General Notes for Participants of Voluntary Continuing Professional Development (CPD) Scheme:

	(A) Common Problems in filling the Record Sheet	Consequence
1	Omission of programme codes and/or CPD credit points	No CPD credit point will be granted
2	Miscalculation of the total CPD credit points attained	The participant will be requested to re-submit his/her record
3	Recording of activities under a wrong category (e.g. MSc programme was recorded under Category 3 instead of Category 1 and Quality Assurance Programme in Cytopathology was recorded under Category 1 instead of Category 3)	The participant will be requested to re-submit the record
4	Claiming of excess CPD credit points	Only the maximum CPD credit points as assigned by the accredited provider/ to the programme will be counted.
5	Exceeding the maximum CPD credit points allowed to be earned for a particular programme/category :	The CPD credit points exceeding the maximum will not be counted.
	(a) Category 1 – Attending CPD Activities : 6 credit points per day and 12 credit points per single programme	
	(b) Category 2 - Public Presentation and Publication : 5 CPD credit point per annual cycle;	
	(c) Category 3 - Self-study : 3 CPD credit points per annual cycle;	
	(d) Reading journals or educational materials from Quality Assurance Programme : 1 credit point per year.	
6	For Category 2 - Public Presentation and Publication:	
	(a) Being an organizer of the accredited CPD programme/activity	No CPD credit point will be granted
	(b) Being an attendee and speaker in an accredited CPD programme/activity at the same time	CPD credit points as an attendee and a speaker can be claimed. For example, if the total CPD credit points for an accredited conference is 10 and the enrollee is a speaker for 1 hour and an attendee for the rest of the conference, the enrollee should claim 9 CPD credit points in Category 1 as an attendee and 2 CPD credit points in Category 2 as a speaker.

General Notes for Participants of Voluntary Continuing Professional Development (CPD) Scheme:

	Common Problems in filling the Record Sheet	Consequence
7	Inclusion of non-accredited CPD programmes organized by an accredited provider	No CPD credit points will be granted.
	Not all programmes organized by an accredited provider are accredited CPD programmes. If the accredited provider has not assigned a programme code to it and reported it to the MLT Board, a programme will be regarded as an non-accredited CPD programme	
8	Students of BSc or MSc should report the CPD activity code of each subject / module taken within the year concerned.	CPD credit points awarded are calculated according to the number of hours attended within the year concerned subject to a ceiling.
9	Inclusion of non-accredited CPD programmes and arbitrary assignment of CPD points to them	No CPD credit point will be granted.
	Accredited CPD programmes are either those offered and designated as such by accredited programme providers or those accredited by the MLT Board. MLTs are welcome to seek the MLT Board's assessment of any non-accredited activities they have attended or intend to take part in. Relevant information of the activities should be sent to the Board secretariat (fax: 2865 5540; email: info@smp-council.org.hk; mail: 2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong). You should use the form entitled "Application Form for Assessment of Non-accredited CPD Programme/Activity (Form – MLT I)" when applying for assessment (which can be downloaded from this website). Please note that all applications should preferably be made at least one month before commencement of the concerned programme, and in any case, no later than one month after the completion of the programme and at least one month before the end of the concerned CPD cycle.	

General Notes for Participants of Voluntary Continuing Professional Development (CPD) Scheme:

*(B) Common Problems in submission of certified documentary proof of attendance		Consequence
1	Documents issued by the accredited programme providers	Acceptable
2	Documents issued by the non-accredited programme whose activities have been accredited by the MLT Board	Acceptable
3	Screen capture of HA Institute of Health Care - Training Profile > Enrollment Details or copy of Attendance Record endorsed by the supervisor	Acceptable
4	Poster of programmes/activities	Not acceptable and no CPD credit point will be granted

(C) Common Problems in late submission		Consequence
1	Late return of CPD record sheet	No CPD credit point will be granted
2	Late return of certified documentary proof of attendance of the CPD activities	No CPD credit point will be granted

*Note: Some participants may be requested in writing to submit documentary proof of their attendance of the CPD activities listed in their returns.