



香港牙醫管理委員會

The Dental Council of Hong Kong

Guidelines on Mandatory Continuing Professional Development Programme for Registered Dentists

Introduction

The Dentists Registration (Amendment) Bill 2024 was passed by the Legislative Council on 10 July 2024. Under the amended Dentists Registration Ordinance (“**DRO**”), the fulfilment of continuing professional development (“**CPD**”) requirements has become a pre-requisite for all dentists and Dental Care Professionals (“**DenCPs**”) ¹ (including dental hygienists and dental therapists) to obtain or renew their practising certificates. The Dental Council of Hong Kong (“**the Council**”) is empowered to determine the CPD requirements pursuant to section 11A(2A) of the DRO for this purpose.

2. With effect from 1 July 2026, the CPD requirements are applicable to registered dentists with full registration, limited registration and special registration.

Objectives of Mandatory CPD Programme

3. CPD is an integral element of professionalism for healthcare professionals. It plays a crucial role in maintaining and developing the skills, expertise and professional practice required for high-quality patient care. Engaging in ongoing professional development, practice enhancement and other relevant activities ensure practitioners remain competent and responsive to evolving healthcare standards.

4. The objectives of the mandatory CPD Programme are to:

- (a) continuously update and strengthen the knowledge and skills of registered dentists in accordance with legal requirements and professional development;
- (b) safeguard patient safety by ensuring practitioners remain informed about the latest advancements and best practices; and
- (c) foster public confidence in the profession by upholding high standards of competency and ethical practice.

CPD Committee

5. The Council’s CPD Committee will carry out the executive functions of implementing the mandatory CPD Programme.

¹ Relevant provisions on DenCPs will commence on the day(s) to be appointed by the Secretary for Health. The commencement of mandatory CPD programme for DenCPs will be announced in due course.

Structure of Mandatory CPD Programme

6. The Mandatory CPD Programme will operate on a CPD cycle basis. During the CPD cycle, registered dentists must fulfil the Council's CPD requirements by participating in CPD activities before practising certificates can be issued. The Programme will be supported by CPD Programme Administrators, CPD Programme Providers and CPD Programme Accreditors/Accreditation Panel.

CPD Cycle

7. To align with the annual issuance of practising certificates (valid from 1 January to 31 December of a year), a CPD cycle is a period of 12 months **from 1 July of each year to 30 June** of the following year.

CPD Target Participant

8. The mandatory CPD requirements apply to registered dentists with full registration, limited registration and special registration who wish to be issued practising certificates.

CPD Requirements

9. A minimum of 10 CPD points has to be accumulated during a CPD cycle. Out of the 10 CPD points, not less than 3 CPD points must be obtained from the core CPD activities.

10. 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

11. The core CPD activities must be organised by the Council's appointed CPD Programme Providers and cannot be co-organised with Non-DCHK appointed Providers.

CPD Programme Administrator

12. A CPD Programme Administrator keeps full records of dentists' and DenCPs' CPD activities and/or their attendance. CPD Programme Administrator should comply with the Council's guidelines and the records should be auditable and ready for submission to the Council as and when required. Its entry requirements and roles and responsibilities are at

Appendix I. Each CPD Programme Administrator has its own fee structure for services. A list of the Council’s appointed CPD Programme Administrators is at **Appendix I(a).**

13. A dentist and DenCP must enroll with only one CPD Programme Administrator appointed by the Council at any one time. If he/she decides not to participate in the CPD Programme after enrolment or wishes to change to another CPD Programme Administrator, he/she should inform his/her existing CPD Programme Administrator so that arrangements can be made accordingly.

14. CPD Programme Administrators are required to submit a list of enrollees who have fulfilled the Council’s CPD requirement together with their CPD points attainment upon completion of a CPD cycle. The list is required to be submitted upon the Council’s request within Q3 of each year. A standard form is at **Appendix I(b).**

CPD Programme Accreditor/Accreditation Panel

15. A CPD Programme Accreditor/Accreditation Panel evaluates the content of CPD activities and awards CPD points to the CPD activities based on the guidelines set by the Council. CPD Programme Accreditor/Accreditation Panel should comply with the Council’s guidelines and the records should be auditable and ready for submission to the Council as and when required. Its entry requirements and roles and responsibilities are at **Appendix II.** A list of the Council’s appointed CPD Programme Accreditor/Accreditation Panel is at **Appendix II(a).**

CPD Programme Provider

16. A CPD Programme Provider provides CPD courses for dentists and DenCPs. CPD Programme Provider should comply with the Council’s guidelines and the records should be auditable and ready for submission to the Council as and when required. Its entry requirements and roles and responsibilities are at **Appendix III.** A list of the Council’s appointed CPD Programme Providers is at **Appendix III(a).**

17. CPD Programme Providers are required to submit an annual return form to the Council by the end of September each year. A standard annual return form is at **Appendix III(b).**

Categories of CPD Activities

18. To ensure well-rounded professional development, dentists are required to participate in different categories of CPD activities to ensure diversified exposure. The activities are categorised as –

- I. Core CPD activities organised by DCHK appointed Providers;
- II. Non-core CPD activities organised by DCHK appointed Providers;
- III. Self-arranged activities - Publications and Professional Advancement Studies
[Note: Other activities which have previously been categorised under “Self-study” such as self-arranged Study Group, are not included in this cycle]; and
- IV. Dental-related activities organised by non-DCHK appointed Providers

19. The accreditation requirements and minimum/maximum CPD points required for these activities are provided at **Appendix IV**.

Means of Participation

20. Dentists may obtain CPD points by participating in both local and non-local activities through various means as set out at **Appendix V**. A list of the Council's pre-approved overseas activities is at **Appendix V(a)**. Non-local activities organised by non-DCHK appointed Providers and not included in the Council's pre-approved list will not be recognised.

Allocation of CPD Points

21. The CPD points would be awarded based on the number of hours involved in a CPD activity, excluding tea breaks and meals. The activities can be delivered by physical participation, online with live streaming and online on demand.

22. For CPD activities to be delivered online on demand, they must be core CPD activities which are provided by DCHK appointed Providers.

23. Guidelines on the allocation of CPD points are at **Appendix VI**. A standard report form with guidelines for self-arranged activities and activities organised by non-DCHK appointed provider is at **Appendix VII**. Applicants should submit the completed form along with the required documents to the relevant CPD Programme Administrators. For self-arranged activities – publications, the CPD Programme Administrators will then submit the application to CPD Programme Accreditors/Accreditation Panel for assessment.

Accreditation

24. The accreditation of CPD activities should comply with the Council's guidelines. The CPD activities should be free of any commercial influence or bias. Guidelines on the accreditation of CPD activities is at **Appendix VIII**.

25. The standard accreditation form is at **Appendix IX**. CPD Programme Provider should seek accreditation from CPD Programme Accreditor/Accreditation Panel prior to the conduct of activities. No self-accreditation or retrospective accreditation is allowed.

CPD Points Calculation

26. 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

27. Dentists enrolled in CPD activities organised by DCHK appointed Providers are required to sign the standard attendance form (sample at **Appendix X**) for each CPD activity. On completion of the activities, CPD Programme Providers shall forward the completed attendance forms to the CPD Programme Administrators for recording CPD points, and issuing 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 Programme Administrator directly for recording.

28. Dentists are encouraged to submit documentary proof of the CPD activities to CPD Programme Administrators, such as transcripts of courses taken, photocopies of published activities, or attendance certificates for assessment.

Remedial mechanism

29. Dentists who envisage that they will not be able to attain the required CPD points by the end of the cycle should apply for the Council's determination by **the end of March**. To ensure fairness while upholding professional standards, considerations will only be given to dentists facing exceptional circumstances (e.g. pregnancy or prolonged sick leave) on a case-by-case basis.

30. Dentists who fail to attain the required CPD points by the end of the cycle, i.e. 30 June, will not meet the requirement for the renewal of practising certificate. They should apply for the Council's approval for them to make up the shortfall in the CPD points with full justifications. The Council will determine the applications for remedial arrangements on a case-by-case basis.

CPD requirements for newly registered or restored dentists after the commencement of a CPD cycle

31. Where a registered dentist is issued with a practising certificate after the commencement of a CPD cycle, the annual 10 CPD points requirement and the requirements for obtaining CPD points from core CPD activities will be pro-rated in accordance with the table set out at **Appendix XI**.

CPD requirements for transfer from non-practising list to practising list

32. Dentists whose names are on the non-practising list and wish to have their names transferred to the practising list must fulfil the CPD requirements specified by the Council to effect the transfer.

33. The Council requires non-practising dentists to complete 10 CPD hours in the past 2 years as stated in the retention certificate preceding the application for transfer. This ensures that returning dentists have maintained up-to-date professional knowledge and skills.

34. CPD activities undertaken for the purpose of transfer must be accredited by the Council or authority of the place where the activities are provided.

35. Dentists must submit evidence of completed CPD activities along with their application for transfer via CPD Programme Administrator. The CPD Programme Administrators will review the submitted documents and issue documentary proof(s) to the applicants who have fulfilled the requirements.

Review of the CPD Programme

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

Enquiries

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

**The Dental Council of Hong Kong
April 2026**

CPD Programme Administrator

Entry Requirements

- (i) 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.
- (ii) Be of good repute and members of the governing body of the organisation should be of the standing acceptable by the Dental Council of Hong Kong (“the Council”).
- (iii) Has an objective to promote continuing medical/dental education or continuous professional development.
- (iv) Open to all dentists and Dental Care Professionals (“DenCPs”) (except Department of Health) for enrolment.

Roles and Responsibilities

- (i) To vet, document and calculate the CPD points for the enrolled dentists and DenCPs, including those who are transferred from the non-practising list to the practising list.
- (ii) To answer enrollees’ enquiries on the CPD Programme and contact 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 notify enrollees of the CPD points they have been awarded and to alert those who have not yet met the requirements toward the end of the cycle.
- (v) To provide necessary documentary evidence to the dentist concerned when he/she decides to register with a new Programme Administrator.
- (vi) To submit to the Council a list of enrollees who have fulfilled the Council’s CPD requirement and their CPD point attainment upon completion of a CPD cycle.
- (vii) To issue documentary proof(s) to each enrollee for the purpose of renewing the practising certificate.
- (viii) To keep documentary evidence of each enrollee for at least 3 years and submit them to the Council upon request.

Points to Note in recording Category IV CPD activities

When considering and recording Category IV CPD activities, the following principles should be observed:

- (i) Participants need to fill in the report form at Appendix VII.
- (ii) Participants should submit their attendance proof together with materials showing details of the activities (e.g. course name, organiser(s), poster or flyer, synopsis, speaker(s), programme rundown, date and time, mode of attendance, etc.).
- (iii) The topics/contents of the activities must be dental-related. If you have any doubts, you could request the participants to provide justifications on why and how the activity is relevant, and to provide further supporting documents such as programme presentation materials.
- (iv) For the Council’s pre-approved overseas activities, you may request the participants to provide further supporting documents if you have any doubts about the attendance.
- (v) Participants are advised to submit all the documents for recording Category IV CPD activities within one month of the attendance date.

Application

- (i) Provide relevant information and measures on the maintenance, reporting and auditing of CPD record of the enrollees.
- (ii) Provide policy and justifications on enrolment fee.
- (iii) Provide data policy with users regarding submission of the enrollees' data to the Council.
- (iv) Submit a copy of certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) or other documents relevant to the organisation registration.
- (v) Submit a copy of memorandum and articles of association already registered at the Companies Registry (if applicable).

A list of the Council's Appointed CPD Programme Administrators

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)
4. Faculty of Dentistry, the University of Hong Kong

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

Annual Return Form for CPD Programme Administrators

I. Particulars of CPD Programme Administrator

Name of CPD Programme Administrator : _____

Contact person and Post Title : _____

Phone Number of contact person : _____

Email Address of contact person : _____

II. A list of Enrollees

Name & Registration No.	CPD points attained					Fulfilled CPD requirements (Y/N)
	Category I activity	Category II activity	Category III activity	Category IV activity	Total	

Total No. of Enrollees : _____

Total No. of Enrollees
fulfilling CPD requirements : _____

Signature : _____

Name : _____

Date : _____

CPD Programme Accreditor/Accreditation Panel

Entry Requirements

- (i) 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 or in a form of panel acceptable by the Council.
- (ii) Be of good repute and members of the governing body of the organisations/panel should be of the standing acceptable by the Council.
- (iii) Has an objective to promote continuing medical/dental education or continuous professional development.

Roles and responsibilities

- (i) To evaluate the content of CPD activities organised by the DCHK appointed CPD Programme Providers (Categories I and II activities) and award CPD points to the CPD activities based on the guidelines set by the Council.
- (ii) To assess self-arranged activities (Category III activities) including publications for the award of CPD points (prior assessment is not required).
- (iii) To keep documentary evidence of each activity accredited for at least 3 years and submit them to the Council upon request.
- (iv) To ensure that there is NO outsourcing and/or excessive delegation of organisation/panel.

Points to Note

- (i) No self-accreditation or retrospective accreditation is allowed.
- (ii) The Council shall have the final decision on accreditation of individual CPD activity.

Application

For individual accreditor:

- (i) Provide a name list of at least 10 registered dentists from the organisation responsible for accreditation, including their signatures.
- (ii) Submit a copy of certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) or other documents relevant to the organisation registration.
- (iii) Submit a copy of memorandum and articles of association already registered at the Companies Registry (if applicable).
- (iv) Provide policy and justifications on cost and fee for accreditation/assessment.

For Accreditation Panel:

- (i) Provide the composition of the Accreditation Panel.
- (ii) Submit the Panel's policy, terms of reference, accreditation process, and a name list of at least 10 registered dentists from the Panel responsible for accreditation, including their signatures.
- (iii) Provide policy and justifications on cost and fee for accreditation/assessment.

A list of the Council's Appointed CPD Programme Accreditor/Accreditation Panel

1. Accreditation Panel

Members: Faculty of Dentistry, the University of Hong Kong
Hong Kong Dental Association
The College of Dental Surgeons of Hong Kong

CPD Programme Provider

Entry Requirements

- (i) 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.
- (ii) Be of good repute and members of the governing body of the organisations should be of the standing acceptable by the Council.
- (iii) Has an objective to promote continuing medical/dental education or continuous professional development.
- (iv) Has a suitable track record in organising dental-related activities of not less than 5 hours in the past 2 years prior to application.
- (v) Demonstrates that activities offered are free of any commercial influence or bias.

Roles and responsibilities

- (i) To provide courses for dental professionals including dentists and DenCPs.
- (ii) To seek accreditation from CPD Programme Accreditor/Accreditation Panel prior to the conduct of activities (no self-accreditation or retrospective accreditation).
- (iii) To issue certificate of completion/attendance to participants.
- (iv) To submit a list of participants to CPD Programme Administrators in respect of each activity conducted.
- (v) To adopt measures or use education technology to ensure verification of identity and attendance of participants.
- (vi) To provide activity information online.
- (vii) To provide statistics on the CPD activities organised to the Council annually by the end of September each year.
- (viii) To keep documentary evidence of each activity organised for at least 3 years and submit them to the Council upon request.

Maintenance Requirements

- (i) Meet the requirements of providing CPD activities with not less than 4 CPD points within a CPD cycle.
- (ii) Submit a one-year plan on the CPD activities for the subsequent CPD cycle.

Application

- (i) Submit a one-year plan on the CPD activities.
- (ii) Provide synopsis of activities organised in the past 2 years prior to application.
- (iii) Provide details of the education technology that will be used to verify the identity and attendance of participants.
- (iv) Submit a copy of certificate of incorporation issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) or other documents relevant to the organisation registration.
- (v) Submit a copy of memorandum and articles of association already registered at the Companies Registry (if applicable).

A list of the Council's Appointed CPD Programme Providers

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 Dental Sleep Medicine
6. Hong Kong Chinese Dentists Association
7. Hong Kong Endodontic Society
8. Hong Kong Practising Dentists Association
9. Hong Kong Prosthetic Dentistry Society
10. Hong Kong Society of Family Dentistry
11. Hong Kong Society of Orthodontists Limited
12. Hong Kong Society of Paediatric Dentistry
13. Hong Kong Society of Periodontology and Implant Dentistry Limited
14. Hong Kong Special Care Dentistry Association Limited
15. Hong Kong Stomatological Association
16. Hospital Authority
17. Society of Preventive Dentistry of Hong Kong
18. The Hong Kong Association of Oral and Maxillofacial Surgeons
19. The Hong Kong Society of Esthetic Dentistry
20. The Hong Kong Special Care Dentistry Society
21. The University of Hong Kong Mainland Dental Alumni Association
22. University of Hong Kong Dental Alumni Association
23. Young Oral and Maxillofacial Surgeon Group of Hong Kong

Remarks:

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

Signature : _____

Name : _____

Date : _____

Requirements on Accreditation and CPD points for CPD activities

	Category of activity	Accreditation Requirement	Minimum/Maximum CPD points required within a CPD cycle
I.	Core CPD activities organised by DCHK appointed Providers	Prior accreditation of activities is required	Minimum 3 CPD points
II.	Non-core CPD activities organised by DCHK appointed Providers		-
III.	Self-arranged activities - Publications and Professional Advancement Studies	<p>Prior assessment is NOT required</p> <p>Dentists are required to submit the completed form along with the required documents to their Administrators.</p> <p>For self-arranged activities – publications, CPD Programme Administrators will then submit the application to CPD Programme Accreditors/Accreditation Panel for the award of CPD points.</p>	Maximum 3 CPD points
IV.	Dental-related activities organised by non-DCHK appointed Providers (e.g. with the nature of promoting skill and knowledge, enhancing technological innovation/development)	<p>Accreditation of activities is NOT required</p> <p>Participating dentists are required to submit attendance proof and relevant documents to their Administrators.</p>	

Means of Participation

	Category of activity	Means of Participation
I.	Core CPD activities organised by DCHK appointed Providers	(a) Active Participation <ul style="list-style-type: none"> • As a chairman, speaker or presenter in local and non-local accredited CPD activities • As a trainer in local and non-local accredited hands-on clinical or laboratory activities (b) Receptive Participation <ul style="list-style-type: none"> • As a recipient in local and non-local accredited CPD activities • To participate in local and non-local accredited hands-on clinical or laboratory activities
II.	Non-core CPD activities organised by DCHK appointed Providers	
III.	Self-arranged activities	(a) Publications (b) Professional Advancement Studies
IV.	Dental-related activities organised by non-DCHK appointed Providers (e.g. with the nature of promoting skill and knowledge, enhancing technological innovation/development)	Active and receptive participation in local and non-local activities (Non-local activities organised by non-DCHK appointed Providers and not included in the List of the Council's pre-approved overseas activities will not be recognised.)

**List of Continuing Professional Development (“CPD”)
Pre-approved overseas activities**

S/N	Name of Overseas Meetings / Conferences	Organised by
1.	American Academy of Periodontology Annual Meeting	American Academy of Periodontology (AAP)
2.	Annual Sessions	American Academy of Paediatric Dentistry (AAPD)
3.	International Conference (usually annual)	Asian Academy of Preventive Dentistry
4.	Annual meeting	American Association of Endodontists (AAE)
5.	AAOMS Annual Meeting (Annual)	The American Association of Oral and Maxillofacial Surgeons
6.	AAO annual session	The American Association of Orthodontists (AAO)
7.	Annual Session of American College of Prosthodontists (ACP)	American College of Prosthodontists (ACP)
8.	Asian Congress on Oral & Maxillofacial Surgery (annual)	The Asian Association of Oral & Maxillofacial Surgeons (Asia AOMS)
9.	Asia Pacific Dental Congress (Annual)	Asia Pacific Dental Federation
10.	Biennial meeting	Asian Pacific Endodontic Confederation (APEC)
11.	Asia-Pacific Orthodontic Congress (Biennial)	Asia-Pacific Orthodontic Society (APOS)
12.	The Annual Scientific Conference of APSO	The Asia Pacific Society of Osseointegration (APSO)
13.	International Meeting (Biennial)	Asian Pacific Society of Periodontology (APSP)
14.	Australian Orthodontic Congress	Australian Society of Orthodontists
15.	British Orthodontic Conference	British Orthodontic Society
16.	BAOMS Annual Scientific Meeting (Annual)	The British Association of Oral & Maxillofacial Surgeons
17.	CAD/CAM & Digital Dentistry International Conference	CAD/CAM & Digital Dentistry International
18.	Canadian Association of Orthodontists Annual Conference	Canadian Association of Orthodontists
19.	Chang Gung Forum	Chang Gung Memorial Hospital and Chang Gung University
20.	Annual Meeting of the Chinese Stomatological Association (CSA)	Chinese Stomatological Association

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S/N	Name of Overseas Meetings / Conferences	Organised by
21.	Annual meeting of the Chinese Orthodontic Society	The Chinese Orthodontic Society
22.	AO CMF Course (Multiple courses annually)	The Craniomaxillofacial Clinical Division of the AO Foundation
23.	Face Ahead Congress (Biannual)	The Craniomaxillofacial Clinical Division of the AO Foundation
24.	Annual Congress	European Academy in Paediatric Dentistry (EAPD)
25.	Congress of the European Association for Cranio-Maxillo-Facial Surgery	European Association for Cranio-Maxillo-Facial Surgery
26.	EACMFS Scientific Meeting (Biannual)	European Association for Cranio Maxillo Facial Surgery
27.	European Association for Osseointegration Congress (Annual)	European Association for Osseointegration (EAO)
28.	EuroPerio (triennial)	European Federation of Periodontology (EFP)
29.	EFP Perio Master Clinic (Triennial)	European Federation of Periodontology (EFP)
30.	Annual meeting	European Orthodontic Society (EOS)
31.	ESE Biennial Congress	European Society of Endodontology (ESE)
32.	FDI World Dental Congress (Annual)	FDI World Dental Federation
33.	Annual meeting	International Academy for Oral & Facial Rehabilitation (IAOFR)
34.	IAOO World Congress (Biannual)	The International Academy of Oral Oncology
35.	International Academy of Periodontology	International Academy of Periodontology
36.	IAP Biennial Conference	International Academy of Periodontology (IAP)
37.	General Session (Annual)	International Association for Dental, Oral, and Craniofacial Research
38.	Global IADR General Session (hosted with local division)	International Association for Dental, Oral, and Craniofacial Research (IADR)
39.	Annual Meeting of the IADR Asia/Pacific Region (hosted with local division)	International Association for Dental, Oral, and Craniofacial Research (IADR)
40.	Annual Scientific Meeting	International Association for Dental, Oral, and Craniofacial Research Southeast Asian Division
41.	IADR-SEA Annual Scientific Meeting	International Association for Dental Research – Southeast Asian Division (IADR-SEA)
42.	Biennial Congress	International Association for Disability and Oral Health

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S/N	Name of Overseas Meetings / Conferences	Organised by
43.	World Congress of Dental Traumatology (WCDT) (biennial)	International Association of Dental Traumatology (IADT)
44.	International Association of Dental Research General Session (Annual)	International Association of Dental Research
45.	Annual Meeting of the Japanese Orthodontic Society	Japanese Orthodontic Society
46.	Annual Scientific Congress of Korean Association of Orthodontists	Korean Association of Orthodontists
47.	International Conference on Oral & Maxillofacial Surgery (ICOMS) (annual)	The International Association of Oral & Maxillofacial Surgeons (IAOMS)
48.	Annual Congress	International Association of Paediatric Dentistry (IAPD)
49.	Biennial meeting of International College of Prosthodontists	International College of Prosthodontists
50.	World Endodontic Congress (triennial)	International Federation of Endodontic Associations (IFEA)
51.	ITI World Symposium (annual)	International Team for Implantology (ITI)
52.	ITI World Symposium (Triennial)	International Team for Implantology (ITI)
53.	Malaysia – International Dental Exhibition and Conference (MIDEC)	Malaysian Dental Association
54.	International Osteology Symposium (triennial)	Osteology Foundation (OF)
55.	Biennial Congress	Pediatric Dentistry Association of Asia (PDAA)
56.	International Symposium on Periodontics and Restorative Dentistry (ISPRD) (Triennial)	Quintessence Publishing Co, Inc.
57.	Annual Scientific Meeting	Royal Australasian College of Dental Surgeons
58.	Seoul International Dental Exhibition & Scientific Congress (SIDEX)	Seoul Dental Association
59.	International Dental Exhibition and Meeting, Singapore (IDEM)	Singapore Dental Association
60.	Annual meeting	Taiwan Association of Orthodontists (TAO)
61.	Thai Association of Orthodontists' Scientific Conference	Thai Association of Orthodontists
62.	World Sleep Congress (Biannual)	World Association of Sleep Medicine
63.	World Dentofacial Sleep Congress (Annual)	World Dentofacial Sleep Society
64.	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
65.	全国口腔牙体牙髓学术会议 (Annual meeting)	中华口腔医学会牙体牙髓专业委员会

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S/N	Name of Overseas Meetings / Conferences	Organised by
66.	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)

Remarks:

- (i) References have been made to the Overseas Meetings/Conferences recognised by The College of Dental Surgeons of Hong Kong.
- (ii) This list will be reviewed by the Dental Council of Hong Kong from time to time.

Guidelines on the allocation of CPD points

- (a) Active CPD
 - (i) Active participation as a 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 activities as trainers (2 CPD points/hour).

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

- (c) Publications
 - (i) A maximum of 2 CPD points may be awarded to the first author and 1 CPD point for other authorship of each publication in indexed journals.
 - (ii) A maximum of 1 CPD point may be awarded to the first author and 0.5 CPD point for other authorship of each publication in other journal approved by CPD Programme Accreditors /Accreditation Panel.
 - (iii) A maximum of 2 CPD points may be awarded to the first author and 1 CPD point for other authorship of each chapter or section of a medical/dental textbook.
 - (iv) A maximum of 2 CPD points may be awarded to the author of a thesis or treatise.

- (d) Professional Advancement Studies

Dentists undergoing full-time PhD, master, bachelor, postgraduate diploma or advanced diploma programmes of the Faculty of Dentistry of the University of Hong Kong or overseas institutions may be awarded 3 CPD points per cycle. Part-time students of the above programmes may be awarded 1.5 CPD points per cycle.

(e) Online CPD Activities

Allocation of CPD points for online CPD activities is in the same manner as that for CPD activities requiring physical attendance. A maximum of 5 CPD points may be awarded for receptive participation as recipients in online CPD activities participated by each enrollee in each cycle.

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.

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.

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.

Point to Note

The allocation of CPD points should align with the maximum points that can be awarded for each category of activity.

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

Report Form for Participants on Categories III & IV Activities

I. Particulars of Applicant

Name : _____

Dental Council Registration : _____
No. _____

Phone No. : _____

Email Address : _____

CPD Programme : _____
Administrator _____

Type of the CPD Activity : Publications
 Professional Advancement Studies
 Local activity organised by Non-DCHK
appointed Provider
 Non-local activity included in the List of the
Council’s pre-approved overseas activities
(Please provide the S/N of the List: _____)

II. Details of the CPD Activity

Please refer to the guidelines at **Annex** on the specific type of CPD Activity and provide relevant supplementary documents and supports.

III. Declaration

I hereby confirm that all the documents submitted are true and accurate.

Signature : _____

Name : _____

Date : _____

IV. For official use only

CPD points credited : _____

Checked by : _____

Date : _____

**Notes for Participants
on Continuing Professional Development (“CPD”) Programme**

(I) Publications

- (a) Provide photocopies of published activities and any documents as required by the CPD Programme Administrators and CPD Programme Accreditors/Accreditation Panel; and
- (b) The report form should be submitted to the respective CPD Programme Administrators and will be assessed individually by the CPD Programme Accreditors/Accreditation Panel on the CPD points to be awarded.

(II) Professional Advancement Studies

- (a) Provide the transcripts of courses and any documents as required by the CPD Programme Administrators; and
- (b) A maximum of 3 CPD points may be awarded for the studies per cycle.

(III) Local activity organised by Non-DCHK appointed Provider

- (a) Submit the attendance proof together with materials showing details of the activities (e.g. course name, organiser(s), poster or flyer, synopsis, speaker(s), programme rundown, date and time, mode of attendance, etc.) to the respective CPD Programme Administrators within one month of the attendance date; and
- (b) The topics/contents of the activities must be dental-related.

(IV) Non-local activity included in the List of the Council’s pre-approved overseas activities

- (a) Submit the attendance proof together with materials showing details of the activities (e.g. course name, organiser(s), poster or flyer, synopsis, speaker(s), programme rundown, date and time, mode of attendance, etc.) to the respective CPD Programme Administrators within one month of the attendance date; and
- (b) The activities must be included in the List of the Council’s pre-approved overseas activities.

Point to Note

The allocation of CPD points should align with the maximum points that can be awarded for each category of activity.

Guidelines on Accreditation of CPD Activities

CPD activities requiring physical attendance:

1. CPD Programme Providers are required to complete and submit the standard accreditation form to the CPD Programme Accreditor/Accreditation Panel with relevant information, such as course name, poster or flyer, synopsis, speaker(s), programme rundown, date and time, mode of attendance, abstract of the presentation.
2. CPD Programme Providers are advised to submit the accreditation form prior to the conduct of CPD activity to ensure sufficient time for the CPD Programme Accreditor/Accreditation Panel to process and vet the applications. No retrospective accreditation is allowed.
3. When considering the application for accreditation of CPD activities, the CPD Programme Accreditor/Accreditation Panel should observe the following:
 - Whether the topics/contents of the activities are medical/dental/clinical-related;
 - Whether the activities are organised in a manner that maintains and develops the skills, expertise and professional practice required for high-quality patient care;
 - Whether the activities are conducted by qualified organisations/speakers related to the field;
 - Whether the organisers are actively promoting improvements in health care without any commercial interest or promotional purposes. (Please refer to the **Annex for Guidelines on handling commercial influence for accreditation of CPD activities**).

When deciding whether to award CPD points, the CPD Programme Accreditor/Accreditation Panel should consider the background of the organiser, qualification of the speaker, and content of the activity. For activities which the CPD Programme Accreditor/Accreditation Panel has doubt on (i) its educational value, (ii) creditability of the speaker/organisation, or (iii) its relevance to professional practice, the CPD Programme Providers should be asked to provide an abstract of the presentation, or the full presentation before an accreditation decision is made.

4. Accreditation result will be sent to the CPD Programme Providers after vetting.

Online CPD activities:

Accreditation of online CPD activities (e.g. webinar) is based on, inter alia, assurance from CPD Programme Providers that they will:

- establish proper registration procedures and means to verify the identity of participants; and
 - implement appropriate and feasible measures to ascertain participants' attendance and reasonable participation for the purpose of awarding CPD points.
1. CPD Programme Providers may organise physical and/or online CPD activities to cater for different needs of participants.
 2. The educational outcome of the CPD activities should not be compromised with the change of mode of delivery to online means.
 3. There should be proper registration procedure and means to verify the identity of participants, such as requiring the participants to register online personally, turn on the camera to show their faces, display their full names on screen.
 4. There should be proper means to ensure attendance and participation, such as requiring participants to attend a minimum duration of the activities (e.g. over 50%), join a Q&A session, complete a post-event quiz with a passing mark, submit a questionnaire or feedback form.
 5. CPD activities through online means are awarded CPD points in the same manner as CPD activities requiring physical attendance.
 6. The procedures and criteria for accreditation of online CPD activities should be similar to the accreditation of CPD activities requiring physical attendance.

Guidelines on handling commercial influence for accreditation of CPD activities

When considering accreditation of CPD activities, the component of potential / actual commercial influence and bias, if any, should be taken into account, with the following principles observed:

- (a) The contents provided are expected to be free of any commercial influence or bias;
- (b) Educational materials provided entirely by a pharmaceutical or dental/medical equipment industry will not be considered for accreditation unless they are presented by specialists or experts related to the field.

Remark:

CPD Programme Providers are required to declare that consideration has been given to the possible commercial influence, if any, with the above principles observed.

CPD Programme Accreditor/Accreditation Panel has the discretion to invalidate the CPD accreditation granted to an activity if it is subsequently found with deviation or in violation of the principles given in the Guidelines.

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

CPD Accreditation Form

Application No. (For official use only)

Please send the completed form to **ALL** three organizations for processing:

The College of Dental Surgeons of Hong Kong (CDSHK)	Faculty of Dentistry, HKU (FD, HKU)	Hong Kong Dental Association Ltd. (HKDA)
cme_cpd@cdshk.org	cdep@hku.hk	cpd@hkda.org

(Part I to IV to be completed by CPD Programme Providers)

I. Particulars of Applicant

Organiser(s) : _____
Contact person and Post Title : _____
Phone No. : _____
Email Address : _____

II. Details of the CPD Activity

Course Name : _____
Speaker(s) : _____
Event Date : _____
Event Time : _____
Venue : _____
Mode of attendance : Online (with live streaming only)
 Online (on demand only)
 Physical attendance only
 Dual mode
Attendance Verification Method : _____
Core Area (if any) : Infection control
 Medical conditions in relation to dentistry and medical
emergency
 Records and consent
 Dental ethics and jurisprudence
 Quality assurance including complaint handling and risk
management
 Communication
 Dental practice inspection
 Legal and professional compliance
 Dental and medical public health issue of local
relevance
 Occupation health and safety
 Special needs dentistry including geriatric dentistry
 Radiology and radiography
Remarks : _____

III. Points to Note

CPD Programme Providers should submit to the CPD Programme Accreditor/Accreditation Panel synopsis of activity and any other information as necessary, such as information on sponsorship.

IV. Declaration

I hereby confirm that:

- a proper attendance verification process will be in place.
- the activity has / has not* received sponsorship. If the activity involves sponsorship, the principles set out at Annex to Appendix VIII have been duly observed.
- all the requirements set out in the Guidelines on the CPD Programme will be complied with.

Signature : _____

Name : _____

Date : _____

* Please delete when inapplicable

Remarks: To apply for CDSHK CME points, please complete and submit the CME Accreditation Application Form through the e-CME system (<https://members.cdshk.org>) for processing.

V. Details of the Accreditation (For official use only) <i>(to be completed by CPD Programme Accreditors/Accreditation Panel)</i>	<u>Reply Form No.</u>
Name of CPD Programme : Accreditor/Accreditation Panel	_____
CPD Points : _____	Point(s); including _____ Core Point(s)
Core Area (if any) :	<input type="checkbox"/> Infection control <input type="checkbox"/> Medical conditions in relation to dentistry and medical emergency <input type="checkbox"/> Records and consent <input type="checkbox"/> Dental ethics and jurisprudence <input type="checkbox"/> Quality assurance including complaint handling and risk management <input type="checkbox"/> Communication <input type="checkbox"/> Dental practice inspection <input type="checkbox"/> Legal and professional compliance <input type="checkbox"/> Dental and medical public health issue of local relevance <input type="checkbox"/> Occupation health and safety <input type="checkbox"/> Special needs dentistry including geriatric dentistry <input type="checkbox"/> Radiology and radiography
<input type="checkbox"/> Application Rejected	: Reasons:- _____
Remarks :	: _____
	Signature : _____
	Name : _____
	Date : _____

[CPD Programme Providers may adjust the format of the Form according to their needs.]

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

CPD Programme Attendance Form

Organiser(s) : _____

Course Name : _____

Event Date : _____

Event Time : _____

Venue : _____

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

Contact Person and Post Title : _____

Telephone No. : Phone: _____ Fax No.: _____

Name of CPD Programme : _____

Accreditor/Accreditation Panel : _____

CPD Points : _____

Core Area (if any) : _____

Remarks: (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 and (xii) Radiology and radiography

Name & Registration No.	Role (Chairpersons, Speakers, Hands-on Trainers or Participants)	No. of Hours	CPD Administrator	Signature

****Please return the completed form to the CPD Programme Administrators within 2 weeks after the event.**

Pro-rata CPD Requirement for Registered Dentists

Commencement date of being a registered dentist with full, limited and special registration	Number of CPD points to be accumulated by the end of CPD cycle	Number of CPD points to be accumulated by the end of CPD cycle from the core CPD activities
1 July to 31 July	10	3
1 August to 31 August	9	
1 September to 30 September	8	
1 October to 31 October	7	
1 November to 30 November	6	2
1 December to 31 December	5	
1 January to 31 January	4	
1 February to 29 February	3	
1 March to 31 March	2	1
1 April to 30 April	1	
1 May to 30 June	0	0