

Notes for CPD Programme Providers

(I) Categories of CPD Programme Provider

- a) Full CPD Programme Provider –
can provide CPD courses on its own or in partnership with not more than one provisional CPD Programme Provider or non-accredited CPD Programme Provider for any one CPD activity within the validity period. All courses so organised are subject to the CPD point determined by CPD Program Accreditors. Each accredited Full CPD Programme Provider can be in partnership with Provisional CPD Programme Provider in organizing CPD activities which carry not more than 20 CPD points each year.
- b) Provisional CPD Programme Provider –
can only provide courses in partnership with a full CPD Programme Provider.

(II) Entry Requirements for Provisional CPD Programme Provider:

- a) be a local tertiary training institution, government body or statutory organization, 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 DCHK;
- c) has an objective to promote continuing medical/dental education or continuous professional development;
- d) has a suitable track record in organizing 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 (III).

(III) 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 an annual return of the accredited CPD activities organised and the present members of the governing body of the respective organization by the end of March each year. For the last annual return in each CPD cycle, it should be submitted by the 7th day of September.
- c) Both Full and Provisional CPD Programme Providers are subject to review on the quality of the organized activities based on user feedback and complaints received.

(IV) 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 Dental Council. If it fails to progress to be Full CPD Programme Provider, it cannot

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apply as Provisional CPD Programme Provider in the immediate next CPD cycle.

(V) Duties of CPD Programme Provider

- a) To seek accreditation from the CPD Programme Accreditor prior to the conduct of the CPD programmes/activities. The types of programmes/activities include symposia, conferences, scientific meetings, panel discussions, workshops, etc. conducted by specialists or experts related to the field;
- b) To forward the completed attendance forms 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;
- c) To collect feedback from dentists participating in the CPD activities using the standard form at the end of each CPD activity; and
- d) To submit an Annual Return Form on the organized CPD activities according to the required schedule with provision of Evaluation Form of each individual CPD Activity by the end of March each year. For the last annual return in each CPD cycle, it should be submitted by the 7th day of September. Evaluation Form for each organized CPD activity should be submitted together with the Annual Return Form.