Instruction for Renewal of MMC Registration

1. Click on **RMP Login** button to login into application system.

2. When you click on RMP Login you will be redirected to login page.

3. If the you don't have any account on the website, you can create new account by clicking on **Create New account** button.

    A. In **Create New Account** form please enter your MMC Registration Number and Registration Date, Last Name, First Name, Middle Name, Date of Birth, **Registered Email Id and Registered Mobile No.** and password.

    B. Then Click on **Register** button to create new account.

        # Note :
        Please Enter Registered Mobile no and Registered email ID while creating new account.

        Once account is created successfully you will be redirected to login page.

4. In the login page please enter your registered email id as user name, password and registration number.

5. Once login is done successfully. You will be redirected to User's Home Page.

6. To check your CPD credit points click on below link (https://www.maharashtramedicalcouncil.in/Files/Notifications_23122021_How%20to%20check%20CPD%20Credit%20points.pdf)

7. Click **on Renewal of Registration application**, the completed application form as per available MMC record will open. Only change in address if any would be permitted in this form.

8. Upload

    A. **Latest passport** size photograph.

    B. **Undertaking certificate.** (If required CPD credit points not completed)

    C. **If more than 3 month's delay for renewal** of registration, then upload notarized affidavit on Rs.100/- (Rupees One Hundred) non-judicial stamp paper.

D. **If more than 3 month's delay for renewal** of registration, then upload notarized indemnity bond on Rs.200/- (Rupees Two Hundred) non-judicial stamp paper.

E. **If RMP is residing out of India** then fill up the Renewal application form in NRI category, upload Registration Certificate, Good Standing Certificate of licensing authority of concerned Council of residence.

9. Click on submit button.

10. You will receive a unique application number.

11. Once application has been submitted successfully you will get an email on your registered email id for payment of renewal of registration.

12. You can make payment online.

13. To make payment click on **Online Payment** Button & enter your application number & make an online payment.

14. If more than 3 month's delay for renewal of registration, then take print out of original submitted application form and sign it with date & attach uploaded original notarized affidavit on Rs.100/- (Rupees One Hundred) & notarized indemnity bond on Rs.200/- (Rupees Two Hundred) on non-judicial stamp paper and send it by post/courier/personally at MMC office. https://www.maharashtramedicalcouncil.in/Files/Downloads_23032018_Format%20of%20Affidavit%20and%20Indemnity%20Bond%20for%20Renewal%20of%20Registration.pdf

15. In case you are short of credit points you may undertake to collect in next year and fulfill your commitment by submitting the undertaking then take print out of original submitted application form and sign it with date & attach the uploaded original undertaking and send it by post/courier/personally at MMC office. https://www.maharashtramedicalcouncil.in/Files/Downloads_04012017_Undertaking.pdf

16. In case your CPD credit points not reflected in your RMP profile click on below link
    A. Procedure for updating Credit Points National/International CPD Conference/workshop by Accredited Councils/professional Associations and Organisation https://www.maharashtramedicalcouncil.in/frmUpdateCPDPoints.aspx?Type=I

B. Procedure for updating Credit Points for Teachers and PG students working in MCI recognized Institutes
https://www.maharashtramedicalcouncil.in/frmUpdateCPDPoints.aspx?Type=T

C. Procedure for updating Credit Points for RMP's who had actively participated in the containment and treatment of Covid 19 patients
https://www.maharashtramedicalcouncil.in/frmUpdateCPDPoints.aspx?Type=C

D. RMPs who had obtained credit points during the period of 5 years by attending state CPD conferences / workshops organized by state organizations / associations / Specialty associations / Medical Colleges, accredited by Maharashtra Medical Councils required to verify credit points details, if any query, send mail to concerned organization for not uploading CPD data properly.

E. RMPs who had obtained credit points during the period of 5 years by attending national / international CPD conferences / workshops organized by accredited national / international professional organizations / associations. Also, Publications of medical text books, papers published in National / International indexed journals shall verify CPD data, if any query, sent CPD certificates to MMC.

17. To check Exempted categories of RMP's from earning credit points as per MMC guidelines for Renewal of Registration click on below link.
https://www.maharashtramedicalcouncil.in/Files/Announcements_14112017_Exemption%20from%20earning%20credit%20point%20for%20Renewal%20of%20Registration.pdf

Note:

➢ As per MCI/MMC guidelines you are expected to be update with information and best practices in medicine in the chosen field by attending relevant CMEs and collect at least 30 Credit points in five years prior to renewal.

➢ In case you are short of few credit points due to valid reasons you may undertake to collect the said points during next one year and fulfill your commitment by submitting the undertaking.

➢ Registered Medical Practitioners after completing 65 years will be exempted from requirement of CPD credit hours but renewal is mandatory. However, if they have completed 65 years during last 5 years then they will get the proportional exemption on prorata basis for the period after completion of 65 years of age.

You do not need to visit MMC office for verification of your documents.

Sanjay Deshmukh
Registrar
Maharashtra Medical Council