

**Notes for Application
as Provisional Continuing Professional Development (“CPD”) Programme Provider**

(I) Entry Requirements

- a) be a local tertiary training institution, government body or statutory organization, established professional association or local specialist society which has been registered as a company or a body with a legal identity;
- b) all applying organisations should be of good repute and members of the governing body of the organisations should be of good standing in Dental Council of Hong Kong (“the Council”);
- c) has an objective to promote continuing medical/dental education or continuous professional development;
- d) has a suitable track record in organising dental-related activities of not less than 5 hours in the past 2 years prior to application; and
- e) demonstrates that all educational activities offered are independent of commercial influence.

(II) Categories of CPD Programme Provider - Provisional and Full CPD Programme Provider

- a) *Full CPD Programme Provider* –
can provide CPD activities on its own or in partnership with Full/Provisional CPD Programme Providers or non-accredited organisation subject to compliance with the requirements for partnership in organising CPD activities set out in Part (II) of Appendix IV to the “Guidelines on the CPD Programme for Practising Dentists for the 2023-2025 CPD Cycle”. All activities so organised are subject to the CPD point determined by the CPD Programme Accreditors.
- b) *Provisional CPD Programme Provider* –
can only provide CPD activities in partnership with a Full CPD Programme Provider.

There may be individual local CPD activity not provided by the accredited CPD Programme Providers. Organisers of these activities are required to seek partnership with any of the Full CPD Programme Providers. Upon having sought partnership with the Full CPD Programme Providers, regularly held activities of dentist-groups with attendance of a minimum of 5 dentists will be recognised as CPD activities. Such activities may include journal meetings, case presentations, X-ray meetings, clinical pathological meetings, audio-visual viewing sessions and invited talks/presentations.

Progression from Provisional to Full CPD Programme Provider requires fulfilment of the maintenance requirements as detailed in (III) below.

(III) Maintenance Requirements

- a) Both Full and Provisional CPD Programme Providers are required to organise activities with not less than 10 CPD points within a CPD cycle. **The Provisional CPD Programme Providers appointed during any time within the CPD cycle would be subject to the same maintenance requirements.**
- b) Both Full and Provisional CPD Programme Providers are required to submit to the Council an Annual Return Form of the accredited CPD activities organised and the present members of the governing body of the respective organisation by the end of March each year. For the last annual return in each CPD cycle, it should be submitted by the 7th day of September.
- c) Both Full and Provisional CPD Programme Providers are subject to review on the quality of the organised activities based on user feedback and complaints received.

(IV) Validity Period

- a) Full CPD Programme Provider: Subject to fulfilment of the maintenance requirements in each CPD cycle, the status will be valid in the immediate next CPD cycle. If it fails to fulfil the maintenance requirements within a CPD cycle, it will become a Provisional CPD Programme Provider in the immediate next CPD cycle.
- b) Provisional CPD Programme Provider: The status is only valid for one CPD cycle. Subject to fulfilment of the maintenance requirements in each CPD cycle, it could progress to be Full CPD Programme Provider in the immediate next CPD cycle subject to endorsement of the Council. If it fails to progress to be Full CPD Programme Provider, it cannot apply as Provisional CPD Programme Provider in the immediate next CPD cycle.