

## **Instruction for filling Application form CPD Credit points**

1. Click on Accreditation Login
2. If account is not created, then create new account with accreditation code
3. Then login with your login details and follow the below instructions
4. Apply online Credit points application Form.
  - Attach CPD Program scheduled copy in jpg format.
  - If Credit points application submitted successfully. You will get Application Number.
  - Please Pay CPD application fees online.
  - If your application has been approved for CPD credit points, then you will get approval Email of credit points from MMC.

**NOTE:** If CME program hour is less than 3 hours then application for CPD will be rejected.

5. Once CPD/Workshop/Conference has been completed. Please Submit faculty, delegates, observer details of attendance online.
  - Click on view button for respective CPD NO.
  - Enter speaker Details (Speaker Registration Number, attended lecture, CPD Points) then Click on Add button.
  - Enter Delegate Details (Registration No, CPD Points) then Click on Add Button.
  - Once delegate list completed then click on Submit Button.
  - Take print out of Reports of attendance with credit points of faculty, delegates and observers. And take signature of Observer, President/Secretary.
  - Then pay CPD credit points fees online against your CPD application number.
  - Once payment done successfully. Take receipt of it.
  - Send Reports of attendance with credit points of faculty, delegates and observers with signature to MMC office with online payment receipt.
  - If you have not paid credit points fees, then you cannot apply for Next CPD credit points application.