



**FREQUENTLY ASKED QUESTIONS (FAQs) ON  
CONTINUING PROFESSIONAL  
DEVELOPMENT (CPD)**

**Malaysian Medical Council**

**Approved by the Council on 21<sup>st</sup> May 2024**

## **FREQUENTLY ASKED QUESTIONS (FAQS) ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

### **1. What is CPD?**

- a) Continuing Professional Development (CPD) is a life-long learning process that maintains, enhances or increases the knowledge and skills, and attitudes of medical practitioners.
- b) CPD is any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance.
- c) CPD is inclusive of formal learning activities (e.g., attending seminars, lectures, courses, conferences, workshops) and informal learning activities relevant to the role and scope of practice (e.g., reflection on practice, reading journals, work-based learning, scholarly activities, journal clubs, self-directed learning).

### **2. Why is CPD important?**

- a) Doctors have an ethical responsibility to ensure patient safety and to provide the highest standards of care for their patients.
- b) CPD helps doctors keep up to date and be fit for practice, and respond to the changing needs of patients and the healthcare delivery system.
- c) CPD is an integral part of the process of improving the quality of healthcare that we deliver to society.

### **3. Is CPD mandatory?**

- a) Yes, the Medical Regulations 2017 make it a legal requirement for registered medical practitioners to show evidence of participation in CPD for renewal of the Annual Practising Certificate (APC).

### **4. What are CPD points?**

- a) The CPD point system is a mechanism for recording participation in CPD based on the time (day) or session you spent on the educational activity.
- b) Normally, credits given are based on one credit equating to one hour of formal educational activity (category A) or an equivalent measure of other educational activities.
- c) For other CPD activities, credit points are allocated per activity (scholarly activities - category C and professional activities- category E) or session (work-based learning - category B and self-directed learning- category D).

### **5. What is a CPD Cycle?**

- a) The CPD Cycle helps doctors to effectively structure their CPD learning easily through the years.
- b) The key stages of a CPD Cycle include identifying the learning needs, methodical planning, carrying out learning activities, recording the activities, and finally reflecting on learning.
- c) The MMC-CPD Cycle will run for 12 months.
- d) The collection of CPD points for the application of APC for a CPD Cycle shall start from 1st July to 30th June, e.g., CPD points for the application of APC for 2024 shall be from 1st July 2022 to 30th June 2023.

**6. How many CPD points must I demonstrate to renew my APC?**

- a) You are required to obtain a minimum of TWENTY (20) CPD points per CPD Cycle.

**7. Is there a maximum limit to the number of CPD points one can obtain?**

- a) There is no maximum limit to the number of CPD points you can obtain per CPD Cycle.
- b) Although you need to acquire a minimum of 20 CPD points for the renewal of your APC, it is your responsibility to do enough CPD to remain up to date and fit to practice.

**8. What will happen to my extra CPD points at the end of the CPD cycle? Can I use it for the following year?**

- a) Extra CPD points earned during the current CPD Cycle cannot be carried over to the ensuing CPD Cycle.

**9. I am a specialist gastroenterologist. Do I need to earn CPD points specific to my specialty?**

- a) The MMC-CPD system does not differentiate the specialist doctor from the non-specialist doctor. However, it would be desirable for specialists to undertake CPD activities tailored to their scope of practice.

**10. What activities are counted for CPD?**

- a) CPD includes all activities that doctors undertake, to maintain, update, develop and enhance their knowledge, skills, and attitudes in response to the needs of their patients, as listed in the MMC-CPD Grading System (effective 1st July 2023).
- b) CPD is inclusive of formal learning activities (e.g., attending seminars, lectures, courses, conferences, workshops) and informal learning activities relevant to role and scope of practice (e.g., reflection on practice, reading journals, work-based learning, scholarly activities, journal clubs, self-directed learning).
- c) Generally, any activity from which you learn or develop professionally can be considered eligible for CPD, though you should ensure that these are relevant for your practice and professional development as guided by the MMC-CPD Grading System.

**11. What is MMC-CPD Grading System?**

- a) CPD belongs to the individual, but there is a need for the organised collection of evidence of educational activity.
- b) To facilitate these requirements, the MMC-CPD committee in collaboration with Ministry of Health (MOH), Malaysian Medical Association (MMA) and Academy of Medicine of Malaysia (AMM) has developed the MMC-CPD Grading System.
- c) The MMC-CPD Grading System shows the range of CPD activities that you may undertake and the credit points that are allocated for specific activities.
- d) The CPD activities are categorised into the following domains:

**A. Formal educational activities** include participation in activities to update knowledge and skills, such as attending lectures, seminars, scientific meetings, conferences and skills training.

- B. Work-based learning** is professional development that takes place within the work environment in the medical practitioner's current role. Work-based learning includes learning activities and development opportunities including such as journal club meetings, audit/morbidity/mortality meetings, interdepartmental meetings, grand ward rounds.
- C. Scholarly activity** is work that enhances educational development and includes, discovery of new knowledge and technology, dissemination of knowledge, supervision of training and participation in assessments.
- D. Self-directed learning** takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using available resources, and evaluating learning outcomes. Self-directed learning includes reading books, journals, and articles of a general nature, listening to podcasts and completing online learning modules.
- E. Professional activities** involve participation in activities that apply scientific expertise for the benefit of the wider community and activities that support professional development such as participating in the activities of a professional bodies, and learned societies, leadership role in medical societies/NGOs, serving in national, state and institutional level committees (Institutional level committees are committees that represent the institution at the hospital/university or faculty level). and participation in self-development programmes such as leadership, management, communication skills training programmes.

## 12. How do I keep a record of my CPD activities?

- a) You are required to show evidence that you have acquired sufficient CPD points for the renewal of your APC. There must be documented evidence such as certificate of attendance, letter of attestation, synopsis (for self-study activities).
- b) MMC has formally appointed myCPD, MMA and AMM as 'Administrators of CPD point collection systems'.
- c) Administrators of CPD point collection systems provide recording platforms, and they are available as a web portal or as a mobile application. These systems allow medical practitioners to record, monitor and reflect on their professional development.
- d) You may choose to use any one of the CPD point collection systems (MMA, MOH or AMM systems) that have been approved by the Council to record and monitor your CPD points.
- e) You shall take responsibility for the recording and monitoring of your CPD activities.
- f) The CPD record should accurately reflect the CPD activities you have attended.
- g) You may use the following link to seek a step-by-step guide to record your CPD activities:
  - i. myCPD system <https://www.mycpd2.moh.gov.my/>
  - ii. MMA CPD System <https://mma.org.my/mma-cpd/>
  - iii. AMM Medical Specialist CPD System <http://cpd.specialist.org.my/>

## 13. How do I demonstrate my CPD points for the renewal of APC?

- a) The Malaysian Medical Council (MMC) is linked electronically to all of the Administrators of CPD point collection systems through the Medical Register Information and Technical System (MeRITS). Therefore, when you apply for your APC on MeRITS, the CPD points that have been verified and approved by your chosen Administrator will be reflected in MeRITS.

**14. Do I need to keep evidence of my participation in CPD?**

- a) Yes, you are required to keep evidence of your participation in CPD activities. While you are required to submit all the required documents for the approval of your CPD points by the MMA CPD system, other CPD systems are based on trust. Hence the CPD points submitted for consideration of APC by other CPD systems may be audited.
- b) Medical practitioners who are selected randomly for audit of their CPD data shall be notified and requested to submit documents to support their CPD activities.

**15. Can I claim CPD points for online activities?**

- a) Yes, there are many free or paid online learning activities that you may undertake and claim CPD points. This is captured under the domain of "Self-Directed Learning" of the MMC-CPD Grading System. You may record evidence of your participation in any one of the CPD point collection systems.

**16. I am currently very busy with my medical practice and do not have time to attend CPD. What do I do?**

- a) Participation in CPD is a mandatory requirement of the Medical Regulations 2017.

**17. I am currently doing my Masters programme and don't have time for CPD. What should I do?**

- a) CPD is any learning outside of undergraduate education or postgraduate training. To continue your medical practice, you will need to renew your APC and fulfil the mandatory CPD requirement. It is also an ethical and moral responsibility to maintain and develop your knowledge, skills and professionalism.

**18. I am semi-retired. I am only offering occasional locum service. Do I need CPD points?**

- a) If you continue to practise, part-time or full-time, you will need your APC. To renew your APC, you will need to fulfil the mandatory CPD requirements.

**19. I am currently not working; do I still need to comply with the CPD requirement?**

- a) You would need an APC if you are involved in any form of medical practice. If you are not in medical practice during the year, you would not require an APC, hence there will not be a need to acquire CPD points.
- b) If you are not renewing your APC, you will not need to fulfil the mandatory CPD requirements.

**20. I have been in clinical practice overseas for a few years, and plan to return home to continue my practice in Malaysia. How can I renew my APC?**

- a) Most countries have regulatory requirement for you to participate in CPD. Regulatory/licensing bodies do provide certificates as evidence of your participation in CPD. On your return, you may provide evidence of your participation in CPD (CPD activities undertaken during the relevant CPD Cycle) to any one of the Administrators of CPD point collection systems who will transfer your CPD points to MeRITS.

**21. I will be accompanying my spouse overseas for a year. Can I be exempted from CPD?**

- a) The regulations do not allow for the exemption but there are criteria that will be considered for CPD points reduction. Among these conditions is the provision for RMPs who have not practised medicine for a year or longer due to specific personal circumstances, such as accompanying a spouse abroad, to request a reduction in CPD points. The MMC-CPD Committee is responsible for examining such requests and proposing suitable recommendations to the Council.

**22. I have not been well, and was on protracted sick leave. I was not well enough to attend any CPD. Can I appeal for exemption from the CPD requirement?**

- a) The regulations do not allow for the exemption from the CPD requirement. Nonetheless, RMPs facing severe health issues necessitating extended medical care for a continuous stretch of three months or more, or intermittently amounting to three months or more within a CPD cycle, may seek a reduction in CPD points required to renew their APC. Such applications are subject to evaluation by the MMC-CPD committee, which will then forward suitable recommendations to the Council.

**23. My mother is suffering from a serious illness and I need to take care of her, hence I am unable to attend any CPD activities at this moment. Can I still renew my APC?**

- a) RMPs experiencing personal difficulties, such as the need to care for immediate family members, may be eligible to request for a reduction in CPD points required to renew their APC. Applicants can submit an appeal for this reduction, and the MMC-CPD committee will assess this situation thoroughly before making suitable recommendations to the Council.

**24. I gave birth this year and took maternity leave for 3 months. Do I still need to fulfill my CPD requirement?**

- a) If you were on maternity leave for 3 months or more during the CPD Cycle, you may apply for reduction in CPD points required to renew your APC.

**25. Can I claim CPD points for international meetings that have not been formally approved?**

- a) Yes, you may provide evidence of your participation in CPD (CPD event attended during the relevant CPD Cycle) to any one of the Administrators of CPD point collection systems who will transfer your CPD points to MeRITS.

**26. Can I claim CPD points for voluntary service? How do I claim the CPD points?**

- a) You may claim CPD points if the service is related to your medical practice and healthcare services under "professional activity". You may provide evidence of your participation in the activity to any one of the Administrators of CPD point collection systems who will transfer your CPD points to MeRITS.

**27. I am an examiner for Professional Examination. How do I claim CPD points?**

- a) You are eligible to claim points if you are an examiner for professional undergraduate or postgraduate examinations. You may provide evidence of your participation in the activity to any one of the Administrators of CPD point collection systems who will transfer your CPD points to MeRITS.

**28. Can I claim CPD points for sports activities?**

- a) No, you may only claim CPD points for educational activity related to your medical practice and healthcare services.

**29. I have just obtained my Full Registration this year, but I am unable to accumulate CPD points for next year. Since I obtained my Full Registration in August, I have missed the CPD cycle to collect points for renewal of APC for the following year.**

- a) If you have acquired your Full Registration for the first time, your CPD point requirement will be reduced to zero (0) for the first two years, that is, for the year you receive your Full Registration and the subsequent year. However, RMPs should be reminded that they must start collecting CPD points from 1<sup>st</sup> July of the year they obtain their Full Registration.
- b) For example, if a RMP obtains Full Registration in 2024, they will receive a reduction of CPD requirement for APC 2024 and 2025. In order to renew their APC for 2026, the RMP must accumulate CPD points during the CPD cycle from 1<sup>st</sup> July 2024 until 30<sup>th</sup> June 2025, that is, they must start accumulating CPD points during the year they acquire the Full Registration.

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*This document was prepared to answer general questions pertaining to Continuing Professional Development (CPD). Should there be any queries not already address kindly refer to our hotline or email us to: -*

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