry of Hong Kong Limited  
*(With effect from 25 October 2023)*

**The Dental Council of Hong Kong**

**Guidelines for Continuing Professional Development (“CPD”) Programme Providers  
for the 2023 - 2025 CPD Cycle**

(I) Categories of CPD Programme Provider

- a) Full CPD Programme Provider –  
can provide CPD activities on its own or in partnership with Full/Provisional CPD Programme Providers or non-accredited organisation subject to compliance with the requirements for partnership in organising CPD activities set out in (II) below. All activities so organised are subject to the CPD point determined by the CPD Programme Accreditors.
- b) Provisional CPD Programme Provider –  
can only provide CPD activities in partnership with a Full CPD Programme Provider.

There may be individual local CPD activity not provided by the accredited CPD Programme Providers. Organisers of these activities are required to *seek partnership* with any of the Full CPD Programme Providers. Upon having sought partnership with the Full CPD Programme Providers, regularly held activities of dentist-groups with attendance of a minimum of 5 dentists will be recognised as CPD activities. Such activities may include journal meetings, case presentations, X-ray meetings, clinical pathological meetings, audio-visual viewing sessions and invited talks/presentations.

(II) Partnership in Organising CPD Activities

**(a) Number of CPD Programme Providers in co-organising CPD activities**

(i) *For CPD activities requiring physical attendance and dual mode CPD activities:*

- Full CPD Programme Providers can jointly organise a CPD activity. They should however note that CPD points counted for fulfillment of the maintenance requirements will only be awarded to a maximum of **three** Full CPD Programme Providers who jointly organise the activity. In case a CPD activity is co-organised by more than three Full CPD Programme Providers, the co-organisers should agree amongst themselves and ensure that only up to three of them should report the relevant CPD activity in the Annual Return Form (**Annex A**) for inclusion in the maintenance requirement.
- Where Provisional CPD Programme Provider or non-accredited organisation is involved, the activities can only be organised by **one Full CPD Programme Provider** in partnership with **one Provisional CPD Programme Provider** or **one non-accredited organisation**.
- Activities which fail to comply with the above requirement will not be recognised under the Council’s CPD programme.

(ii) *For online CPD activities (with live streaming or on demand):*

- A Full CPD Programme Provider can organise online CPD activities with live streaming or on demand but partnership with another Full CPD Programme Provider in organising

such activities is not allowed.

- Where Provisional CPD Programme Provider or non-accredited organisation is involved, the online CPD activities can only be organised by **one Full CPD Programme Provider** in partnership with **one Provisional CPD Programme Provider** or **one non-accredited** organisation.
- Activities which fail to comply with the above requirement will not be recognised under the Council's CPD programme.

**(b) Limit of CPD points for partnership**

Each accredited Full CPD Programme Provider can be in partnership with –

- Provisional CPD Programme Provider in organising CPD activities which carry not more than **20 CPD points** each year;
- Non-accredited organisation in organising CPD activities which carry not more than **10 CPD points** each year.

**(c) True partnership**

For CPD activities co-organised by the Full CPD Programme Providers with Provisional CPD Programme Providers or non-accredited organisation, there should be true partnership in terms of fair collaboration in content design, speaker selection, quality assurance and administration. The spirit of such co-organisation is to invite talent to share expertise for wider and accessible professional development opportunities. Therefore, no outsourcing and/or excessive delegation of organisation is allowed.

**(III) Entry Requirements for Provisional CPD Programme Provider**

- a) be a local tertiary training institution, government body or statutory organisation, established professional association or local specialist society which has been registered as a company or a body with a legal identity;
- b) all applying organisations should be of good repute and members of the governing body of the organisations should be of good standing in the Dental Council of Hong Kong (“the Council”);
- c) has an objective to promote continuing medical/dental education or continuous professional development;
- d) has a suitable track record in organising dental-related activities of not less than 5 hours in the past 2 years prior to application; and
- e) demonstrates that all educational activities offered are independent of commercial influence.

Progression from Provisional to Full CPD Programme Provider requires fulfilment of the maintenance requirements as detailed in item (V) below.

**(IV) Organisation of Online CPD Activities with Live Streaming or Delivered On Demand**

- a) CPD points for online CPD activities are allocated in the same manner as that for CPD activities requiring physical attendance. There is no limit of the maximum CPD points in organising online CPD activities for CPD Programme Providers in the CPD cycle. A maximum of 5 CPD points can be awarded for receptive participation in each single online activity subject to prior accreditation by the CPD Programme Accreditor.
- b) Online CPD activities delivered on demand is **only** allowed for core CPD activities which are

provided by the Full CPD Programme Providers.

- c) CPD activities delivered online with live streaming (but not on demand) and requiring physical attendance concurrently are regarded as dual mode CPD activities.
- d) The educational outcome of online CPD activities should not be compromised with the change of mode of delivery to online means.
- e) There should be proper registration procedure and means to verify the identity of participating dentists.
- f) There must be proper attendance verification process to ensure attendance and participation, such as the requirement of completing a quiz with pass mark for CPD lectures, recording of log-in and log-out time and completing a feedback questionnaire at the end of the lecture.
- g) There should be, if possible, interactive Q&A session for online CPD activity.
- h) CPD Programme Accreditors will accredit online CPD activities with respect to the content, speakers, quality assurance and, in particular, a proper attendance verification process must be in place.

(V) Maintenance Requirements

- a) Both Full and Provisional CPD Programme Providers are required to organise activities with not less than 10 CPD points within a CPD cycle.
- b) Both Full and Provisional CPD Programme Providers are required to submit to the Council an Annual Return Form (**Annex A**) of the accredited CPD activities organised and the present members of the governing body of the respective organisation by the end of March each year. For the last annual return in each CPD cycle, it should be submitted by the 7<sup>th</sup> day of September. The following documents should be submitted together with the Annual Return Form –
  - (i) Evaluation Form (**Annex B**);
  - (ii) Synopsis for each organised CPD activity; and
  - (iii) Written confirmation issued by the CPD Programme Accreditor certifying the CPD points accredited for each CPD activity.
- c) Both Full and Provisional CPD Programme Providers are subject to review on the quality of the organised activities based on user feedback and complaints received.

(VI) Validity Period

- a) Full CPD Programme Provider: Subject to fulfilment of the maintenance requirements in each CPD cycle, the status will be valid in the immediate next CPD cycle. If it fails to fulfil the maintenance requirements within a CPD cycle, it will become a Provisional CPD Programme Provider in the immediate next CPD cycle.
- b) Provisional CPD Programme Provider: The status is only valid for one CPD cycle. Subject to fulfilment of the maintenance requirements in each CPD cycle, it could progress to be Full CPD Programme Provider in the immediate next CPD cycle subject to endorsement of the Council. If it fails to progress to be Full CPD Programme Provider, it cannot apply as Provisional CPD Programme Provider in the immediate next CPD cycle.

(VII) Duties of CPD Programme Provider

- a) To seek accreditation from the CPD Programme Accreditor prior to the conduct of the CPD activities, including online CPD activities. The types of activities include symposia, conferences, scientific meetings, panel discussions, workshops, etc. conducted by specialists or experts related to the field;
- b) In seeking accreditation of online CPD activities, CPD Programme Provider to confirm in writing with the CPD Programme Accreditors that proper attendance verification process will be in place for organising the relevant CPD activities. Moreover, CPD Programme Provider should provide the CPD Programme Accreditor with the required information as set out Annex C to Appendix IV in their application for accreditation of CPD activities.

- c) To forward the attendance forms [**Appendices XI(a) and XI(b)**] to the Guidelines on the Continuing Professional Development Programme for Practising Dentists 2023 – 2025 (“the Guidelines”)] completed by participants to the CPD Programme Administrators for recording CPD points upon completion of the activities and to issue attendance certificates to the dentists concerned for retention;
- d) To collect feedback from dentists participating in the CPD activities using the standard Feedback Form (**Appendix XIII** to the Guidelines) at the end of each CPD activity; and
- e) To submit the Annual Return to the Council in accordance with item (V)(b) above.

**Annual Return Form on  
Continuing Professional Development (“CPD”) Programme by Full / Provisional CPD Programme Providers  
for the 2023 - 2025 CPD Cycle**

**Name of CPD Programme Provider** \_\_\_\_\_ **(Full / Provisional)**  
**Period:** \_\_\_\_\_

**(I) Report on the CPD Activities Organised**

No.	Name of CPD Activity	Date and Time	CPD Point(s)	No. of #Registered Dentists Attended	Core CPD (If yes, please specify the area)	Activity in Partnership (If yes, please specify the name of partner)	Mode of Attendance (A) Online with Live Streaming (B) Online (On Demand) (C) Physical Attendance (D) Dual Mode <sup>1</sup>	For Online CPD activity (i.e. A, B and D), please specify the attendance verification method
							<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C / <input type="checkbox"/> D	
							<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C / <input type="checkbox"/> D	
							<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C / <input type="checkbox"/> D	
							<input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C / <input type="checkbox"/> D	

# Registered Dentists refer to the dentists registered with the Dental Council of Hong Kong.

Rev. December 2022

<sup>1</sup> CPD activities delivered online with live streaming (but not on demand) and requiring physical attendance concurrently are regarded as dual mode CPD activities.

## Present Members of the Governing Body

<u>Name</u>	<u>Qualification</u>	<u>Post Title</u>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

- Remarks:**
- (a) Both Full and Provisional CPD Programme Providers are required to submit a completed Annual Return Form of the accredited CPD activities organised and the present members of the governing body of the respective organisation by the **end of March each year**.
  - (b) For the last annual return in each CPD cycle, it should be submitted by the **7<sup>th</sup> day of September**.
  - (c) The following documents should be submitted together with this Annual Return Form –
    - (i) Evaluation Form (**Annex B to Appendix IV**);
    - (ii) Synopsis for each organised CPD activity; and
    - (iii) Written confirmation issued by the CPD Programme Accreditor certifying the CPD points accredited for each CPD activity.
  - (d) The original signed Annual Return Form should be submitted to the Dental Council by mail at 4/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong and the softcopy in MS Word format by email to [dchk@dh.gov.hk](mailto:dchk@dh.gov.hk) separately

**Name of Person  
in-charge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Continuing Professional Development (“CPD”) Programme of  
The Dental Council of Hong Kong**

**Evaluation Form of Individual CPD Activity  
Organised by Full / Provisional CPD Programme Provider  
for the 2023 - 2025 CPD Cycle**

Name of CPD activity : \_\_\_\_\_

Date & Time : \_\_\_\_\_

Mode of attendance :  Online (with live streaming only)  Online (on demand only)  
 Physical attendance only  Dual mode

Core CPD activity (Yes/No) : \_\_\_\_\_  
(If yes, please specify the area) \_\_\_\_\_

CPD points awarded : \_\_\_\_\_

No. of attendants : \_\_\_\_\_

No. of questionnaires collected : \_\_\_\_\_

**(A) Summary of ratings from participants ( in % )**

	<i>Excellent</i>	<i>Very Good</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>	<i>Poor</i>
<b>1. Educational objectives being achieved</b>					
<b>2. Knowledge imparted</b>					
<b>3. Practicability and of good reference</b>					
<b>4. Content coverage</b>					
<b>5. Pace (Too fast/Too slow)</b>					
<b>6. Training approach and method</b>					
<b>7. Teaching and presentation skill</b>					
<b>8. Suitability of venue</b>					
<b>9. Duration of activity (Too long/Too short)</b>					
<b>10. Overall rating</b>					

**(B) Suggestions/comments from participants :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(C) Evaluation of the activity by the CPD Programme Provider :**

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name of person in-charge: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Date: \_\_\_\_\_

**Information to be Provided to the CPD Programme Accreditors  
in the Applications for Accreditation of CPD Activities**

**Details of the Applying Organisation**

- Names of the CPD Programme Provider and the partnering organisation (if any)
- Details of the responsible person of the CPD Programme Provider such as name, position and contact information
- Date of application

**Details of the CPD Activity under Accreditation**

- Name, date(s) and duration of the activity
- Speaker(s)
- Core CPD activity or not
- Mode of attendance: 1) Online only (with live streaming or delivered on demand)  
2) Physical attendance only (venue: \_\_\_\_\_)  
3) Dual mode<sup>1</sup> (venue: \_\_\_\_\_)
- Attendance verification process
- Synopsis of the activity
- Any other information as considered necessary by the CPD Programme Accreditor such as information on sponsorship

**Declaration made by the Responsible Person of the Applying Organisation**

- Confirmation that proper attendance verification process will be in place
- Confirmation that all the requirements set out in Appendix IV to the Guidelines on the CPD Programme for Practising Dentists regarding the CPD Programme Providers (including but not limited to partnership in organisation of CPD activities and online CPD activities) will be complied with.

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<sup>1</sup> CPD activities delivered online with live streaming (but not on demand) and requiring physical attendance concurrently are regarded as dual mode CPD activities.

**The Dental Council of Hong Kong**

**List of Continuing Professional Development (“CPD”)  
Pre-approved Overseas Dental Organisations  
for the 2023 - 2025 CPD Cycle**

1. Asia Pacific Dental Federation
2. Fédération Dentaire Internationale / FDI World Dental Federation
3. International Association of Dental Research
4. International College of Dentists
5. Royal Australasian College of Dental Surgeons
6. World Health Organization

## The Dental Council of Hong Kong

**List of Continuing Professional Development (“CPD”)  
Pre-approved Regular Overseas Meetings/Conferences  
for the 2023 - 2025 CPD Cycle**

<b>Name of Overseas Meetings / Conferences</b>	<b>Organised by</b>
American Academy of Periodontology	American Academy of Periodontology
Annual Sessions	American Academy of Paediatric Dentistry (AAPD)
Annual meeting	American Association of Endodontists (AAE)
AAO annual session	The American Association of Orthodontists (AAO)
Annual Session of American College of Prosthodontists (ACP)	American College of Prosthodontists (ACP)
Asian Congress on Oral & Maxillofacial Surgery (annual)	The Asian Association of Oral & Maxillofacial Surgeons (Asia AOMS)
Asia-Pacific Orthodontic Congress (Biennial)	Asia-Pacific Orthodontic Society (APOS)
International Meeting (Biennial)	Asian Pacific Society of Periodontology (APSP)
CAD/CAM & Digital Dentistry International Conference	CAD/CAM & Digital Dentistry International
Annual Meeting of the Chinese Stomatological Association (CSA)	Chinese Stomatological Association
Annual Congress	European Academy in Paediatric Dentistry (EAPD)
Congress of the European Association for Cranio-Maxillo-Facial Surgery	European Association for Cranio-Maxillo-Facial Surgery
European Association for Osseointegration Congress	European Association for Osseointegration
EuroPerio (triennial)	European Federation of Periodontology (EFP)
Annual meeting	European Orthodontic Society (EOS)
ESE Biennial Congress	European Society of Endodontology (ESE)
Annual meeting	International Academy for Oral & Facial Rehabilitation (IAOFR)
International Academy of Periodontology	International Academy of Periodontology
World Congress of Dental Traumatology (WCDT) (biennial)	International Association of Dental Traumatology (IADT)
International Conference on Oral & Maxillofacial Surgery (ICOMS) (annual)	The International Association of Oral & Maxillofacial Surgeons (IAOMS)
Annual Congress	International Association of Paediatric Dentistry (IAPD)
Biennial meeting of International College of Prosthodontists	International College of Prosthodontists
World Endodontic Congress (triennial)	International Federation of Endodontic Associations (IFEA)
Malaysia – International Dental Exhibition and Conference (MIDEC)	Malaysian Dental Association
International Osteology Symposium (triennial)	Osteology Foundation (OF)
Biennial Congress	Pediatric Dentistry Association of Asia (PDAA)

<b>Name of Overseas Meetings / Conferences</b>	<b>Organised by</b>
Seoul International Dental Exhibition & Scientific Congress (SIDEX)	Seoul Dental Association
International Dental Exhibition and Meeting, Singapore (IDEM)	Singapore Dental Association
Annual meeting	Taiwan Association of Orthodontists (TAO)
全国口腔正畸学术会议 (Annual)	中华口腔医学会口腔正畸专业委员会
Dental South China International Expo	廣東省科技合作研究促進中心 (which is under 廣東省科學技術廳)

**The Dental Council of Hong Kong**

**List of Continuing Professional Development (“CPD”) Programme Accreditors  
for the 2023 - 2025 CPD Cycle**

1. The College of Dental Surgeons of Hong Kong
2. Hong Kong Dental Association

**Roles and Duties of CPD Programme Accreditors**

- (i) To evaluate the content of CPD activities organised by the accredited CPD Programme Providers and award CPD points to the CPD activities based on the guidelines set out in the “Guidelines on the Continuing Professional Development Programme for Practising Dentists” of the Dental Council of Hong Kong (“the Council”);
- (ii) To assess self-study programme which includes self-assessment programme accredited by local dental organisations, colleges and overseas professional bodies for the award of CPD points;
- (iii) To assess self-arranged study group activities for the award of CPD points;
- (iv) To accredit publication includes papers of clinical and/or academic interest published in professional journals, books and newsletters of professional bodies for the award of CPD points upon individual application; and
- (v) To accredit the overseas dental activities organised by the list of pre-approved overseas dental organisations or pre-approved regular overseas meetings/conferences for the award of CPD points upon individual application via the CPD Programme Administrators;
- (vi) To accredit all online CPD activities with respect to their content, speakers, quality assurance and, in particular, a proper attendance verification process MUST be in place. [Note: CPD activities can be delivered online with live streaming or on demand. However, online CPD activities delivered on demand are only allowed for core CPD activities which are provided by the Full CPD Programme Providers. There is no limit of maximum CPD points for organisation of online CPD activities. Allocation of CPD points for online CPD activities is in the same manner as that for CPD activities requiring physical attendance];
- (vii) CPD Programme Provider should provide the CPD Programme Accreditor with the required information as set out in Annex C to Appendix IV in their application for accreditation of CPD activities;
- (viii) A maximum of 25 CPD points may be awarded for receptive participation as recipients in online CPD activities participated by each enrollee in each cycle and a maximum of 5 CPD points may be awarded for each receptive online activity for each enrollee. The aforesaid limits do not apply to active participation as speakers/presenters/chairmen/hands-on trainers in online CPD activities. CPD points for active participation in online CPD activities are allocated in the same manner as that for CPD activities requiring physical attendance; and
- (ix) For CPD activities co-organised by Full CPD Programme Provider with Provisional CPD Programme Providers or non-accredited organisations, to ensure that there is true partnership in terms of fair collaboration in content design, speaker selection, quality assurance and administration. The spirit of such co-organisation is to invite talent to share expertise for wider and accessible professional development opportunities; and
- (x) To ensure that there is NO outsourcing and/or excessive delegation of organisation.

## Points to Note

- CPD Programme Accreditors should refrain from giving retrospective accreditation unless under very exceptional circumstances and which should be reported to the Council.
- When the CPD Programme Accreditor is also the CPD Programme Provider of a CPD activity,
  - it is allowed to self-accredit its own CPD activity which **requires physical attendance**; and
  - it is allowed to self-accredit its own **online CPD activity** ONLY if prior approval has been obtained from the Council. Application for self-accreditation of online CPD activities should be submitted to the Council with evidence in support of its attendance verification system and quality assurance measures.

The Council shall have the **FINAL** decision on accreditation of individual CPD activity.

**The Dental Council of Hong Kong**

**Report Form for Self-study CPD Activities  
for the 2023 - 2025 CPD Cycle**

**I. Particulars of Applicant**

- (a) Name: \_\_\_\_\_ (b) Dental Council Registration No.: \_\_\_\_\_  
(if applicable)
- (c) CPD Programme Administrator:  CDSHK  DH  HKDA
- (d) Report Date: \_\_\_\_\_

**II. Details of Self-study CPD Activities**

- (a) Information on the self-study material(s)

Title of paper/book/chapter(s)/e-learning material(s):

\_\_\_\_\_

Author(s): \_\_\_\_\_

Journal/volume/pages/edition/year published/pages/websites: \_\_\_\_\_

\_\_\_\_\_

- (b) Time spent: \_\_\_\_\_ hour(s) \_\_\_\_\_ minute(s)

- (c) Summary

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(d) Critical assessment of the value of the material studied

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Guidelines :**

- 1) *The self-study materials must be dentally or medically oriented including i) scientific papers; ii) books/book chapters/monographs published by professional publishers; and iii) network educational programme/e-learning materials presented by academic institutions, professional bodies or government agents which must be published within the most recent 3 years counting from the date of report of the self-study CPD activity.*
- 2) *The summary should describe the background of the subject area, main contents of the material and conclusions or suggestions (not less than 100 words).*
- 3) *A critical assessment should be submitted, consisting of a brief review of the subject area and rationale for the issue, scientific values of the material, clinical implications, critical views, recommendations and perspectives etc (not less than 100 words).*
- 4) *The report form should be submitted to the respective CPD Programme Administrators and will be assessed individually by the CPD Programme Accreditors on the CPD points to be awarded. One CPD point may be awarded per paper and a maximum of 5 CPD points may be awarded for self-study CPD activities in each cycle.*

**For official use only:**

**CPD points credited:**

**Checked by:**

**Date:**

**The Dental Council of Hong Kong**

**Report Form for Self-arranged Study Group  
for the 2023 - 2025 CPD Cycle**

**I. Particulars of Applicant**

- (a) Name: \_\_\_\_\_ (b) Dental Council Registration No.: \_\_\_\_\_  
(if applicable)
- (c) CPD Programme Administrator:  CDSHK  DH  HKDA
- (d) Date and Time of the Activity: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Guidelines :**

- 1) *The size of the group should be kept in the range from 4 to 8;*
- 2) *4 to 8 participants must include at least 1 Fellow of the College of Dental Surgeons;*
- 3) *During the conduction of the activity, participants should keep the patient information confidential;*
- 4) *The applicants should submit the standard form with attendance form and case summary form for self-arranged study group for assessment by the CPD Programme Accreditors via the relevant CPD Programme Administrators; and*
- 5) *A maximum of 1 CPD point may be awarded for each activity and a maximum of 5 CPD points may be awarded for self-arranged study group in each cycle.*

**For official use only:**

**CPD points credited:**

**Checked by:**

**Date:**

**The Dental Council of Hong Kong  
Self-arranged Study Group Attendance Form  
for the 2023 - 2025 CPD Cycle**

(The size of the Study Group should be limited to 4-8 participants.)

Date: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Page No. \_\_\_\_\_ of \_\_\_\_\_

Full Name of Participant	Dental Council Registration No. (if applicable)	Categories of Participants (please ✓ as appropriate)		Signature
		Fellows	Others	

(Rev. December 2022)

**\* A maximum of 1 CPD point for each activity and a maximum of 5 CPD points per 3-year cycle may be awarded.**

**\*\*<The completion of this form is mandatory for processing.>\*; Photocopied forms will also be accepted.**

**\*\*\*Please return the completed form to the CPD Administrator within 2 weeks after the meeting\*\***

**The Dental Council of Hong Kong**  
**Self-arranged Study Group Case Summary Form**  
**for the 2023 - 2025 CPD Cycle**

Page No. \_\_\_\_\_ of \_\_\_\_\_

Case	Case information	Presenter
1 <u>Gender/age</u>  /	Diagnosis and special clinical information:  Useful clinical tips:	
2 <u>Gender/age</u>  /	Diagnosis and special clinical information:  Useful clinical tips:	
3 <u>Gender/age</u>  /	Diagnosis and special clinical information:  Useful clinical tips:	
4 <u>Gender/age</u>  /	Diagnosis and special clinical information:  Useful clinical tips:	

(Rev. December 2022)

**\* A maximum of 1 CPD point for each activity and a maximum of 5 CPD points per 3-year cycle may be awarded.**

**\*\*<The completion of this form is mandatory for processing.>\*; Photocopied forms will also be accepted.**

**\*\*\*Please return the completed form to the CPD Administrator within 2 weeks after the meeting\*\***

**The Dental Council of Hong Kong****Summary of the Allocation of CPD Points for CPD Activities  
for the 2023 - 2025 CPD Cycle**

	<b>Maximum CPD Points Awarded for Each Number of Activity</b>	<b>Maximum Number of CPD Points Awarded in Each CPD Cycle</b>
<b><u>I. Local CPD Activities</u></b>		
<b>(a) Active Participation</b> <u>(for both online or physical attendance)</u>		
• Speaker/Presenter	25	Nil
• Chairperson	15	Nil
• Trainer of hands-on clinical or laboratory courses	15	Nil
<b>(b) Receptive Participation</b>		
<u>(i) Physical Attendance</u>		
• Recipients in any accredited activities	15	Nil
• Participation in hands-on clinical or laboratory courses	15	Nil
<u>(ii) Online Attendance</u> <u>(for both delivered with live streaming and on demand)</u>	5	25
<b>(c) Self-study</b>	1 CPD point per paper	5
<b>(d) Self-arranged Study Group</b>	1 CPD point per activity	5
<b>(e) Publications</b>	<i>For each publication</i>	
• Indexed journals	<ul style="list-style-type: none"> <li>• A maximum of 10 CPD points for the first author;</li> <li>• A maximum of 5 CPD points for other authorship</li> </ul>	10
• Other journals approved by the CPD Programme Accreditors	<ul style="list-style-type: none"> <li>• A maximum of 5 CPD points for the first author;</li> <li>• A maximum of 2 CPD points for other authorship</li> </ul>	

	<b>Maximum CPD Points Awarded for Each Number of Activity</b>	<b>Maximum Number of CPD Points Awarded in Each CPD Cycle</b>
<ul style="list-style-type: none"> <li>Each chapter or section of a medical/dental textbook</li> </ul>	<ul style="list-style-type: none"> <li>A maximum of 10 CPD points for the first author;</li> <li>A maximum of 5 CPD points for other authorship</li> </ul>	
<ul style="list-style-type: none"> <li>Thesis or treatise</li> </ul>	<ul style="list-style-type: none"> <li>A maximum of 10 CPD points for the author</li> </ul>	
<b>(f) Postgraduate Studies</b> <i>(PhD, master, postgraduate diploma or advanced diploma programmes of the Faculty of Dentistry of the University of Hong Kong)</i>	<ul style="list-style-type: none"> <li>10 CPD points per year for full-time study; and</li> <li>5 CPD points per year for part-time study</li> </ul>	Nil

**Note:**

For overseas dental activities organised by the approved list of overseas dental organisations or be on the list of pre-approved regular overseas meetings/conference, CPD points of each activity should be awarded under the same basis as that for active and receptive CPD activities of local CPD activities mentioned in the Guidelines on CPD Programme for Practising Dentists for the 2023-2025 CPD Cycle. A maximum of 15 CPD points may be awarded for overseas dental activities in each cycle and a maximum of 5 CPD points may be awarded for each online overseas dental activity.

**CME/CPD Programme - Attendance Form (For Chairpersons, Speakers & Hands-on Trainers)  
for the 2023 - 2025 CPD Cycle**

Date : \_\_\_\_\_ Page No. \_\_\_\_\_ of \_\_\_\_\_  
 Time: (from) \_\_\_\_\_ (to): \_\_\_\_\_ <Approved Duration> Hour(s) CDSHK Reply Form No.: \_\_\_\_\_  
 Title of Meeting: \_\_\_\_\_  
 Organiser: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Credits:**

<p><b>CDSHK (CME/CPD Points)</b></p> <p>_____</p> <p><b>Category (Please ✓)</b></p> <p>A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/></p>	<p><b>DCHK (CPD Points)</b></p> <p>_____</p>	<p><b>Core CPD Activity: (Please ✓)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Core CPD requirement put (A to L) here</b></p> <p>_____</p>	<p><b>HKDA (CPD Hours)</b></p> <p>_____</p>
<p>A) Infection control; B) Medical conditions in relation to dentistry and medical emergency; C) Records and consent; D) Dental ethics and Jurisprudence; E) Quality assurance including complaint handling and risk management; F) Communication; G) Dental practice inspection; H) Legal and professional compliance; I) Dental and medical public health issue of local relevance; J) Occupation health and safety; K) Special needs dentistry including geriatric dentistry; L) Radiology &amp; radiography</p>				

**\*[Please clear indicate the exact role of <Chairperson/Speaker/Hands-on Trainer> & no. of hours in order to avoid potential error]\***

Full Name of Speaker / Chairperson / Hands-on Trainer	Please circle one (*)	No. of Hours (*)	Dental Council Registration No. (if applicable)	CME / CPD Administrator						Signature
				For CDSHK members / enrollees *please ✓ ONE only				*please ✓ the appropriate		
				Fellows or Specialists	MGD Holders	Higher Trainees	DCHK Enrollee	Dept of Health	HKDA	
	Chairperson Speaker Hands-on Trainer									
	Chairperson Speaker Hands-on Trainer									
	Chairperson Speaker Hands-on Trainer									

(Rev. November 2023) **\*\*Please return the completed form to the following CME/CPD Administrators within 2 weeks after the meeting\*\***

<p><b>The College of Dental Surgeons of Hong Kong</b></p> <p>Email: cme_cpd@cdshk.org</p>	<p><b>Dental Services, Department of Health</b></p> <p>Email: aco3_td@dh.gov.hk</p>	<p><b>Hong Kong Dental Association Ltd.</b></p> <p>Email: hkda@hkda.org</p>
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**CME/CPD Programme - Attendance Form (For Chairpersons, Speakers & Hands-on Trainers)  
for the 2023 - 2025 CPD Cycle**

Page No. \_\_\_\_\_ of \_\_\_\_\_

Date : \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to): \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Full Name of Speaker / Chairperson / Hands-on Trainer	Please circle one (* )	No. of Hours (* )	Dental Council Registration No. (if applicable)	CME / CPD Administrator						Signature
				For CDSHK members / enrollees *please ✓ ONE only				*please ✓ the appropriate		
				Fellows or Specialists	MGD Holders	Higher Trainees	DCHK Enrollee	Dept of Health	HKDA	
	Chairperson									
	Speaker									
	Hands-on Trainer									
	Chairperson									
	Speaker									
	Hands-on Trainer									
	Chairperson									
	Speaker									
	Hands-on Trainer									
	Chairperson									
	Speaker									
	Hands-on Trainer									
	Chairperson									
	Speaker									
	Hands-on Trainer									
	Chairperson									
	Speaker									
	Hands-on Trainer									

(Rev. November 2023)

**\*\*Please return the completed form to the following CME/CPD Administrators within 2 weeks after the meeting\*\***

<b>The College of Dental Surgeons of Hong Kong</b>	<b>Dental Services, Department of Health</b>	<b>Hong Kong Dental Association Ltd.</b>
Email: <a href="mailto:cme_cpd@cdshk.org">cme_cpd@cdshk.org</a>	Email: <a href="mailto:aco3_td@dh.gov.hk">aco3_td@dh.gov.hk</a>	Email: <a href="mailto:hkda@hkda.org">hkda@hkda.org</a>



**CME / CPD Programme - Attendance Form (for Participants)  
for the 2023 - 2025 CPD Cycle**

Date : \_\_\_\_\_ Page No. \_\_\_\_\_ of \_\_\_\_\_  
 Time: (from) \_\_\_\_\_ (to): \_\_\_\_\_ <Approved Duration> \_\_\_\_\_ Hour(s) CDSHK Reply Form No.: \_\_\_\_\_  
 Title of Meeting: \_\_\_\_\_ Organiser: \_\_\_\_\_  
 Mode of Attendance:  Online with live streaming  Online (on demand)  Physical attendance  
 Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Credits:**

<b>CDSHK (CME/CPD Points)</b>  _____  <b>Category (Please ✓)</b> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<b>DCHK (CPD Points)</b>  _____	<b>Core CPD Activity: (Please ✓)</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Core CPD requirement put (A to L) here</b>  _____	<b>HKDA (CPD Hours)</b>  _____
A) Infection control; B) Medical conditions in relation to dentistry and medical emergency; C) Records and consent; D) Dental ethics and Jurisprudence; E) Quality assurance including complaint handling and risk management; F) Communication; G) Dental practice inspection; H) Legal and professional compliance; I) Dental and medical public health issue of local relevance; J) Occupation health and safety; K) Special needs dentistry including geriatric dentistry; L) Radiology and radiography				

Full Name of Participant	Dental Council Registration No. (if applicable)	CME / CPD Administrator						Signature
		For CDSHK members / enrollees *please ✓ ONE only				*please ✓ the appropriate		
		Fellows / Specialists	MGD Holders	Higher Trainees	DCHK Enrollee	Dept of Health	HKDA	

(Rev. November 2023)

**\*\*Please return the completed form to the following CME/CPD Administrators within 2 weeks after the meeting\*\***

The College of Dental Surgeons of Hong Kong	Dental Services, Department of Health	Hong Kong Dental Association Ltd.
Email: <a href="mailto:cme_cpd@cdshk.org">cme_cpd@cdshk.org</a>	Email: <a href="mailto:aco3_td@dh.gov.hk">aco3_td@dh.gov.hk</a>	Email: <a href="mailto:hkda@hkda.org">hkda@hkda.org</a>

**CME / CPD Programme - Attendance Form (for Participants)  
for the 2023 - 2025 CPD Cycle**

Page No. \_\_\_\_\_ of \_\_\_\_\_  
(to): \_\_\_\_\_

Date : \_\_\_\_\_ Time: (from) \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Full Name of Participant	Dental Council Registration No. (if applicable)	CME / CPD Administrator						Signature
		For CDSHK members / enrollees *please ✓ ONE only				*please ✓ the appropriate		
		Fellows / Specialists	MGD Holders	Higher Trainees	DCHK Enrollee	Dept of Health	HKDA	

(Rev. November 2023)

**\*\*Please return the completed form to the following CME/CPD Administrators within 2 weeks after the meeting\*\***

<b>The College of Dental Surgeons of Hong Kong</b>	<b>Dental Services, Department of Health</b>	<b>Hong Kong Dental Association Ltd.</b>
Email: <a href="mailto:cme_cpd@cdshk.org">cme_cpd@cdshk.org</a>	Email: <a href="mailto:aco3_td@dh.gov.hk">aco3_td@dh.gov.hk</a>	Email: <a href="mailto:hkda@hkda.org">hkda@hkda.org</a>

**Continuing Professional Development (“CPD”) Programme of  
The Dental Council of Hong Kong**

**Claim Form for Pre-approved Overseas CPD Activity or  
Activity Organised by Approved Overseas Organisation  
for the 2023 - 2025 CPD Cycle**

**I. Particulars of Applicant**

Name: \_\_\_\_\_ Dental Council Registration No.: \_\_\_\_\_  
(if applicable)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Enrolled CPD Programme Administrator:  CDSHK  DH  HKDA

**II. Details of Overseas CPD Activity**

Name of CPD Activity: _____	
Organising Institute: _____	
Date(s): _____	Total no. of Hour(s) Attended: _____
<u>Mode of Attendance:</u>	
<input type="checkbox"/> Online with Live Streaming	<input type="checkbox"/> Physical Attendance
<input type="checkbox"/> Online (On Demand)	
Speaker(s): (if applicable/known) _____	
No. of hour(s) claimed as being: (Please select the appropriate item)	<input type="checkbox"/> Attendee _____ Hour(s) <input type="checkbox"/> Chairperson _____ Hour(s)
	<input type="checkbox"/> Demonstrator _____ Hour(s) <input type="checkbox"/> Presenter / Speaker _____ Hour(s)
Nature & Duration of Activity:	Meeting: _____ Hour(s) Workshop: _____ Hour(s)
	Others: (Please specify: _____) _____ Hour(s)

**Remarks:**

- (1) Synopsis of the activity and evidence of attendance should be attached to the application form.*
- (2) The application form should be submitted to the respective CPD Programme Administrators and will be assessed individually by the CPD Programme Accreditors on the CPD points to be awarded.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For official use only:**

**CPD points credited:** \_\_\_\_\_ **Checked by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**<Title of the CPD Activity>  
Organised by <name of CPD Programme Provider>  
Feedback Form  
for the 2023 - 2025 CPD Cycle**

*This questionnaire is designed to collect participants' feedback on the CPD activity. The data obtained will be used collectively for evaluation purposes of the CPD activity.*

**Date & Time of the Activity** : \_\_\_\_\_

**Mode of Attendance** :  Online with live streaming  
 Online (on demand)  
 Physical Attendance

**(A) Please give your ratings at the following spaces provided.**

	Excellent	Very Good	Satisfactory	Unsatisfactory	Poor
1. Educational objectives being achieved					
2. Knowledge imparted					
3. Practicability and of good reference					
4. Content coverage					
5. Pace (Too fast/Too slow)					
6. Training approach and method					
7. Teaching and presentation skill					
8. Suitability of venue					
9. Duration of activity (Too long/Too short)					
10. Overall rating					

**(B) Do you have any other comments on the CPD activity?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(C) Are there any CPD activities you would like to attend?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** : \_\_\_\_\_  
( Optional )

**Name** : \_\_\_\_\_  
( Optional )