

MMA CPD ADHOC DOCTORS GUIDELINES (MMA MOBILE APP)

1. Manual submissions through the MMA mobile app are **mainly applicable for overseas events/activities**, and must include a complete **certificate of attendance, detailed programme/agenda, and clear documentation showing name, title, and date**.
2. Manual submissions through the MMA mobile app are not applicable for local (Malaysian) CPD events. **Kindly contact the event organisers for Malaysian events listed in the MMA mobile app for CPD point claims**.
3. **Reviews are within 30 days** and will only proceed upon complete documentation. Queried applications must be responded to **within 30 days**. **Incomplete submissions will delay the review process. Please refer to CPD Committee remarks in the application**.
4. The CPD Committee will determine CPD points based on the MMC CPD scoring schedule and may request additional information. **Submissions may be rejected if requirements are not met**.
5. Common reasons for rejection include **duplicate submissions, no response within the 30-day review period, insufficient documentation, and missing proof of attendance**. All documents must be clear and complete (**no blurred, tilted, or partial uploads**). Programme/agenda **must be visible, and certificates must show full name, date, event title, and CPD points**. Any mismatch in details may result in queries or rejection.
6. Claimable CPD points for **overseas activities include Categories A, B, C, and D**. As for category **E (personal activities)** is limited to a maximum of **5 CPD points per CPD cycle** (applicable for both Overseas and Malaysia activities).
7. **Non-eligible CPD categories or not allowed in accordance with the MMC guidelines:** diploma/degree/master programmes, long-term fellowship programmes, self-study, committee meeting roles, vetting committee roles, and sports events.
8. Auto-linked online platforms require no manual submission, as they are automatically integrated with the MMA CPD system. **These online modules are listed at the MMA website for reference: <https://mma.org.my/quick-links/>**
9. CPD claims must be submitted within the current CPD cycle (**1 July to 30 June**). **After 31st December of each year, submissions from the previous CPD cycle will no longer be accepted**.
10. Do not combine multiple events in one submission. Each submission must be separate for **different events, different topics/modules and different roles (e.g. speaker vs participant separate submissions)**.
11. Speaker/trainer claims require to be **accompanied by a detailed invitation letter that clearly state their specific role or contribution, along with certificate of attendance, event agenda/programme and supporting documents (email correspondence, proof of audience, and confirmation of event nature)**. Additional 5 CPD points may be awarded for speakers, subject to approval.
12. Doctors must ensure their CPD events meet with accurate content and compliance with current CPD guidelines by the ministry and relevant regulatory bodies. **Incorrect or incomplete applications may be rejected, points removed or suspended**.

For further clarifications regarding MMA CPD, kindly email at:

cpd@mma.org.my / cpd2@mma.org.my / cpd3@mma.org.my