MALAYSIAN MEDICAL ASSOCIATION (MMA)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

STANDARD OPERATING PROCEDURE (SOP)

1. All CPD applications must be submitted to MMA CPD System **not less than 30 days; reviews are within 30 days**.
2. **Late, incomplete, and post-event** submissions will **not be accepted**.
3. Inadequate submissions will delay the review process. **Reviews will only proceed upon submission of complete documentation**, without queries. Queried applications must be replied within **5 working days**.
4. Do not resubmit the same topic as each event carries a unique ID. **Any amendments or resubmissions must be made 30 days before the event date**; please email the MMA CPD Team for assistance.
5. All documents submitted must be **finalised versions**. Do not use "*tentative*" in file names and documents.
6. CPD Providers are responsible for **regularly update details of the person-in-charge** of your organisation in your provider profile; **recommended every 1–2 years**.
7. The **itinerary/agenda must include the speakers' names, qualifications and topics**. Speaker CVs are not mandatory, **unless queried**. MMA is not responsible for any unauthorised or inaccurate speaker information submitted in the application.
8. Event titles/topics **must not include drug/product/brand names**; generic names are allowed.
9. Only the CPD **Provider's logo** (*provided that the Provider is directly involved in the event*) and the **Organiser's logo(s)** may be displayed **at the top of the flyer and programme**. Logos of pharmaceutical companies, medical device companies, product-related companies and sponsors must be placed at the **bottom of the page only**.
10. Use of any MMA Branch logo or MMA HQ logo **MUST have written consent** from the relevant MMA branch or office; submissions without these letters of endorsement **will be rejected**.
11. **Strictly no advertising, promotion of healthcare services**, patient solicitation, or marketing and product launches by organisers, speakers, or moderators.
12. **One (1) CPD hour is awarded for a 1-hour CPD talk**. Q&A following each presentation must **not exceed 25% of the total** presentation time (**e.g. 15 minutes Q&A time for 1 hour presentation time**). Any additional time in the discussion shall not be included in the calculation of the CPD hour. **Examples CPD excludes** *speeches during opening or closing ceremony, tea break or lunch break, product promotional event or talk, registration, feedback session and presentation of certificates.*

13. Formal CPD event which is **less than 3 CPD hours; shall be considered under category B with 1 CPD point/activities or session**. The calculation of CPD Point for the professionalism–enhancing courses are done differently (*refer to the **MMC-CPD grading system -category E***).
14. Only 1 CPD point is awarded for **educational sessions/activities conducted within the unit/department** regardless of duration of the event.
15. Extended-duration CPD schedules **must be submitted as a single application** under one event ID and one CPD category when all sessions fall under the same category, whereas **separate applications are only permitted when sessions fall under different CPD categories**, to ensure consistent evaluation, accurate CPD point allocation, and proper record management.
16. CPD points **will not be awarded for intensive/preparatory courses** conducted as part of Master's or fellowship training, public events, administrative workshops or internal meetings.
17. For **live procedure or hands-on component** involving **real patients** must include a **signed declaration (*PDF letter prepared by the organiser*) confirming of the trainer qualifications, indemnity coverage of the participants, and informed consent to be obtained from patients involved in the hands-on procedure**. Otherwise, the organisers are required to state (***PDF letter prepared by the organiser***) **if cadavers, mannequins or surgical models are used** for the **hands-on procedure** (***no extra declaration is required***). All applications are subject to CPD Committee review and approval.
18. Do not state "*CPD Points Available*" or the "*CPD points number*" on any event materials until CPD approval is granted. **"*CPD points are under review*"** is the only acceptable phrase to use before approval.
19. Speakers engaged in public talks or activities involving allied health staffs, may manually claim CPD points through the MMA mobile app individually, accompanied by a **detailed invitation letter that clearly state their specific role or contribution, along with the certificate of attendance and event agenda/programme**.
20. Providers must **clearly state the audience** in their application (*e.g. Specialists, Medical Officers, GPs*). Specify if it is for internal doctors only or open to others. Do not use broad terms like "*healthcare professionals*".
21. Approved CPD events **MUST be automatically advertised on the MMA CPD Mobile App**.
22. Doctors attending any CPD event **must be registered directly with the organiser**. The organiser (***Provider Account***) is responsible for **accurately entering the attendance of participating doctors into the MMA CPD System for AUTOMATIC CPD point accreditation through doctor's IC numbers**. If even **one digit** of the IC number is **incorrect**, the CPD points **will not** be automatically reflected in the doctor's MMA Mobile App. The provider must **remove the incorrect attendance record** and update it with the correct details.

23. The MMA CPD system is integrated with the **myCPD system (*government doctors*)**. Providers who have submitted events to the MMA CPD system **do not need to resubmit at myCPD system**.
24. **Online modules** must run within the CPD cycle (*1 July – 30 June*). **For example:** *a submission on 1 July 2026 may only launch from 10 August 2026 onwards until 30 June 2027 the following year*. The attendance records **MUST** be updated **manually on a weekly basis**.
25. **Speakers** may claim an additional **5 CPD points**; for multi-day events (*submitted by organiser*), speaker points **can only be claimed once** regardless of the number of talks delivered and **must** be **uploaded manually by the Provider** through the Provider's account.
26. At **physical events**, providers are required to use the **MMA Scanner Mobile App (*for providers only*) to scan participants' MMA Mobile App** for **AUTOMATIC** CPD point accreditation, follow the guidelines:
    https://mma.org.my/web/wp-content/uploads/REV_MMA-SCANNER.pdf
27. In the event the MMA Scanner Mobile App option **isn't used to capture participants attendance**, **providers must manually upload the attendance list within 7 days after the event, follow the guidelines:**
    https://mma.org.my/web/wp-content/uploads/REV_MANUAL-ATTENDANCE.pdf

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DISCLAIMER:

The Malaysian Medical Association (MMA) shall not be held responsible for any unauthorised, inaccurate, or misleading information submitted by organisers. Event organisers are solely responsible for ensuring the correctness and completeness of all information submitted prior to approval, including the quality of speakers, accuracy of content, and compliance with applicable guidelines, regulatory requirements, and relevant ministry policies. All personal data must be managed in accordance with the Personal Data Protection Act (PDPA). Approved CPD points are final and cannot be amended once approval has been granted. Applications containing inaccurate, incomplete, or non-compliant information may be rejected, have CPD points withdrawn, or result in the suspension of the provider's account.

For further clarifications regarding MMA CPD, kindly email at:

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