



GUIDELINES ON

CONTINUING PROFESSIONAL DEVELOPMENT FOR PRACTITIONERS IN MALAYSIA



JANUARY

2023

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Guidelines document was endorsed by the
Malaysian Dental Council (MDC)
at the 5th MDC Meeting on 19 September 2022
and
the Malaysian Dental Therapists Board (MDTB)
at the 2nd MDTB Meeting on 23 November 2022

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PREAMBLE

In order to practice safe and high quality dentistry, a practitioner should strive to develop his competency, be actively involved in continuous education and aim to advance his career. Participation in CPD activities will ensure that practitioners are well-equipped with the appropriate knowledge, skills and professional values.

This is in line with the National CPD objectives:

A. General Objective

- ✓ To create highly efficient and skilled healthcare professionals, who deliver high quality, safe dental services to the public based on the latest knowledge and techniques.

B. Specific Objectives

- ✓ To enhance the knowledge and improve the skills of dental professionals.
- ✓ To increase the level of leadership / management skills to ensure delivery of high quality health care.
- ✓ To ensure that the practitioners' acquire, update and share their knowledge, as well as maintain their level of competency in delivering professional dental services.
- ✓ To encourage dental professionals to participate in organized and systematic training, through self-learning and self-development sessions, seminars, colloquiums, forums, dialogue sessions, conventions, surveys, research, workshops, professional learning communities, book reviews, writing and publications.

GLOSSARY

	Term	Description
1	Practitioner	Any registered dental practitioner or dental therapist under the Dental Act 2018
2	Dental practitioner	Dental surgeon and dentist
3	User	Practitioners who participate in CPD activities
4	Provider	Institution or organisation, which has been registered by the Malaysian Dental Council that provides activities suitable for the CPD programme
5	CPD Online	Self-administered CPD activities held online by approved Continuing Education (CE) providers or Dental Board of the respective country

PART 1

USER

1. INTRODUCTION

Continuing Professional Development (CPD) is a continuing learning process that enables practitioners to maintain and improve their performance across all areas of their practice through the development of knowledge, skills, attitudes and behaviours. It covers all learning activities, both formal and informal, through which practitioners are continuously updated. It also contributes to delivery of safe and high quality care to the patient.

CPD activities for practitioners include lectures, seminars, courses, workshops and individual study, as well as other activities, which can be recorded in the CPD record. This will contribute towards their professional development through improvement of knowledge and their level of competence.

All practitioners should participate in CPD programmes organised by registered CPD Providers. Practitioners are expected to engage in a range of CPD activities in line with the objectives of CPD and their own learning needs.

The accumulation of CPD points is now a requirement for the application of the Practising Certificate and all practitioners who wish to practice in Malaysia are subjected to this requirement.

2. OBJECTIVES

To provide a guideline for practitioners who wish to claim CPD points.

3. CPD ACTIVITIES

A. Type of CPD Activities

It is expected that practitioners will undertake a variety of CPD activities which can be categorised under the groups below;

i. Clinical or scientific based activities related to profession

For an activity to be recognised as clinical or scientific, it must relate to the clinical, scientific or technical aspects of oral health care. For example, activities about infection prevention and control, cardiopulmonary resuscitation (CPR), patient record keeping or dento-legal responsibilities would be classified as clinical/scientific, as would topics related to oral health or dental procedures.

ii. Non – clinical or Non-scientific activities

Non-scientific activities are those that are not directly related to, but support dental care, and include courses about practice management, personal development and self-improvement. This may also include involvement in societies/ associations/ non-governmental organizations (NGOs) or the equivalent.

B. Description of CPD Activities

CPD points may be obtained through various method of CPD delivery, and need not necessarily be achieved only from attending courses. Such activities will be approved by the CPD Awarding Committee appointed by the Malaysian Dental Council (MDC) or Malaysian Dental Therapists Board (MDTB).

The courses should be relevant to the practitioner. The main CPD providers in Malaysia are the following:

- Institutions under Ministry of Health Malaysia (MOH);
- Institutions under Ministry of Higher Education Malaysia (MOHE)/ Ministry of Education Malaysia (MOE);
- Institutions under Ministry of Defence Malaysia (MOD);
- Dental Associations registered in Malaysia;
- Other Professional Bodies/ Affiliates registered in Malaysia.
- Private hospitals

CPD points can also be obtained by attending courses or activities overseas, for example those organized by the dental associations, universities or other relevant organizations outside Malaysia.

Activities considered as CPD activity, thus rendering participants eligible for CPD points, include the following:

- Congresses or conferences
- Scientific meetings
- Workshops, courses or attachments
- Continuing Dental/ Medical Education sessions
- Presentation at registered congresses/ conferences/ forums
- Publication of articles in journals or reports
- Self- study
- Post-basic courses
- Degree or post-graduate programmes
- Involvement as committee or project members in Quality Initiatives, research projects or training activities
- Editor or member of editorial board or referee or reviewer
- Other supporting activities related to personal development self-improvement and volunteer activities.

- Office bearers of societies/associations/NGOs or the equivalent.

It is recommended that practitioners attend activities related to clinical updates, and in addition give focus to other areas of health and safety (e.g. medical emergencies, infection control, and radiography/radiation protection), legal and ethical issues, handling of complaints and issues of public health.

4. CPD CREDIT POINTS SYSTEM

The CPD credit point system (**Appendix 1**) adopted by the MDC and MDTB covers the CPD activities listed above.

5. CPD POINT REQUIREMENT FOR APPLICATION OF PRACTISING CERTIFICATE

All practitioners must produce evidence of CPD points for application of their Practising Certificate (PC). Practitioners should ensure that the majority of CPD activities they attend are relevant to their practice of dentistry.

A. Application for Annual Practising Certificate (APC)

i. Registered Practitioners

The CPD points shall be accumulated from 1 January - 31 December for each calendar year.

CPD points to be considered for application of APC for the next year shall be based on the CPD points of the preceding year. For example, application in the year 2024 for APC 2025 will take into consideration CPD points gained in 2023. This will enable practitioners to apply the APC for the forthcoming year any time after 1st February of the current

year, ensuring that the application and payment are received by the MDC or MDTB not later than 1st November.

Please note that practitioners who are not practising and therefore do not apply for an APC in any given year, will still have to obtain CPD points to be submitted with any application for an APC in the future.

ii. Newly-Registered Practitioners

Newly-registered practitioners shall be exempted from showing evidence of CPD points for APC application for the first two (2) years of registration with the MDC / MDTB (**Appendix 2**).

However, collection of CPD points is still mandatory within this 2-year period to ensure approval of APC applications in subsequent years. Application for APC for the third year of practice will require the new practitioner to show proof of CPD points collected during the second year after registration.

For example, a new registrant in June 2023 need not show proof of CPD points to apply APC for 2023 to 2025. However, application in 2025 for APC 2026 will require verification of CPD points collected in 2024.

B. Application for Temporary Practising Certificate (TPC)

i. Existing Practitioners with TPC

Practitioners employed with a *TPC on long- term employment shall show evidence of sufficient CPD points for the application of new TPC.

ii. **New Practitioners with TPC**

Non-Malaysians on long-term employment shall be exempted from showing evidence of CPD points for the first application of their TPC.

For example, a new application in May 2023 need not show proof of CPD points for TPC application for 2024 and 2025. However, TPC application for TPC 2026 will require verification of CPD points collected in 2024.

iii. **Exemption from CPD Points**

Any application for TPC for a period of less than three months shall be exempted from producing evidence of CPD points.

*For eligibility for TPC, please refer to '**Guidelines for Application of Temporary Practising Certificates Dental Act 2018 [Act 804]**'

C. Annual CPD Points Requirement

The MDC and MDTB has set minimum **20 CPD points** as the annual requirement for application of Practising Certificates. The points required can be collected from any of the sub-category listed under **Appendix 1**.

Take note that there is a maximum number of points that can be accumulated for each sub-category.

This requirement is subjected to change based on MDC's or MDTB's decision.

D. Appeal Mechanism

Any dental practitioner or dental therapist who fails to obtain the required 20 CPD points in any year may appeal in writing enclosing supporting evidence to the President of the MDC or the Chairman of the MDTB as the case maybe.

CPD points accumulated in previous years may be taken into consideration on appeals.

6. SUBMISSION OF CPD POINTS

Practitioners are encouraged to submit their CPD points online through the myCPD² portal of the Ministry of Health Malaysia (<https://www.mycpd2.moh.gov.my/>). This programme has been linked to the Malaysian Health Practitioners' System (MHPS) which will enable CPD points to be viewed when applying for PC application.

Practitioners who do not wish to apply online may submit completed Record of CPD Activities (**Appendix 3**) together with their PC application which is available on the MDC website.

For courses or activities conducted overseas, practitioners are required to send in applications for CPD points (**Appendix 4**), with evidence of participation, to the CPD Awarding Committee.

Submission can be made electronically through e-mail or posted to the MDC/ MDTB office.

The CPD Awarding Committee has the right to decide on:

- i. the eligibility of the courses/activities to be awarded CPD points;
- ii. the category and CPD points to be awarded.

Should the practitioner disagree with the decision of the CPD Awarding Committee, he may appeal in writing to the Practitioners' CPD Committee.

7. VERIFICATION OF CPD POINTS

Practitioners will have their CPD points verified by an appointed authority ('supervisor'). The supervisors in various agencies are shown in **Table 1**.

Table 1: Designated Supervisors in Various Agencies

Agencies	Supervisors
Ministry of Health (MOH), Malaysia	Heads of Department, MOH at various levels
Ministry of Defence (MOD), Malaysia	Director of Dental Division, Malaysian Armed Forces
Ministry of Higher Education (MOHE)/ Ministry of Education (MOE), Malaysia	Deans of Dental Faculty of the various universities or; Heads of Department
Private Practitioners	Malaysian Dental Council/ Malaysian Dental Therapists Board

It is the responsibility of all practitioners to keep a record and evidence of their CPD activities for at least five (5) years. A practitioner maybe required to show evidence of CPD participation, for verification purposes, at any time within a 5-year period.

Verification of CPD points requires evidence of attendance or undertaking as shown in **Table 2**.

Table 2: Evidence Required for Verification of CPD Points

CPD Category	Verification Accepted
A1	Proof of attendance (certificate or letter of participation)
A2	Proof of attendance (certificate or letter of participation)
A3	Proof of attendance (certificate or letter of participation)
A4	Proof of attendance (certificate/attendance sheet)
A5	Certificate or letter of appreciation for activity conducted / call letter
A6 (i)	Verified presentation or publication in programme book, abstract book, proceedings or journal
A6 (ii) & (iii)	Documentation of position held from journal or editorial board, or letter of appointment
A7	Proof from registered CPD provider or synopsis of article/evidence table
A8	Proof from approved CPD online provider
A9	Certificate or examination result(s)
A10	Certificate or examination result(s)
A11	Letter of appreciation or appointment for activity
A12	Certificate or letter of appreciation/ appointment for activity
A13	Proof of membership (certificate/ letter of appointment/receipt of membership fee)

PART 2 PROVIDER

1. INTRODUCTION

A CPD Provider is any institution or organisation, which has been registered by the MDC or MDTB that provides activities suitable for the CPD programme.

All registered CPD providers will be responsible to apply for CPD points to be awarded for courses or activities organized. Registered CPD Providers are expected to strictly adhere to the requirements and procedures stipulated by the MDC or MDTB, as stated in these guidelines.

When planning CPD activities, providers are encouraged to adopt progressive, up-to-date educational principles in the development of the CPD activity. All CPD providers should read these guidelines prior to development of any CPD activity.

The awarding of CPD points of a CPD programme is merely to encourage practitioners to increase knowledge but does not indicate that MDC/ MDTB endorsed the programme or courses.

2. OBJECTIVES

These guidelines aim to improve the transparency and quality of the application process for registering CPD providers and activities.

The registration process is based on the following:

- To ensure that the content of the activity is relevant to practitioners.
- To ensure updated and evidence-based knowledge is delivered.
- To minimise bias and conflicts of interest.

- To ensure the CPD activities are non-commercial in nature i.e. courses should not promote any product.
- To encourage appropriate evaluation of CPD activities.

3. REGISTRATION OF PROVIDER

A. Eligibility For Registration as CPD Provider

In order to become a registered CPD Provider, the following criteria must be met:

i. Applicants

Institutions or organisations that are eligible to register as dental CPD providers include the following:

- Institutions under Ministry of Health Malaysia (MOH);
- Accredited local training institutions with dental programme;
- Institutions under Malaysian Armed Forces Health Services, Ministry of Defence Malaysia (MOD);
- Dental Associations registered in Malaysia;
- Private hospitals with dental discipline

Institutions or organisations that are eligible to register as non-dental CPD providers include the following:

- Institutions under Ministry of Health Malaysia (MOH);
- Institutions under Ministry of Higher Education Malaysia (MOHE)/ Ministry of Education Malaysia (MOE);
- Institutions under Ministry of Defence Malaysia (MOD);
- Other Professional Bodies/Affiliates registered in Malaysia.
- Private hospitals

ii. Qualification of instructors/ speakers

The instructors/ speakers must have the relevant qualifications and experience to conduct the course.

iii. Contents of CPD activities

The objectives of the activities should be in line with the objectives in the Guidelines for National Continuing Professional Development (CPD).

The contents of the activities should be relevant to practitioners.

iv. Financial and administrative responsibilities

Providers have to assume the financial and administrative responsibilities in planning, promoting and offering relevant CPD activities to practitioners.

B. Registration As CPD Provider

CPD Providers intending to apply as Registered CPD Provider must:

- i. Ensure that they have met the eligibility criteria for registration as a Registered CPD Provider;
- ii. Complete the Form for Registration of CPD Provider (**Appendix 5**), which can be downloaded from the MDC website, and attach the following documents;
 - proof of registration with Registry of Societies Malaysia (ROS) (if applicable);
 - proofs of affiliation with a registered CPD provider (if applicable);

- profile of the organisation including designated contact person for CPD;
 - a statement stating that CPD activities will not be distorted by commercial consideration;
 - proof of CPD activities for the previous year (if any).
- iii. Submit the completed application to the Chairman of the Practitioners' CPD Committee.

A complete application will be processed within one (1) month. The decision on the application will be sent to the applicants in writing. The list of successfully registered CPD providers will be published in the MDC website.

C. Appeal Mechanism

- An applicant whose application is not approved may appeal to the MDC/MDTB within 14 working days from the date of notification.
- An appeal letter should be accompanied with all supporting documents.
- A decision will be made by the MDC/MDTB within 14 working days upon receipt of the letter of appeal.

D. Validity Period of Registration

The registration of CPD Providers is valid for three (3) years from the date of approval.

Registered CPD providers may apply for renewal of registration. A provider must offer a minimum of 20 hours of

approved CPD activities throughout their validity period of three (3) years to be eligible for renewal of registration.

E. Renewal of Registration

- An application for renewal of registration must be submitted at least three (3) months before the period of registration ends. A list of activities and reports of participants' evaluation for each CPD activity during the current registration period must be submitted with the application.
- Failure to renew the registration within the stipulated time frame may delay the registration process. No CPD points will be given for their activities during the interim period.

F. Removal from the Register

- A CPD provider shall be removed from the Register of CPD Providers when there is evidence that the CPD provider is no longer eligible due to non-adherence to these guidelines. Henceforth, no CPD points will be given for their activities.
- CPD providers may appeal in writing to the MDC/MDTB within one (1) month from the date of the notification of removal from the register.

G. Withdrawal from the Register

- In the event of voluntary withdrawal from registration, written notification shall be made to MDC/MDTB, which shall include the reason for withdrawal of registration.

- A public notification will be posted on the MDC/MDTB website.
- Application for re-registration after voluntary withdrawal shall only be allowed one (1) year from the date of withdrawal.

4. APPLICATION FOR CPD POINTS BY REGISTERED CPD PROVIDER

A. Eligibility

Registered CPD Providers may apply for CPD points for CPD activities organised by them. **(Appendix 6)**

B. Requirements

i. Qualification of instructor

The instructors must have the relevant qualifications and experience to conduct the course.

ii. Course content

a) Target audience

- There should be a clearly defined target audience and the topic must be within the scope of practice.
- The target audience or subject matter of the activity falls within the ambit of the registered provider.

b) Learning outcomes

- Contents of the CPD activities should be relevant to practitioners.
- Objectives of the proposed CPD activities should be in line with the goal/ mission of the National CPD Guidelines.
- The learning outcomes should indicate the knowledge or skills expected from the programme.
- Educational content should aim to be authoritative, accurate, based on balanced evidence and free from unjustifiable claims or bias.
- All programmes should contain the title of the CPD activities, names of speakers, duration of the CPD activities, the venue and maximum number of delegates allowed.

c) Delivery method

- There should be a clear statement on the delivery methods used (lectures, presentations, discussions, etc).
- The content should be up-to-date and accurate, with appropriate language, style and pace.

C. Expertise of presenter

The presenter/ lecturers should have relevant qualifications, expertise, knowledge and skills to deliver the specific subject(s) identified.

D. Hands-on courses or workshops

- Hands-on CPD courses or workshops involving the practise of dentistry can only be conducted by dental CPD provider
- Dental products used in the course must have Medical Device Authority (MDA) registration. [https://mdar.mda.gov.my/frontend/web/index.php?r=cari an](https://mdar.mda.gov.my/frontend/web/index.php?r=cari%20an)
- If the hands-on session involves live patients, it should be conducted in a registered/licensed dental premises, by a trainer with a valid APC or TPC for that premises. Participants must have valid APC or TPC for the premises if they carry out any procedures.

E. Non-commercial

- Courses conducted should not be for the purpose of promoting any product.
- Any commercial sponsorship of the activity must be clearly stated and should not influence the content or structure of the programme.
- Any sponsoring company must be acknowledged on supporting materials as having provided sponsorship.
- No advertising or promotional material should be included within the educational content.

F. Fees

- The registered CPD providers will be allowed to charge a reasonable fee for providing CPD activities.

- The payment of fees must be to the registered CPD provider only.

G. Evaluation and quality assurance

- CPD providers are required to maintain the reports of participants' evaluation for each CPD for a minimum duration of three (3) years and these must be available for the purpose of renewal of registration status.
- A clearly defined quality assurance process to evaluate the programmes should be available.
- Each attendee should evaluate the CPD activities by taking into consideration the following:
 - were the learning outcomes of the course met?
 - was there any bias or conflict of interest evident in the course?
 - was the instructor/ speaker organised and knowledgeable?

H. CPD points application

- An application for CPD points must be submitted by a registered CPD provider not less than **one month before the activity**.
- Every application must be submitted using the application form (**Appendix 7**) available in the MDC website with the relevant documents. Submission can be made through e-mail or posted to MDC office.

- Response to application will take at least 14 working days from the date of MDC receiving the complete application.
- CPD providers may also log on to myCPD² (<https://www.mycpd2.moh.gov.my/>) to apply for CPD points for their activities. The application will be processed by MDC. The user manual for CPD providers is also available.

I. Appeal mechanism

- Registered CPD providers aggrieved by the CPD points awarded by the CPD Awarding Committee, may appeal within seven (7) working days from the date of the awarding letter.
- All appeals shall be in writing and shall be directed to the Chairman of the Practitioners' CPD Committee with all supporting documents.
- A decision will be made within 30 working days upon receiving a complete application.

ABBREVIATION

APC	-	Annual Practising Certificate
CPD	-	Continuing Professional Development
CME	-	Continuing Medical Education
DSA	-	Dental Surgery Assistant
ISO	-	International Organization for Standardization
MDA	-	Medical Device Authority
MDC	-	Malaysian Dental Council
MDTB	-	Malaysian Dental Therapists Board
MOD	-	Ministry of Defence
MOH	-	Ministry of Health Malaysia
MOHE	-	Ministry of Higher Education
MOE	-	Ministry of Education
NGO	-	Non-Governmental Organisation
PC	-	Practising Certificate
ROS	-	Registry of Societies
TPC	-	Temporary Practising Certificate

APPENDICES

Appendix 1

CPD CREDIT POINTS SYSTEM FOR PRACTITIONERS

Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
A1	Congress / Conference (Local / International) a) Two full days b) Two & a half days c) Three full days	 16 18 20	A Conference should: a) A full day being 5 -8 hours; b) Involve local / international speakers and participants; c) Contain plenary lectures/symposium; d) Have presentation of free communication/ poster etc.	20
A2	Seminar/ courses, Scientific Meeting of Chapters of Academy/Universities/ Colleges / Associations /Institutions / Ministry of Health & others a) 2-4 hours (half day) b) 5-8 hours (full day) c) One & half (1 1/2) days d) 2 full days e) 2 1/2 days f) 3 or more full days	 2 4 6 8 10 12	a) No hands-on/ skill training b) If less than two hours refer to Category A4	20
A3	Workshop / Courses / Fellowships / Attachment etc (Include hands-on and skill courses) i. Half Day (2-4 hours) ii. Full Day (5-8 hours) iii. One & a half days iv. 2 Full days	Points per activity 4 6 8 10	For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals	20

Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
	v. Two & a half days vi. 3 or more full days vii. Skill registered structure courses by specific disciplines viii. Study Visit	12 15 20 5		
A4	CME sessions/ other professional activities e.g. Forum, Lectures/talks/ practical teaching/ skills training, Journal Club.	1 point/ hour (Maximum 2 points per program)		10
A5	Presentation at registered meeting -Plenary lectures / long paper (>45 minutes) -Free paper/ short paper for research & case presentation - Other lectures/ talks e.g visiting lecture, hospital clinical meeting, CME sessions, Public meeting, Giving talk/public advise/ Lectures to NGO/ radio or TV talk/ Technical briefing/ updates	10 8 5	These credit points are in addition to full delegates attendances at congresses, scientific meetings or workshops. Otherwise, only credit points for presentation are attainable. Visiting lectures – where he is officially invited to give a lecture at venue/ function away from one's principal place of practice.	20
A6 (i)	Publication of original articles in journal / chapters in book /reports a) Indexed /peer reviewed journal		Publication activity is not part of core duties An indexed journal is one which has international standing and is listed in	30

Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
	i) principal author ii)co-authors b) Non-indexed journal (authors) i) principal author ii)co-authors c) Chapter in book - each chapter in related to core business i) principal author ii)co-authors d) Reports e.g technical report, working papers e) Other publications e.g bulletins, newspaper articles, accredited website	20 10 10 5 20 10 10 5	the Index Medicus or similar indexing system. Maximum for writing chapters in a book is 20.	
A6 (ii)	Dental publication - Editor, Member of Editorial Board, Referee/Reviewer a) Editor b) Member of Editorial Board c) Referee/reviewer (per article)	10 5 5	Pertaining to production of journals, special reports, bulletins, newsletter etc. (claimable annually) Proof of appointment letter need to be provided	
A6 (iii)	Non dental publication - Editor, Member of Editorial Board, Referee/Reviewer a) Editor b) Member of Editorial Board c) Referee/reviewer (per article)	10 5 5	Pertaining to production of non-dental related journal, special reports, bulletins, newsletters etc.	10

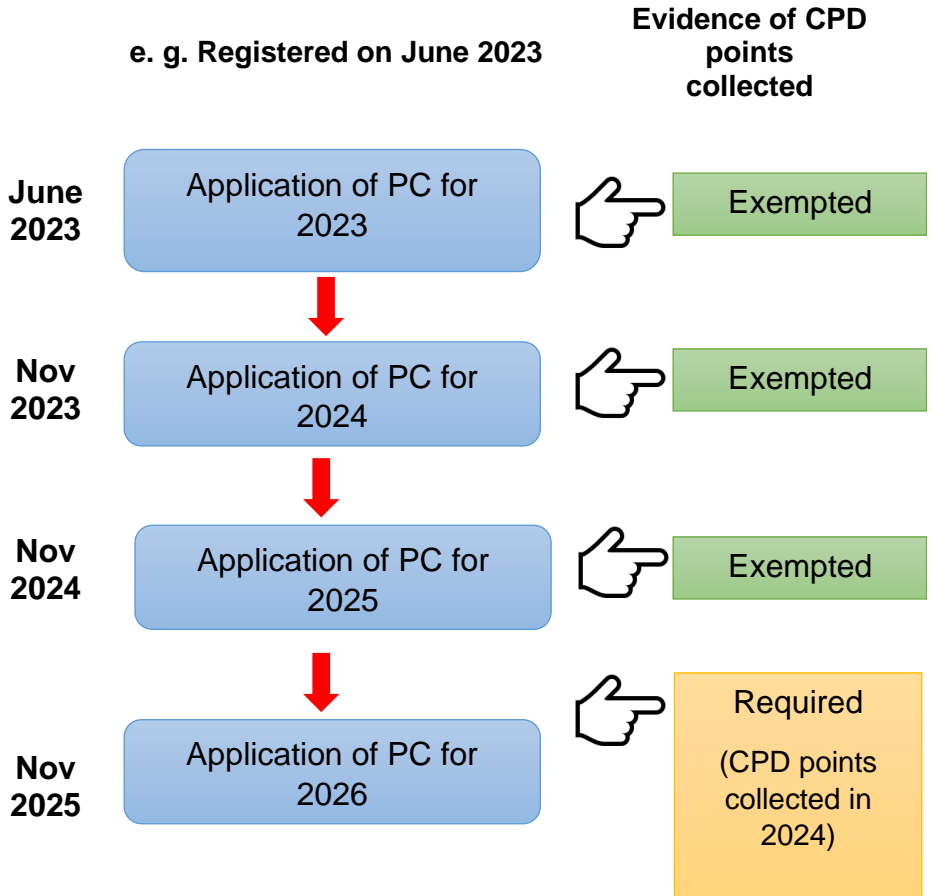
Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
A7	Self-Study / Group Study / Distance Learning Reading scientific papers from indexed journals, Audio Visual / Organised group discussion under registered provider.	1 point / paper or session	Documented evidence (with verification) needs to be produced e.g.: a) Self - study (self-administered MCQ) b) Documented evidence in the form of synopsis/evidence table c) List of attendance and topic for group discussion Each individual is personally responsible to source for and reads relevant materials.	5
A8	CPD Online	1 point / article or topic	The CPD Awarding Committee is ultimately responsible for registration of providers	5
A9	Post-basic courses a. 6 months b. >6 months - 1 year	20 30	Only applicable to Dental Therapists	30
A10	a) Degree, Master Programs, Ph.D/Doctorate, postgraduate programs, Subspecialty training (at completion of program) b) Advanced Diploma/ Fellowship	50 30	Allowed to also get points from other categories / sections	50

Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
	c) Advanced Competency Program	20		
A11	<p>Involvement as committee or project member</p> <p>a) Quality Initiatives e.g. ISO</p> <p>b) Research projects (as researcher/ collaborator)</p> <p>c) Training activities (as facilitator/ trainer/jury)</p> <p>d) Development of policy/ standards/ guidelines</p> <p>e) Moderator</p>	<p>5 points for involvement in each area</p> <p>5 points</p> <p>5 points</p> <p>5 points</p> <p>3 points per scientific meeting/ conference</p>		20
A12	<p>Other supporting activities related to personal development and self-improvement: Leadership management, IT, organizing Committee/ secretariat, Arts, music, Languages, Communication skill, Teamwork, Outreach Programme/Community service</p> <p>I- Participant (level of involvement)</p> <p>a) Local</p> <p>b) State</p>	<p>points per activity</p> <p>1</p> <p>2</p>	Documented evidence with verification needs to be produced.	10

Category	CPD Activity Description	Points per Activity	Criteria/ Explanatory Notes	Max. Points
	c) National d) International (Involve speakers and participants of local / international standing) II. Presenter / Organizer (level of involvement) a) Local b) State c) National d) International	3 5 2 3 5 10		
A13	Member of Dental or Medical Professional Body or Association or Society i. International a) Council/ Exco b) Member ii. Local a) Council/ Exco b) Member	10 2 5 2	A valid membership registration/ appointment	10

Note: online or hybrid courses will be categorized based on the criteria of the programme not limited to only category A8

PRACTISING CERTIFICATE (PC) APPLICATION FOR NEWLY REGISTERED PRACTITIONERS



RECORD OF CPD ACTIVITIES

Year :

Name :

IC/ Passport No. :

MDC/ MDTB No. :

Address of Principal Practice :

.....

No.	Activity	Date	Duration (days/ hours)	Organiser	Category	Points Achieved
e.g.	9 th International Conference of Asian Academy of Preventive Dentistry	9/11/2023 - 11/11/2023	3 days	UKM & AAPD	A1	20
Total points achieved						

Minimum 20 CPD points as the annual requirement for application of Practising Certificates

Appendix 4

CPD POINTS APPLICATION FORM (FOR EVENTS OUTSIDE MALAYSIA ONLY)

Applicant Information			
Name:			
IC No :			
MDC/ MDTB No:			
Participation as:			
	Speaker/presenter		Moderator
	Facilitator		Participant
	Others (Please Specify) :		
Event Information			
Event Name			
Event Start Date			
Event End Date			
Venue			
Organiser			

1. This form is for the practitioner who had attended **CPD activities outside Malaysia ONLY**.
2. Please attach the following documents:
 - i. detailed tentative programme/ brochure
 - ii. copy of certificate of participation

Appendix 5

REGISTRATION FORM AS CPD PROVIDER

PROVIDER INFORMATION			
Organisation/Company/Society Name:			
Type of Organisation. <i>Please tick (√)</i> :			
<input type="checkbox"/>	Institution under Ministry of Health	<input type="checkbox"/>	Institution under Ministry of Defence
<input type="checkbox"/>	Institution under Ministry of Higher Education/ Ministry of Education	<input type="checkbox"/>	Professional Bodies/Affiliates
<input type="checkbox"/>	Others (Please Specify)		
Address:			
Contact No.	Telephone No.	Fax No.	
Email:			
Company Website URL:			
Company Profile URL:			
Organisation/Company/Society Registration No. <i>Please attach copy of the certificate.</i>			

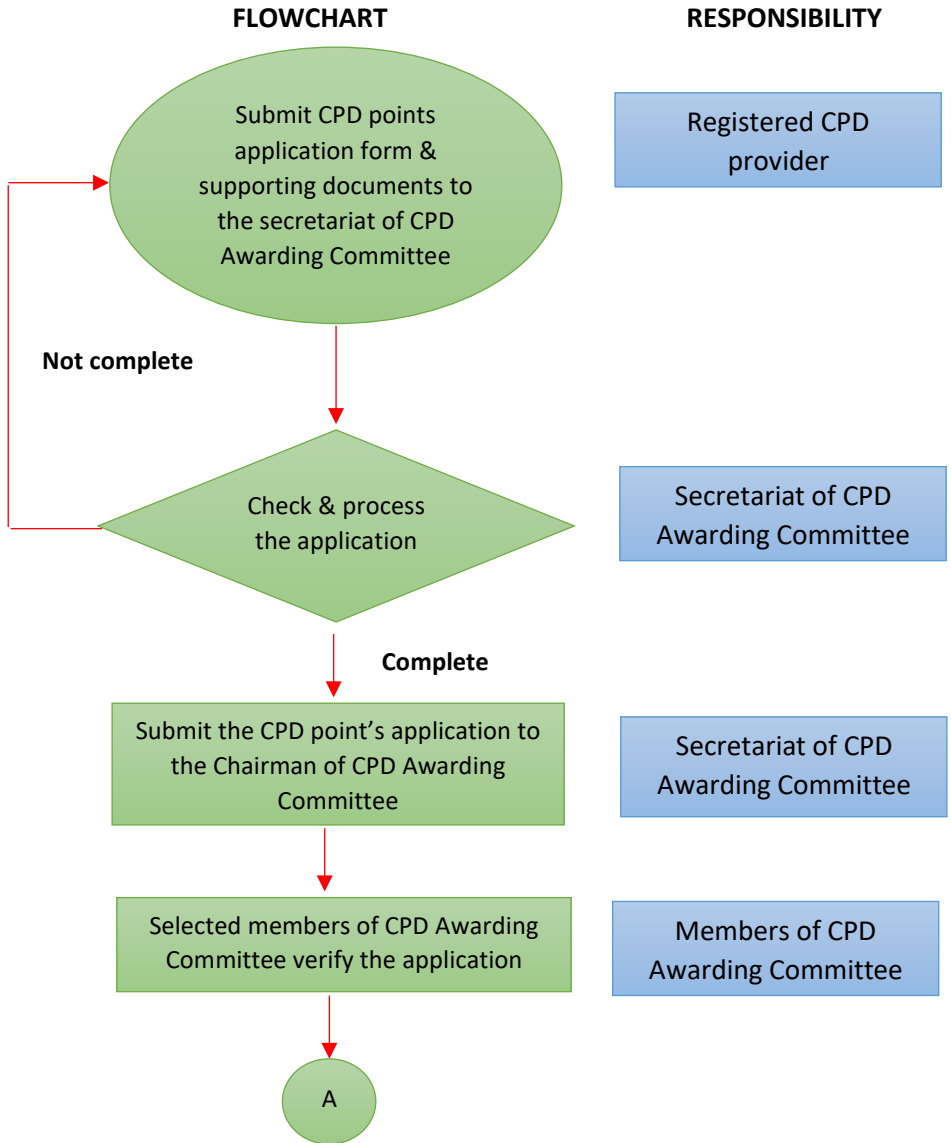
Appendix 5 (cont.)

REGISTRATION FORM AS CPD PROVIDER

CONTACT PERSON 1	
Full Name	
Contact No.	
Email	
CONTACT PERSON 2	
Full Name	
Contact No.	
Email	

Appendix 6

FLOWCHART OF CPD POINTS APPLICATION BY REGISTERED CPD PROVIDER



FLOWCHART



Send feedback from the selected members of CPD Awarding Committee to the Chairman of CPD Awarding Committee for approval

Feedback from the Chairman of CPD Awarding Committee

Send status of application to the applicant

No appeal

Record

Appeal

Send appeal to the Practitioners CPD Committee

Send status of the appeal to the applicant

RESPONSIBILITY

Secretariat of CPD Awarding Committee

Chairman of CPD Awarding Committee

Secretariat of CPD Awarding Committee

Secretariat of Practitioners' CPD Committee

Registered CPD provider

Secretariat of Practitioners' CPD Committee

Appendix 7

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POINTS APPLICATION FORM

Provider Information			
Name:			
Type of Organisation. Please tick (√):			
	Institutions under Ministry of Health		Institutions under Ministry of Defence
	Institutions under Ministry of Higher Education		Professional Bodies/Affiliates
	Institutions under Ministry of Education		Others (Please Specify)
Event Information			
Event Name :			
Proposed CPD Category:			
Event Start Date:			
Event End Date:			
Event URL:			
Venue:			
Participants Information			
Maximum No. of Participants:			
Target Group. Please tick (√):			
	Dental Practitioner		Dental Technologist
	Dental Therapist		Dental Surgery Assistant (DSA)
Speakers Information			
Speakers Category. Please tick (√):			
	Local		International

Appendix 7 (cont.)

**CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) POINTS APPLICATION FORM**

Registration Details (If Applicable)	
Registration Fee (RM)	
Account Name (Payable To)	
Contact Person	
Full Name	
Contact No.	
Email	

*Please attach the following supporting documents:

- i. detailed tentative programme
- ii. list of all the speakers with their respective curriculum vitae (CV)
- iii. abstracts for free communication/ poster (for A1 category only)
- iv. letter of undertaking (if applicable)
- v. application of Annual Practising Certificate (APC)/Temporary Practising Certificate (TPC) (if involves hands-on)
- vi. copy of Certificate of Registration with Medical Device Act (for products used in hands-on)

REFERENCES

- i. **Kementerian Kesihatan Malaysia; Garis Panduan Pelaksanaan Pembangunan Profesional Berterusan (Continuing Professional Development); 2018.**
- ii. **Singapore Dental Council: Guidelines on Continuing Professional Development; 29 March 2011.**
- iii. **Singapore Dental Council: Continuing Professional Education CPE Providers Requisite Handbook; March 2009.**
- iv. **Hong Kong Dental Council: The Continuing Professional Development Programme for Practising Dentists; December 2015.**
- v. **General Dental Council: Continuing Professional Development for Dental Practitioners; 30 September 2013.**
- vi. **New Zealand Dental Council: Policy on the Approval of Providers of Verifiable Continuing Professional Development (CPD) Activities; 8 August 2011.**
- vii. **Optometry Board of Australia: Continuing Professional Development Provider Manual; December 2012.**

COMMITTEE MEMBERS

Chairman	Dr. Siti Zuriana binti Mohd Zamzuri
Members	Datin Dr. Surguna Devi a/p Muniandy
	Dr. Shanthini Devi a/p Subramaniam
	Brig Gen Datin (Dr.) Roza Anon Binti Mohamad Ramlee
	Dr. Sharifah Tahirah binti Syed Alwi Aljunid
	Dr. Noorlin binti Ishak
	Dr. Abu Razali bin Saini
	Dr. Teh Yik Pin
	Dr. Mahendran a/l V. Ponnudurai
	Dr. Hartinie bt Muhamad
	Dr. Afzan Adilah bt Ayoub
	Dr. Nor Atika bt Md Ashar
	Dr. Eileen Yap Ai Ling
	Dr. Noorhazayti binti Ab. Halim
	Dr. Azizah binti Ahmad Fauzi
	Dr. Nor Faharina binti Abdul Hamid
Secretaries	Dr. Suziyana binti Sudin
	Dr. Ng Pui Zjin

ACKNOWLEDGEMENT

The committee records its appreciation to the Principal Director (Oral Health), Ministry of Health Malaysia, Dr. Noormi binti Othman; former Secretary of MDC, Dr. Sofiah binti Mat Ripen; Secretary of MDC, Dr. Nurul Syakirin binti Abdul Shukor; Dr. Elise Monerasinghe; Dr. Leslie Sushil a/l D. Geoffrey; Dr. Azilina binti Abu Bakar; Dr. Salleh bin Zakaria; Dr. Ithnaniah binti Abdul Wahab and the secretariat of the MDC for their contributions and assistance in the preparation of this document.