



Continuous Professional Development Platform

Date: 12/07/2023



**User Guide for
Professional Development Providers**

CPD Platform

CPD Platform serves as an avenue of CPD stakeholders, namely, the Saudi Commission for Health Specialists (SCFHS), CPD Activities Providers, and health practitioners. CPD activities refer to health and medical training courses, conferences, seminars, or lectures tailored to develop health practitioners' skills and help them obtain CME hours. SCFHS expects health practitioners to meet a specific threshold of CME hours every year, and upholds a crucial monitoring role over CPD activities to ensure adhering to the best quality and effectiveness possible.

CPD Platform enables the current system to operate smoothly and effectively by allowing CPD activity providers to apply and track accreditations of their establishment, training center, and activities electronically, without requiring correspondences and or visits to SCFHS. The Platform supports CPD activity providers to view activities' statistics and register CME hours for trainees, i.e. health practitioners.

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Introduction:

About Platform Services

All Platform activities available for CPD activity applicants can be summarized as follows:

- 1- Personal registration for CPD establishment manager account
- 2- CPD establishment accreditation application
- 3- CPD establishment information update application
- 4- CPD establishment reaccreditation application
- 5- CPD activity accreditation application
- 6- CPD content amendment application
- 7- Registration of health practitioner CME hours in CPD activities
- 8- Training center licensing application
- 9- Training center ownership transfer application
- 10- Training center relocation application
- 11- Application of approval letters for hiring instructors and trainers in training center
- 12- Activity and CME hour Reports
- 13- Management of user accounts affiliated to the CPD establishment (coordinators)



Users:

Users affiliated to CPD establishments can be categorized into two types as the following:

CPD Establishment Manager:

Refers to a person who registers in the platform as a CPD establishment manager, and accordingly, holds several responsibilities:

1. Filing CPD establishment accreditation application
2. Tracking the application until it is accredited or refused
3. Managing CPD establishment coordinators
4. Tracking CPD activities of the accredited establishment

CPD Establishment Coordinator:

It refers to a person who holds several responsibilities related to CPD activity accreditation as the following:

1. Filing CPD accreditation applications
2. Tracking activity applications until they are accredited or refused
3. Registering hours of health practitioners registered in the provided activity
4. Amending or canceling an accredited CPD activity
5. Amending the content of an accredited CPD activity



Content Overview

The table below illustrates User Guide main titles content to facilitate the utilization of Guide and understanding of the content.

Content title	User	Content Overview
Shared Windows between Establishment Manager and Coordinator	All users	This title involves all shared windows among system users, which include first steps required to log in the Platform
CPD Establishment Accreditation	CPD establishment manager	<p>Within this title, further information of the following is available</p> <ul style="list-style-type: none"> • How to register as CPD establishment manager • How to file CPD establishment accreditation application
CPD Activity Accreditation	<ul style="list-style-type: none"> • CPD establishment manager • CPD establishment coordinator 	<p>Within this title, further information of the following is available</p> <ul style="list-style-type: none"> • How to file CPD activity accreditation application • Tracking CPD activity applications • Registering CME hours by the establishment coordinator
Coordinators Management	<ul style="list-style-type: none"> • CPD establishment manager 	In this title, information about all responsibilities required from the establishment manager on how to manage coordinators is available



Platform Services

Shared Windows between the establishment manager and coordinator

Some CPD windows are shared between the establishment manager and coordinator, as the following:

Login

- 1- Enter username and password
- 2- Tick the verification box
- 3- Click on login



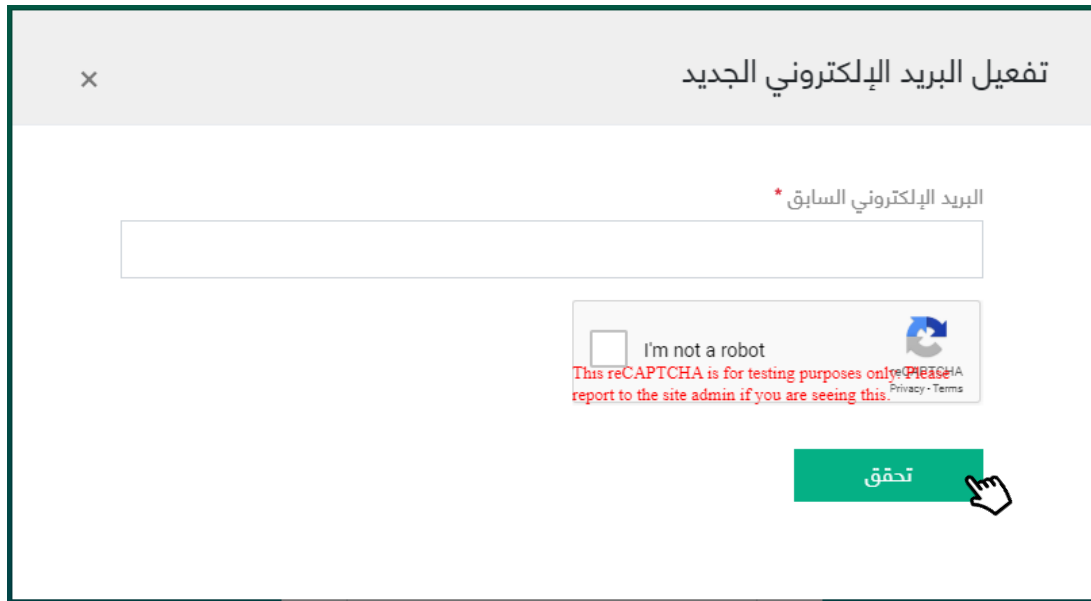
Resetting the Password

User can reset the password by clicking on “[forgot password](#)”. After that, a window will pop-up asking users to enter their email to send password reset link.



Updating Emails in Case of not Receiving a Verification Message

In some cases, users do not receive a verification message for security reasons related to the establishment itself. As a result, the Platform enables its users to update or change their emails and receive a verification message through the following steps:



- 1- Click on “did not receive account verification message”
- 2- A pop-up window will appear asking user to enter the pre-registered email
- 3- The system will send a text message with one-time password “OPT” and will, in synchronization, allow user to enter the code in a text field
- 4- User must enter the code and then click on
- 5- After verification, a text field will appear asking for the email again which will be used as a username and to which a verification message will be sent
- 6- The system will verify user’s email once verification link is clicked

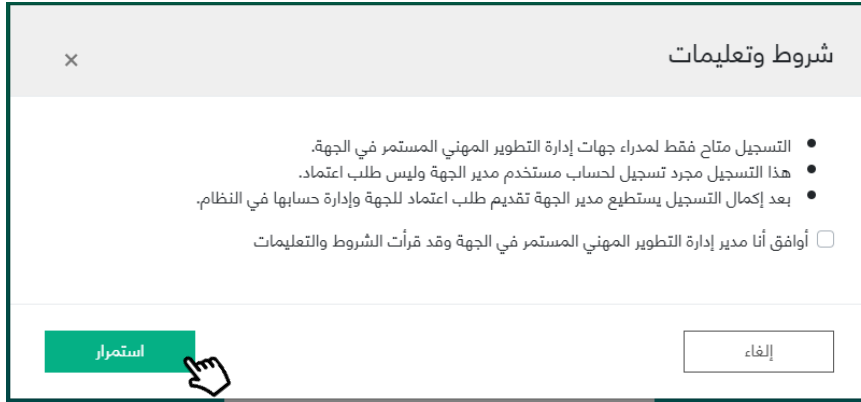


Accreditation of CPD Establishment

Registration of CPD Establishment Manger

Platform requires CPD establishment managers to register in the system by clicking
In the Login Page.

Create new account



A pop-up window will appear as a reminder of terms and conditions that must be adhered to and agreed on before proceeding to creating a new account. The Establishment manager is required to:

- 1- Agree on these terms and conditions
- 2- Click on

Continue

After clicking on 'continue', user (establishment manager) will be redirected to the Login Page to fill in the required fields and the following will be carried on:

- 1- Verifying personal information via the National Information Center
- 2- Entering contact details, email, and password and upload CV
- 3- Successful Login Page
- 4- Receiving a verification message and clicking on activation link
- 5- Login Confirmation Page



User must enter the following information in order to allow verification via the National Information Center

- 1- ID type
- 2- ID Number
- 3- Date of birth
- 4- Click on verification

مكان جهة التطوير المهني

داخل المملكة العربية السعودية خارج المملكة العربية السعودية

التحقق من المعلومات الشخصية

رقم الهوية * 10... 3

نوع الهوية * مواطن

رقم التسجيل والتصنيف المهني * 34... 4

تاريخ الميلاد * 1.../1.../1...

I'm not a robot
This reCAPTCHA is for testing purposes only. Report to the site admin if you are seeing this.

تحقق إلغاء



- 1- Establishment manager must select the location CPD establishment affiliated to
 - Inside Saudi Arabia
 - Outside Saudi Arabia
- 2- Once personal information is verified via the National Information Center, establishment manager information will be restored
- 3- Filing in establishment manger contact information
- 4- Uploading establishment manager CV
- 5- Clicking on “Login” button to complete the process

مكان جهة التطوير المهني

داخل المملكة العربية السعودية خارج المملكة العربية السعودية

معلومات مدير إدارة التطوير المهني المستمر

التاريخ الميلاد: 01/02/1411

الاسم (عربي): Betool Saleh Alnamtah

الجنسية: المملكة العربية السعودية

معلومات التواصل

رقم الجوال: +966 550000000

البريد الإلكتروني:

تأكيد البريد الإلكتروني:

كلمة المرور:

تأكيد كلمة المرور:

السيرة الذاتية

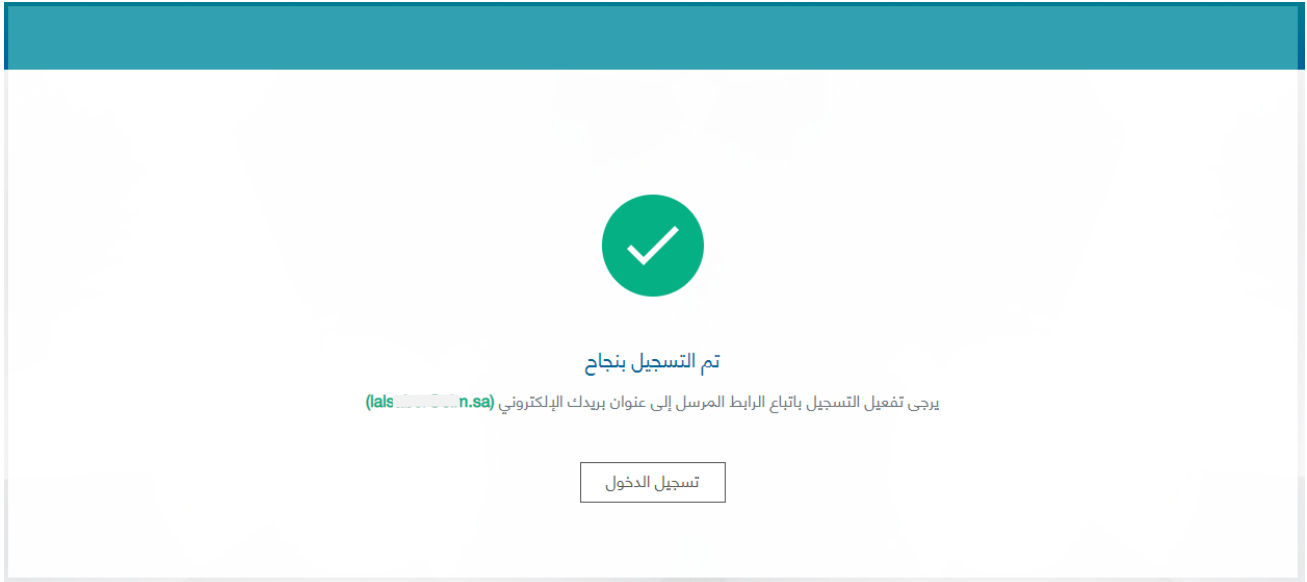
إرسال

تسجيل

العودة

User will be redirected to “Successful Registration” Page and will be asked to check sent items in the registered email to activate the user account

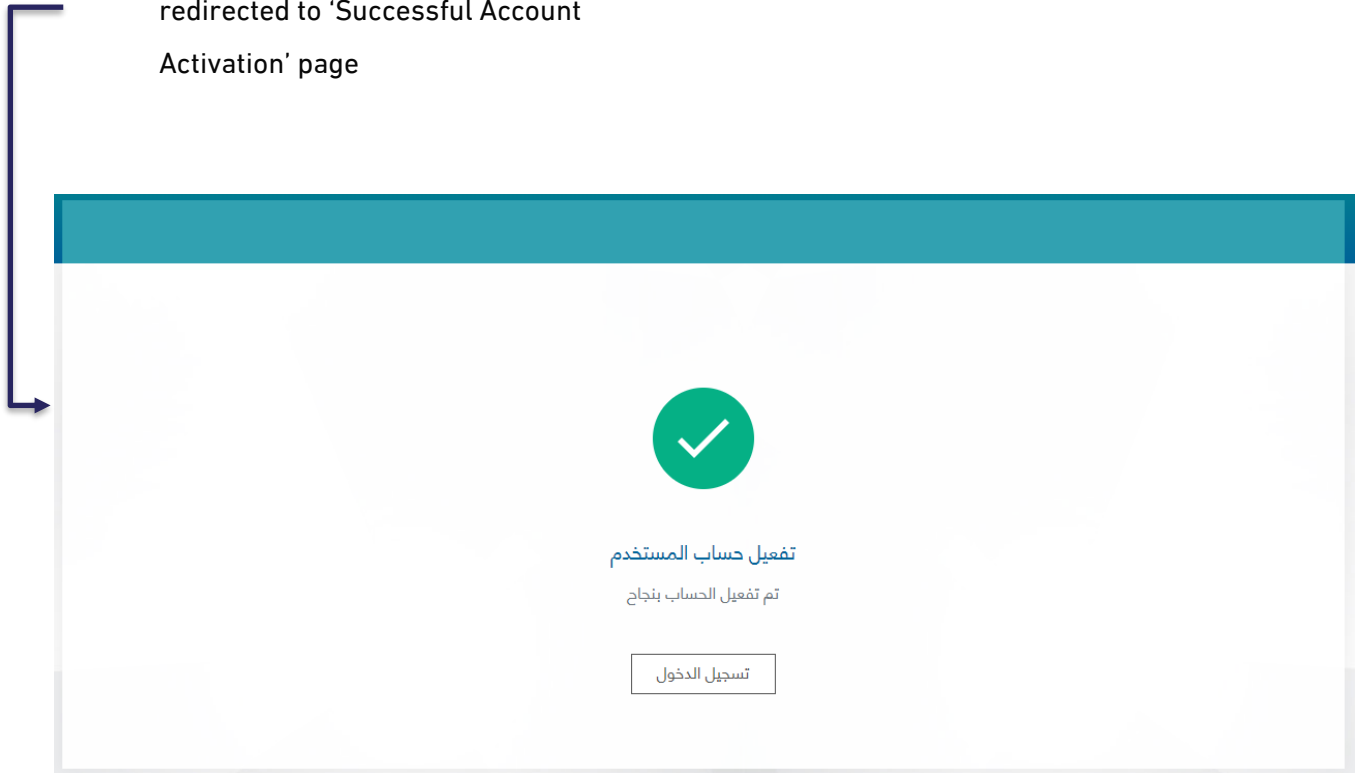




User must activate his/her account by clicking on “Login verification” or by copying the link and pasting it on the browser



Once Login is verified from the sent email, establishment manager will be redirected to 'Successful Account Activation' page



Filing CPD Establishment Accreditation Application

Once establishment manager is registered and verified, he/she can log in the platform. The first page that will appear is the Term and Conditions Page. The manager must click on "Create new accreditation"

In order to be redirected to the Page of Filing CPD Establishment Accreditation Application.

الصفحة الرئيسية

الشروط والأحكام العامة

أقر وأتعهد بما يلي

1. أقر بأنني مسؤول عن تقديم الطلب مكتمل إلى الهيئة السعودية للتخصصات الصحية وذلك بعد اطلاعي على جميع لوائح الهيئة السعودية للتخصصات الصحية، علماً بأن أنظمة ولوائح التطوير المهني ومتطلباتها معلنه في الموقع الإلكتروني للهيئة.
2. أقر بأنني على دراية بأن قبول طلبي لدى الهيئة السعودية للتخصصات الصحية يكون بعد إرفاق جميع المستندات التي تطلبها الهيئة، وأن للهيئة - وفقاً لما تراه بعد مراجعة طلبي- الحق في طلب أي مستندات إضافية.
3. أتعهد بتوفير أي مستند تطلبه الهيئة السعودية للتخصصات الصحية بغرض إكمال طلبي المقدم وبحق للهيئة اتخاذ ما تراه مناسباً حيال طلبي في حال عدم توفير المستند/ المستندات المطلوبة خلال المدة المحددة.
4. أقر بأن الشهادة العلمية في التخصص الصحي وجميع المعلومات والوثائق المسلمة للهيئة السعودية للتخصصات الصحية صحيحة ومطابقة لأصلها، وأن الشهادة/الشهادات العلمية التي حصلت عليها هي من مؤسسة تعليمية/هيئة علمية أو مهنية معترف بها وصحيحة كلياً وليست مزورة بأي شكل من الأشكال.
5. أقر بتحملي كامل المسؤولية إذا اضح خلاف ذلك، بما في ذلك رفض طلبي لدى الهيئة واتخاذ كافة الإجراءات النظامية وفق الأنظمة المعمول بها في الهيئة والمملكة.
6. أفوض الهيئة السعودية للتخصصات الصحية أو من تفوضه للتحقق من المعلومات والوثائق المرفقة بطلبي وأية معلومات أو وثائق ذات علاقة.
7. أفوض المؤسسة التعليمية/ الهيئة العلمية أو المهنية التي درست بها أو الجهات المرجعية لها بتزويد الهيئة السعودية للتخصصات الصحية أو من تفوضه بالمعلومات التي ترغبها، وأقر بإكلاء مسؤولية جميع الأشخاص أو الجهات الطالبة أو المستخدمة لهذه المعلومات من أي مسؤولية قانونية قد تنشأ عن ذلك.
8. أوافق على تسديد رسوم معالجة الطلب وهي رسوم غير مستردة حسب اللوائح.
9. أتعهد وأقر بأنني مسؤول عن حسابي الشخصي في الموقع الإلكتروني للهيئة السعودية للتخصصات الصحية مسؤولية كاملة، وأقر بعلمي أنه لا يحق لأي شخص غيري الدخول إليه.
10. أقر بأن عنوان البريد الإلكتروني ورقم الهاتف الجوال المدخل في حسابي لدى الهيئة السعودية للتخصصات الصحية يمثل معلومات تواصلية الخاصة التي أطلع عليها باستمرار ولا تتحمل الهيئة أية مسؤولية حال عدم اطلاعي في الوقت المحدد على الرسائل المرسله عبر هذه القنوات.
11. أتعهد بتحديث كافة البيانات المتعلقة بسجل هذه الخدمة لديكم مثل البريد الإلكتروني ورقم الهاتف الجوال فور حدوث أي تغيير عليها لضمان وصول طلبات ورسائل واستفسارات الهيئة السعودية للتخصصات الصحية، وأتحمل المسؤولية عن ذلك، كما أتحمل كامل التبعات والنتائج المترتبة على عدم قيامي بذلك، كما يحق للهيئة اتخاذ ما تراه مناسباً في حال عدم التزامي بذلك.
12. أقر بمعرفتي واطلاعي على الأنظمة والتعليمات التي تحكم الممارسة الصحية في المملكة مثل نظام مزاوله المهن الصحية وأنظمة الهيئة السعودية للتخصصات الصحية ذات العلاقة بالتسجيل والتصنيف المهني وغيرها من الأنظمة التشريعية ذات العلاقة.
13. أقر أنه في حال الاختلاف بين النص العربي والإنجليزي في هذا الإقرار، فإنه يعمل بالنص العربي ويعتمد نصاً أساسياً.
14. أقر بعلمي الكامل أنه في حالة عدم صحة أي من التعهدات السابقة، أو عدم الالتزام بما تعهدت به، أو في حالة إختالي لأي معلومات تعهدت بالإفصاح عنها، أو في حال محاولة التأثير على موظفي الهيئة أو تهديدهم للحصول على قضاء أمر غير مشروع، فسيطبق بحقني ما تقتضيه الأنظمة في المملكة كنظام مكافحة الرشوة والنظام الجزائي لجرائم التزوير وغيرها من الأنظمة والتعليمات.

بإشائي طلب اعتماد جهة تطوير مهني مستمر فأنا أقر وأوافق على الشروط والأحكام المذكورة أعلاه

إنشاء اعتماد جديد

The Terms and Conditions Page will appear only once before application creation and will not appear again.



The process of application filing involves six steps that must be completed by establishment manager before filing accreditation application.

First step: Establishment Information

If the establishment manager is located inside Saudi Arabia, he/she will be asked to select the sector affiliated to

- 1- Public
- 2- Private

Public: the establishment will be verified by Ministry of Interior No

The screenshot shows the 'Establishment Information' step (Step 1) of a six-step process. The steps are: 1. معلومات الجهة (Establishment Information), 2. المنسقون (Supervisors), 3. اللجنة العلمية (Scientific Committee), 4. المعايير (Standards), 5. المراجعة (Review), and 6. الدفع (Payment). The 'قطاع الجهة' (Sector) is set to 'حكومي' (Government) with a checked radio button. There is a text input field for 'رقم وزارة الداخلية*' (Ministry of Interior Number). A green 'تحقق' (Check) button and a white 'إغلاق' (Close) button are at the bottom.

Private: the establishment will be verified by CR No

The screenshot shows the 'Establishment Information' step (Step 1) of a six-step process. The steps are: 1. معلومات الجهة (Establishment Information), 2. المنسقون (Supervisors), 3. اللجنة العلمية (Scientific Committee), 4. المعايير (Standards), 5. المراجعة (Review), and 6. الدفع (Payment). The 'قطاع الجهة' (Sector) is set to 'خاص' (Private) with a checked radio button. There are two text input fields: one for 'رقم السجل التجاري*' (Commercial Register Number) and another for 'تاريخ إصدار السجل التجاري*' (Commercial Register Issuance Date) with a date picker icon and the format 'YYYY-MM-DD'. A green 'تحقق' (Check) button and a white 'إغلاق' (Close) button are at the bottom.



As for establishment information such as its name, it will be verified by Ministry of Interior No or CR No conducted in the previous verification. Establishment manager must fill in the rest of the information such as:

- 1- Establishment area and type in terms of parent or branch establishment
- 2- Parent establishment name if the registered establishment is branch
- 3- Fill in activity type information
- 4- Fill in establishment contact information
- 5- Click on **Save and continue** to move to the next step

الصفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 الدفع
5 المراجعة
4 المعايير
3 اللجنة العلمية
2 المنسقون
1 معلومات الجهة

معلومات الجهة

اسم الجهة بالعربي*
مستشفى الامير عبدالله بالمنطقة الشرقية

اسم الجهة بالانجليزي*
Prince Abdullah Hospital

المنطقة*
المنطقة الشرقية

المدينة*
الدمام

نوع الجهة
رئيسية فرعية

تصنيف الجهة*
مستشفى

نوع أنشطة الجهة
أنشطة تعليم الكتروني أنشطة اعتيادية

رقم الهاتف*
+966 50 1000000

البريد الإلكتروني*
Pri_ _ _ .com

الموقع الإلكتروني (اختياري)

حفظ واستمرار العودة إغلاق



Second Step

In this step, manager will be asked to add information of the coordinators affiliated to the establishment by clicking on

Add CPD Establishment Coordinator

The screenshot shows a web interface for managing CPD Establishment Coordinators. At the top right, it says 'الصفحة الرئيسية' (Home Page). Below that, a progress bar indicates the current step: 'طلب اعتماد جهة تطوير مهني مستمر' (Request for continuous professional development establishment accreditation). The progress bar has six steps: 1. معلومات الجهة (Establishment Information) - checked, 2. المنسقون (Coordinators) - current step, 3. اللجنة العلمية (Scientific Committee), 4. المعايير (Standards), 5. المراجعة (Review), and 6. الدفع (Payment). A green button labeled 'إضافة منسق جهة تطوير مهني مستمر' (Add continuous professional development establishment coordinator) is highlighted with a hand cursor. Below the button is a large empty box with a placeholder icon and the text 'إضافة منسق جهة تطوير مهني مستمر'. At the bottom, there are three buttons: 'حفظ واستمرار' (Save and Continue), 'العودة' (Back), and 'إغلاق' (Close).

After clicking on 'add' button, a pup-up window will appear asking for coordinator's information to be verified via the National Information Center.

The screenshot shows a popup window titled 'إضافة منسق جهة تطوير مهني مستمر' (Add continuous professional development establishment coordinator). The window contains a form for verifying personal information. The title is 'التحقق من المعلومات الشخصية' (Verify personal information). The form has three fields: 'رقم الهوية' (National ID Number) with a red asterisk, 'نوع الهوية' (National ID Type) with a dropdown menu and a red asterisk, and 'تاريخ الميلاد' (Date of Birth) with a calendar icon and a red asterisk. The date format is 'YYYY-MM-DD'. At the bottom, there are two buttons: 'تحقق' (Verify) and 'إلغاء' (Cancel). A hand cursor is pointing at the 'تحقق' button.



×
إضافة منسق جهة تطوير مهني مستمر

معلومات المنسق

التاريخ الميلاد	الاسم (انجليزي)	الاسم (عربي)
28/07/1414	Betool Saleh Alnamlah	بتول صالح النمله
الجنسية		
المملكة العربية السعودية		

معلومات التواصل

* البريد الإلكتروني

* رقم الجوال

الصلاحيات

التقديم لاعتماد الأنشطة/ البرامج

تسجيل ساعات حضور الأنشطة والبرامج للممارسين الصحيين

تسجيل

العودة



Once verification is made via the National Information Center, coordinator's information will be restored.

Establishment manager must fill in the information of the added coordinator

- 1- Contact information
- 2- Powers: one or more powers can be selected for each coordinator



After adding one or more coordinators, establishment manager can:





- 1- Delete a coordinator by clicking on "delete" icon 
- 2- Amend coordinator data by clicking on amendment icon 
- 3- Continue adding more coordinators
- 4- Clicking on **Save and continue** to move to next step

الصفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 الدفع 5 المراجعة 4 المعايير 3 اللجنة العلمية 2 المنسقون 1 معلومات الجهة

إضافة منسق جهة تطوير مهني مستمر قائمة المنسقين

إجراءات	الصلاحيات	البريد الإلكتروني	رقم الجوال	اسم المنسق
 	التقديم لاعتماد الأنشطة/ البرامج	Coc...@...com	+966 55.....	تسنيم احمد السبير
 	التقديم لاعتماد الأنشطة/ البرامج تسجيل ساعات حضور الأنشطة والبرامج للممارسين الصحيين	coc...@...com	+966 55.....	بتول صالح التمله

حفظ واستمرار العودة إغلاق



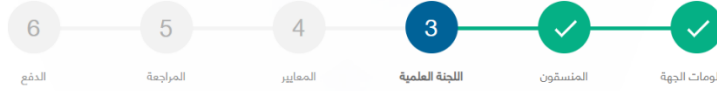
Third Step: Scientific Committee

Establishment manager must fill in the fields of Scientific Committee information in terms of:

- 1- Scientific Committee: filling in all fields related to Committee's name in Arabic and English, date of establishment, and number of members in a digital form
- 2- Scientific Committee Chair: must be a health practitioner; accordingly, the manager has to fill in occupational classification No.
 - a. Fill in Scientific Committee Chair personal information
- 3- Scientific Committee Secretary: should not be necessarily a health practitioner; accordingly, the manager is not required to fill in the field of occupational classification No.
 - a. Fill in Scientific Committee Secretary personal information



طلب اعتماد جهة تطوير مهني مستمر



معلومات اللجنة العلمية

اسم اللجنة العلمية الأولى*	<input type="text"/>
عدد أعضاء اللجنة*	<input type="text" value="30"/>
صورة من قرار تشكيل اللجنة*	<input type="button" value="رفع"/> <input type="button" value="إرفاق"/>
	<input type="button" value="صور من قرار تشكيل اللجنة"/>

معلومات رئيس اللجنة العلمية

الاسم بالعربي*	<input type="text"/>
الاسم بالإنجليزي*	<input type="text" value="Leannah Alsaber"/>
رقم الهوية/الإقامة*	<input type="text" value="10 8"/>
رقم التصنيف*	<input type="text" value="12 36"/>
رقم الجوال*	<input type="text" value="+966 53 18"/>
الجنسية*	<input type="text" value="المملكة العربية السعودية"/>
البريد الإلكتروني*	<input type="text" value="Cha...@i.com"/>

معلومات سكرتير اللجنة العلمية

الاسم بالعربي*	<input type="text"/>
الاسم بالإنجليزي*	<input type="text" value="Ebtisam Alshaiikh"/>
رقم الهوية/الإقامة*	<input type="text" value="10 3"/>
رقم التصنيف*	<input type="text" value="12F 45"/>
رقم الجوال*	<input type="text" value="+966 54 3"/>
الجنسية*	<input type="text" value="المملكة العربية السعودية"/>
البريد الإلكتروني*	<input type="text" value="Ebt...@nail.com"/>

حفظ واستمرار

العودة

إغلاق

After filing in the Scientific Committee information previously mentioned, establishment manager must click on **Save and continue** to move to



Fourth Step: Standards

There are twenty mandatory standards that must be applied and adhered to by the establishment manager in order to receive CPD establishment accreditation. These standards are divided into main and sub standards which must be completed by the manager sequentially, as the next standard will be only opened after the previous one is completed.

Standard 1: Eligibility Criteria (Mandatory standards)

Within this standard, there four criteria; three of which are verified in the previous steps, and the last one is verified by uploading training certificates. Two documents must be uploaded at the very least.

In the fourth standard

Upload at least two files and then click on upload to save the file



Standard 2: Disclosure and Professional Ethics Criteria

Within this standard, there are four different criteria that involve acknowledgements to be agreed by the establishment manager before completing other standards. All these different acknowledgments follow the same agreement mechanism.

الصفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 الدفع

5 المراجعة

4 المعايير

✓ اللجنة العلمية

✓ المنسقون

✓ الجهات

20/ 4

المعايير جميع المعايير إلزامية

4/ 4 ✓ (معايير الأهلية والقبول) (المعايير الإلزامية)

معايير الإفصاح والأخلاقيات المهنية

الالتزام بمعايير واشتراطات اللائحة التنظيمية للتطوير المهني المستمر

ليكمال المعيار اضغط على رابط

التعهد

التالي

الالتزام بما تنص عليه الوثيقة الأخلاقية لمقدمي أنشطة التطوير المهني المستمر

تعهد الإفصاح عن تضارب المصالح و الدعم التجاري

تعهد الالتزام بأحكام نموذج تفويض طرف آخر

معايير تنظيمية

معايير إدارة العملية التدريبية و ضمان الجودة

حفظ واستمرار العودة إغلاق

Establishment manager must click on acknowledgment link to receive a pop-up window with



Standard 3: Regulatory Criteria

Within this standard, there are seven different criteria concerning establishment vision and mission. These criteria must be filled in by the manager. As for the rest, they require uploading certain documents.

[الصفحة الرئيسية](#)

طلب اعتماد جهة تطوير مهني مستمر

6 الدفع 5 المراجعة 4 المعايير ✓ اللجنة العلمية ✓ المنسوقون ✓ الجهات

20/ 9 [جميع المعايير إلزامية](#)

4/ 4 ✓ (معايير الأهلية والقبول) (المعايير الإلزامية)

4/ 4 ✓ معايير الإفصاح والأخلاقيات المهنية

معايير تنظيمية

✓ وجود رؤية ورسالة مطابقة لمقدم أنشطة التطوير المهني المستمر

*الرؤية
كتابة الرؤية الخاصة بالجهة المقدمة على طلب الاعتماد

*الرسالة
كتابة الرسالة الخاصة بالجهة المقدمة على طلب الاعتماد

التالي

الهيئة التعليمية

الهيكل التنظيمي لإدارة التطوير المهني المستمر

السياسات الإجرائية والمتطلبات التشغيلية للإدارة العملية والتدريبية والتعليمية

وصف طريقة الإعلان عن أنشطة الجهة وآلية التسجيل وضبط تسجيل الحضور للمتدربين.

آلية الرصد والمراجعة الدورية

تحديد قنوات التواصل

معايير إدارة العملية التدريبية و ضمان الجودة

[حفظ واستمرار](#) [العودة](#) [إغلاق](#)



Standard 4: Training Process Management and Quality Assurance Criteria

Within this standard, there are five different criteria concerning certain documents that must be uploaded by the establishment manager.

While standards are being filled in, establishment manager will be updated about the number of the completed standards against standards total number. The manager will be also allowed to check the completion of main and such standards via a detailed icon.

الصفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 5 4 3 2 1

الدفع المراجعة المعايير اللجنة العلمية المنسقون الجهات

20/ 20

المعايير جميع المعايير إلزامية

4/ 4 ✓ (معايير الأهلية والقبول (المعايير الإلزامية

4/ 4 ✓ معايير الإفصاح والأخلاقيات المهنية

7/ 7 ✓ معايير تنظيمية

معايير إدارة العملية التدريسية و ضمان الجودة

✓ آلية تحديد الاحتياجات التدريبية للأنشطة التعليمية

✓ تقييم الأنشطة التعليمية

✓ توفير معلومات العملية التدريبية الكترونيا

✓ آلية اختيار المتحدثين في البرامج العلمية

✓ آلية تقييم المتحدثين

التالية

رفع إرفاق

وصف التاب

حفظ المعايير

حفظ واستمرار العودة إغلاق

Once all required documents are uploaded, establishment manager must

click on

Save standards

to save all standards in this step



Fifth Step: Review

This step involves reviewing all previous information that was filled in by the establishment manager. Review is conducted before the last process which involves filing the application and paying application examination fees.

Review of additional information

صفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 5 4 3 2 1

الدفع المراجعة المسارير اللجان العلمية المتخصصون معلومات الجهة

معلومات الجهة

المنطقة	اسم الجهة بالانجليزي	اسم الجهة بالعربي
التنطقة الشرقية	Prince Abdullah Hospital	مستشفى الأمير عبدالله بالمخيف الشرقي
تصنيف الجهة	نوع الجهة	الجهة
مستشفى	حكومي	العلم
البريد الإلكتروني	رقم الهاتف	نوع الخدمة
Pin: [redacted].om	+966 [redacted]	أشعة تحت الحمراء أشعة نظير الكتري

معلومات مدير الجهة

رقم الهوية/الرقم	رقم التسجيل والتصنيف المهني	اسم مدير الجهة
10 [redacted] 33	041 [redacted] 344	ليلى أحمد السبر
	البريد الإلكتروني	الرقم
	lbaac [redacted] n.sa	الهاتف العربية السعودية

المتخصصون

الاصناف	البريد الإلكتروني	رقم الجوال	اسم الحاصل
التقديم اعتماد الأنشطة البرامج	Coor [redacted] gmail.com	+966 55 [redacted]	تسليم احمد السبر
التقديم اعتماد الأنشطة البرامج تسجيل ساعات حضور الأنشطة وبرنامج تدريجين المحترفين	coorc [redacted] l.com	+966 55 [redacted]	رائد صالح المشاء

اللجنة العلمية

معلومات اللجنة العلمية

عدد أعضاء اللجنة	تاريخ إنشاء اللجنة	اسم اللجنة
30	11/17/19	اللجنة العلمية للأولى
		مكونة من ثمان أعضاء اللجنة
		تتميزون بخبرتهم في المجال

معلومات رئيس اللجنة العلمية

رقم الهوية/الرقم	اسم بالانجليزي	اسم بالعربي
10 [redacted] 58	Lenrah Alaber	ليلى السبر
رقم الجوال	التصنيف	رقم التصنيف
+966 53 [redacted]	الهاتف العربية السعودية	12 [redacted]
		البريد الإلكتروني
		Ona [redacted] .com

معلومات سكرتير اللجنة العلمية

اسم بالانجليزي	اسم بالعربي
Ebfsem Alshakhi	عبدالله الشاخي
رقم التصنيف	رقم التصنيف
12Fi [redacted]	12Fi [redacted]
البريد الإلكتروني	البريد الإلكتروني
Ebfstr [redacted] .om	Ebfstr [redacted] .om

المعايير

(معايير الأهلية والقبول (المعايير الإلزامية

وجود تخصص رسمي صادر من الجهة المختصة ساري المفعول حسب مجال التخصص

تم التحقق من رقم وزارة الداخلية بنجاح

التالي

أن يكون المسؤول عن إدارة التطوير المهني المستمر في الجهة معتمداً مديراً

اللجنة العلمية

إدارة إدارة مهنيي التطوير المهني المستمر البرنامج التدريبي الخاص يوم والمشارك من الهيئة السعودية للتخصصات الصحية

معايير الإفصاح والأخلاقيات المهنية

معايير تنظيمية

معايير إدارة العملية التدريبية و ضمان الجودة

إرسال الطلب العودة إتفاق

Once review is completed, establishment manager has to send the application by clicking on **Send the application** and a pop-up window will appear confirming that the application has been sent.



عزيزي مقدم الطلب
لن تتمكن من تعديل الطلب بعد تسليمه. هل أنت متأكد من رغبتك في تسليم الطلب؟

لا

نعم



By clicking on “Yes”, establishment manager will be redirected to the last step which involves paying the required fees in order to send the application to the Saudi Commission for Health Specialists (SCFHS) to examine the accreditation application.

Step 6: Payment

الصفحة الرئيسية

طلب اعتماد جهة تطوير مهني مستمر

6 الدفع

المراجعة

المعايير

اللجنة العلمية

المنسقون

معلومات الجهة

الدفع

عزيزي المستخدم
ليكمال عملية ارسال الطلب يجب عليك سداد المقابل المالي لدراسة الطلب ومن دون سداه لن يعتبر الطلب مكتملا ولن يستطيع الموظف المختص من الإطلاع عليه.

المبلغ الإجمالي
5000 ريال

طريقة الدفع

سداد

إكمال عملية الدفع

إغلاق

Upon completion of payment process, a receipt will be issued.



Upon completion of payment process, the CPD manager will be directed to the payment page to process the receipt.

The screenshot displays the 'صفحة الرئيسية' (Home Page) of the CPD platform. At the top, there is a progress bar for 'طلب اعتماد جهة تطوير مهني مستمر' (Request for Continuous Professional Development Accreditation). The progress bar consists of six steps: 'الدفع' (Payment), 'المراجعة' (Review), 'المعايير' (Standards), 'اللجنة العلمية' (Scientific Committee), 'المنسقون' (Coordinators), and 'معلومات الجهة' (Institution Information). The 'الدفع' step is highlighted with a blue circle containing the number '6', and a large green checkmark is centered below it. Below the progress bar, there is a section titled 'معلومات الدفع' (Payment Information) with the following details: 'يجب السداد قبل 02/18/2020' (Payment due before 02/18/2020), 'رمز المفوتر 085' (Invoice code 085), 'رقم فاتورة سداد 000624759486571' (Invoice number 000624759486571), and 'المبلغ المطلوب 5000 ريال' (Required amount 5000 Riyal). A button labeled 'إغلاق' (Close) is located at the bottom center.

Upon completing the application and before completing the payment process, the system will label application status as "Pending Payment". The payment term is 30 days and, if not paid within this term, the system will cancel the application.

The screenshot shows the 'انتظار الدفع' (Pending Payment) status page. At the top, there is a progress bar for 'طلب اعتماد جهة تطوير مهني مستمر' (Request for Continuous Professional Development Accreditation) from 'مستشفى الامير عبدالله بالمنطقة الشرقية' (Prince Abdullah Hospital, Eastern Region). The progress bar consists of five steps: 'جديدة' (New), 'المقابل المالي للطلب' (Financial counterpart for the request), 'تحت المراجعة' (Under review), 'المقابل المالي للإعتماد' (Financial counterpart for accreditation), and 'تم الإعتماد' (Accreditation completed). The 'المقابل المالي للطلب' step is highlighted with a blue circle, and a large green checkmark is centered below it. A button labeled 'المقابل المالي للطلب' (Financial counterpart for the request) is located at the bottom center, with a hand cursor pointing to it.



Filing CPD Establishment Accreditation Application for E-Learning

Once establishment manager is registered and verified, he/she can log in the platform. The first page that will appear is the Term and Conditions Page. The manager must click on “Create new accreditation”

In order to be redirected to the Page of Filing CPD Establishment Accreditation Application.

Home Invoices list

General terms and conditions

I acknowledge and pledge the following

1. I acknowledge that I am responsible for submitting a completed application to the Saudi Commission for Health Specialties, after reviewing all the regulations of the Saudi Authority for Health Specialties, knowing that the systems and regulations for professional development and their requirements are announced on the website of the authority.
2. I certify that I am aware that acceptance of my application with the Saudi Commission for Health Specialties will be after attaching all the documents requested by the authority, and that the authority - as it sees it after reviewing my request - has the right to request any additional documents.
3. I pledge to provide any document required by the Saudi Commission for Health Specialties for the purpose of completing my submitted application and the authority has the right to take what it deems appropriate about my request in the event that the required document (s) are not provided within the specified period.
4. I certify that the scientific certificate in the health specialization and all the information and documents delivered to the Saudi Commission for Health Specialties are true and identical to their original, and that the scientific certificate / certificate obtained by it are from an educational institution / scientific or professional body that is fully recognized and valid and not forged in any way.
5. I certify that I bear full responsibility if it becomes clear otherwise, including rejecting my request with the Commission and taking all legal measures in accordance with the regulations in force in the Authority and the Kingdom.
6. I authorize the Saudi Commission for Health Specialties or whoever it authorizes to verify the information and documents attached to my request and any relevant information or documents.
7. I authorize the educational institution / scientific or professional body in which it has studied or its reference authorities to provide the Saudi Commission for Health Specialties or whoever authorizes it with the information it wishes. I acknowledge that all persons or entities requesting or using this information are free of any legal liability that may arise from that.
8. I agree to pay the application processing fee which is non-refundable as per the regulations.
9. I pledge and acknowledge that I am fully responsible for my account on the website of the Saudi Commission for Health Specialties, and I acknowledge that no one other than me has access to it.
10. I acknowledge that the e-mail address and mobile phone number entered in my account with the Saudi Commission for Health Specialties represents my private contact information, which I constantly consult. The Authority does not bear any responsibility if I am not informed in time of the messages sent through these channels.
11. I pledge to update all data related to the record of this service with you, such as e-mail and mobile phone number, as soon as any change has occurred to ensure the arrival of requests, messages and inquiries of the Saudi Commission for Health Specialties, and I bear responsibility for that, as I bear the full consequences and consequences of not doing so, and the authority is entitled to take What you deem appropriate in the event of my failure to do so.
12. I acknowledge my knowledge and knowledge of the regulations and instructions governing health practice in the Kingdom, such as the system for the practice of health professions and the regulations of the Saudi Commission for Health Specialties related to registration, occupational classification and other relevant legislative systems.
13. I declare that in the event of the difference between the Arabic and English text in this declaration, it works with the Arabic text and adopts a basic text.
14. I know with full knowledge that if any of the previous undertakings are not valid, or do not abide by what they promised, or if I hide any information that I pledged to disclose, or if I try to influence the Authority's employees or threaten them to obtain an illegal matter, it will apply to my right it is stipulated by the regulations in the Kingdom such as the anti-bribery system and the penal system for counterfeiting crimes and other regulations and instructions.

By creating an accreditation request I agree and accept the above terms and conditions

Create New Accreditation

The Terms and Conditions Page will appear only once before application creation and will not appear again.



The process of application filing involves six steps that must be completed by establishment manager before filing accreditation application.

First step: Establishment Information

If the establishment manager is located inside Saudi Arabia, he/she will be asked to select the sector affiliated to

3- Public

4- Private

And if he/she:

1- Primary Provider

2- Secondary provider

Public: the establishment will be verified by Ministry of Interior No

Home Invoices list

New Accreditation Request to CPD Provider

1 2 3 4 5 6

Facility Coordinators Scientific Committee Criteria Review Payment

Provider Information

Provider Sector

Government Private

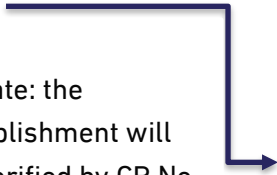
Primary Provider Secondary Provider

MOI Number @*

Close Verify



Private: the establishment will be verified by CR No



Home Invoices list

New Accreditation Request to CPD Provider

- 1 Facility
- 2 Coordinators
- 3 Scientific Committee
- 4 Criteria
- 5 Review
- 6 Payment

Provider Information

Provider Sector
 Government Private

Primary Provider Secondary Provider

Commercial Register Number *

CR Expiry Date *



As for establishment information such as its name, it will be verified by Ministry of Interior No or CR No conducted in the previous verification. Establishment manager must fill in the rest of the information such as:

- 6- Establishment area and type in terms of parent or branch establishment
- 7- Parent establishment name if the registered establishment is branch
- 8- Fill in activity type information
- 9- Fill in establishment contact information
- 10- Select “E-Learning Website” in Provider Classification field
- 11- Select Yes or No for “Do you have an eLearning Platform License from NELC.gov.sa?” field
- 12- Click on “Save & Continue” to move to the next step

New Accreditation Request to CPD Provider

1 Facility | 2 eLearning Platform Information | 3 Coordinators | 4 Scientific Committee | 5 Criteria | 6 Review | 7 Payment

Provider Information

Provider Name in Arabic* مستشفى الذرج

Provider Name in English* Hospital

Certificate Name مستشفى الذرج

Region* Makkah

City* MAKKAH

Provider Classification* E-Learning Website

Mobile No.* +966 540 1

Email Address* te@.com

Website (Optional)

Do you have an eLearning Platform License from NELC.gov.sa?

Yes No

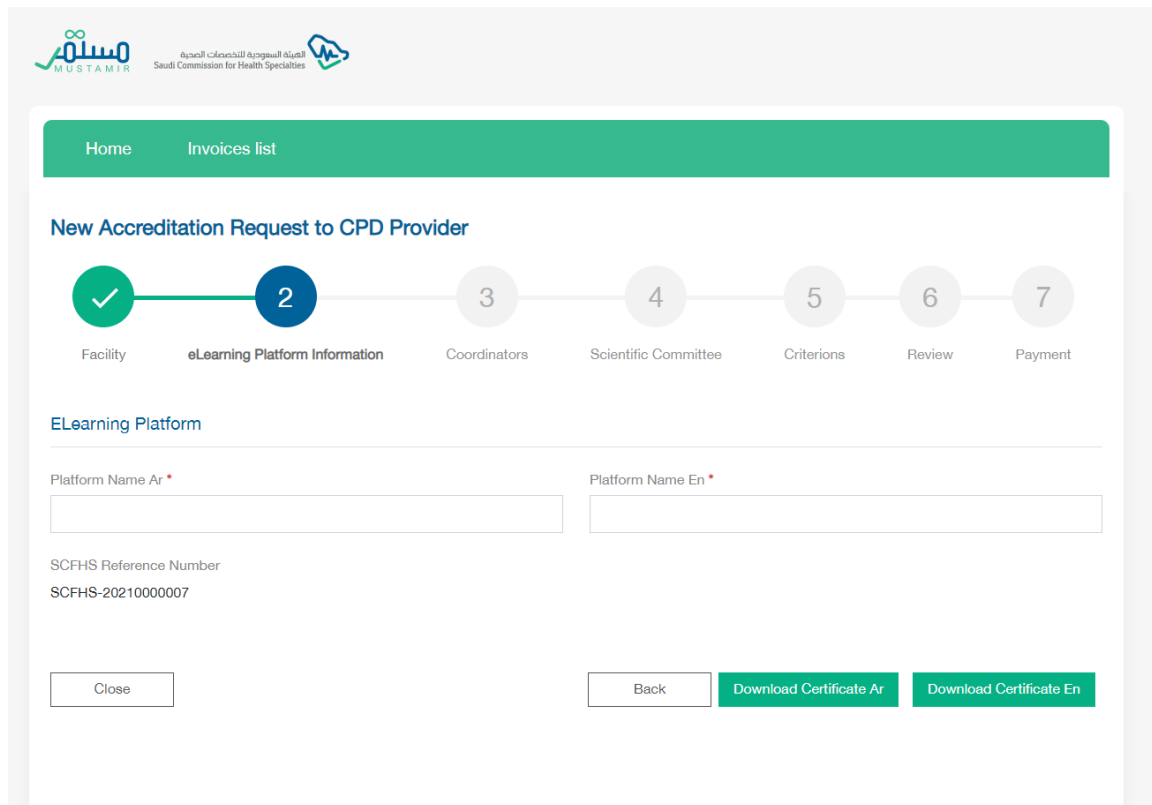
Close Back Save & Continue

Second Step: E-Learning platform Information

In this step you have to:



- 1- write the platform name in Arabic & English,
- 2- click on Download Certificate button (there are 2 buttons for both languages)
- 3- Certificate will be downloaded in your machine
- 4- You have to enter the "NELC Certificate Number" and attach the required document
- 5- Fill all mandatory fields related to eLearning platform
- 6- Click "Save & Continue" button



Home Invoices list

New Accreditation Request to CPD Provider

Progress bar: 1. Facility (checked), 2. eLearning Platform Information (current), 3. Coordinators, 4. Scientific Committee, 5. Criteria, 6. Review, 7. Payment

eLearning Platform

Platform Name Ar *

Platform Name En *

SCFHS Reference Number
SCFHS-2021000007

Buttons: Close, Back, Download Certificate Ar, Download Certificate En





National eLearning Center,

Please note that the mentioned provider requested to be accredited Electronic CPD Provider in Saudi Commission for Healthcare Specialties on 17/10/2021 AD corresponding to 11/03/1443 H.

Therefore, based on the second condition of the Memorandum of Cooperation signed on 12/01/2021AD corresponding 25/06/1442H between the Saudi Commission for Healthcare Specialties and the National eLearning Center, the institution would like to obtain a license from your end for its electronic platform according to the following information:

Provider Information

Provider Directors Name	Hospital
SCFHS Reference ID	01.....7
Provider Directors ID (NIN/Iqama)	1.....
Provider Name	ساره العتي حمد محمد
Provider ID (MOV/CR/SCFHS 900)	7.....
Region – City	Makkah-MAKKAH
Platform Name	منصة التعليم الالكتروني 1

ID SCFHS-2021000007

Link <http://10.33.191.56:8067//account/view-elearning/316>



Home Invoices list

New Accreditation Request to CPD Provider

1 Facility 2 **eLearning Platform Information** 3 Coordinators 4 Scientific Committee 5 Criteria 6 Review 7 Payment

eLearning Platform

Platform Name Ar * منصة التعليم الإلكتروني 1

Platform Name En * eLearning platform

SCFHS Reference Number SCFHS-2021000007

Download Certificate Ar

Download Certificate En

NELC Certificate Number 12121212

NELC Certificate Number

NELC Certificate Number

Attach

Close

Back

Save & Continue

Fill the information for NELC and upload the document

For support and inquiry : Mustamir_Support@elm.sa 920011349

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Developed And Operated By

Attach

Platform Certificate Display Name *

Goals *

Save

Is the platform available as an App?

Android iOS

App URL

What tools are used to manage content in the eLearning Platform?*

Content Creation Tool Live Broadcast Management System Resources Library

Platform Description *

Close

Back

Save & Continue

Please select if the platform available as application

eLearning Platform URL *

eLearning Platform Access*

User name *

Password *

Fill the information to access the platform

Once you fill all required fields, click on Save & Continue button



Third Step: Coordinators

In this step, manager will be asked to add information of the coordinators affiliated to the establishment by clicking on “CPD Coordinator Addition”

The screenshot shows the MUSTAMIR web application interface. At the top, there is a navigation bar with 'Home' and 'Invoices list'. Below it, a section titled 'New Accreditation Request to CPD Provider' features a progress bar with seven steps: Facility, eLearning Platform Information, Coordinators (highlighted with a blue circle and the number 3), Scientific Committee, Criteria, Review, and Payment. Below the progress bar, there is a 'Coordinator List' section with a 'CPD Coordinator Addition' button highlighted by a mouse cursor. At the bottom of the page, there are 'Close', 'Back', and 'Save & Continue' buttons.

a pup-up window will appear asking for coordinator’s information to be verified via the National Information Center.

The screenshot shows a pop-up window titled 'CPD Coordinator Addition'. The window contains a form for 'Individual Verification'. The form has three main sections: 'Identity Type' with a dropdown menu showing 'Select Id Type', 'Identity/Iqamah Number' with a text input field, and 'Date of birth' with a date picker showing 'YYYY-MM-DD'. At the bottom of the form, there are 'Cancel' and 'Verify' buttons. A mouse cursor is pointing at the 'Verify' button.

Once verification is made via the National Information Center, coordinator’s information will be restored.

Establishment manager must fill in the information of the added coordinator

3- Contact information

4- Powers: one or more powers can be selected for each coordinator



CPD Coordinator Addition

Coordinator Information

Name (Ar)	Name (En)	Date of Birth
بندر محمد الجهني	Q Q Q	10/12/1404

Nationality
Saudi Arabia

Communication Information

Mobile Number * Email Address *

+966 5xxxxxxxx

Permissions



Apply for eLearning Activities / Programs Accreditations

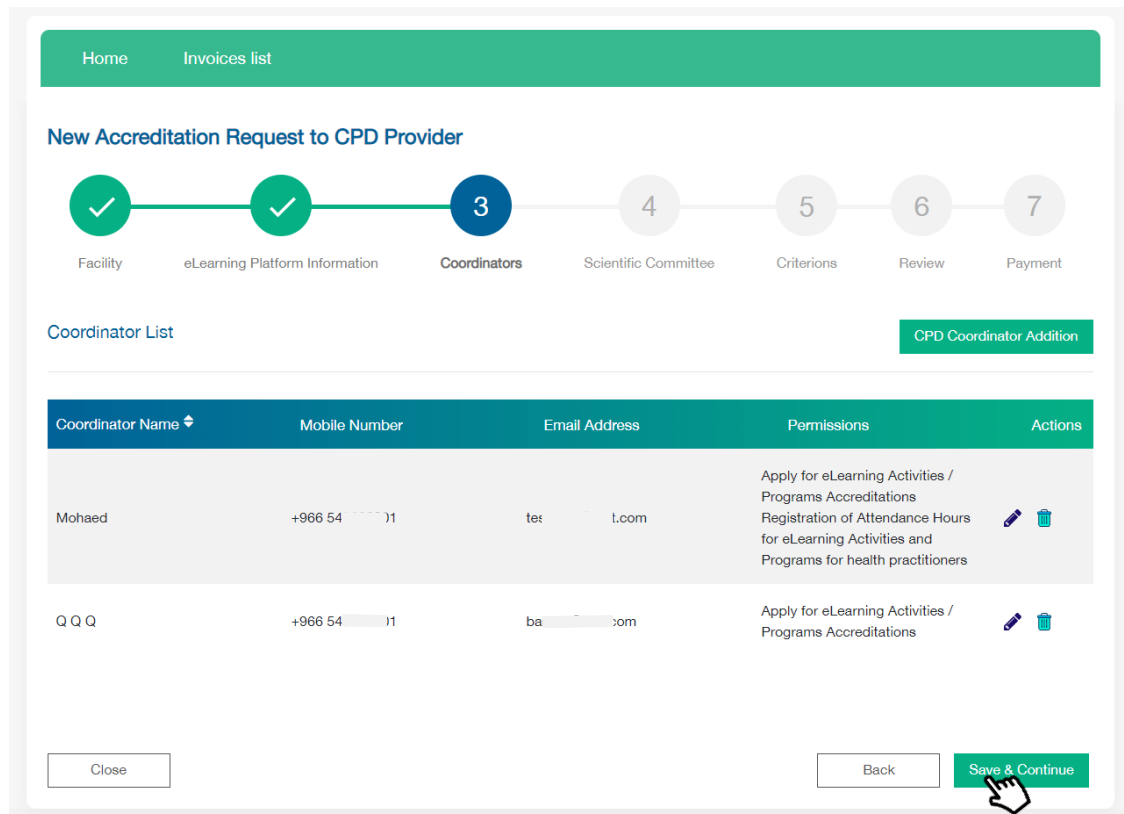
Registration of Attendance Hours for eLearning Activities and Programs for health practitioners

[Back](#) [Register](#)



After adding one or more coordinators, establishment manager can:

- 5- Delete a coordinator by clicking on “delete” icon 
- 6- Amend coordinator data by clicking on amendment icon 
- 7- Continue adding more coordinators
- 8- Clicking on “Save & Continue” to move to next step







Home Invoices list

New Accreditation Request to CPD Provider

1 2 3 4 5 6 7

Facility eLearning Platform Information **Coordinators** Scientific Committee Criterions Review Payment

Coordinator List [CPD Coordinator Addition](#)

Coordinator Name	Mobile Number	Email Address	Permissions	Actions
Mohaed	+966 54 1111111111	tes@t.com	Apply for eLearning Activities / Programs Accreditations Registration of Attendance Hours for eLearning Activities and Programs for health practitioners	 
Q Q Q	+966 54 1111111111	ba@.com	Apply for eLearning Activities / Programs Accreditations	 

Close Back **Save & Continue**



Forth Step: Scientific Committee

Establishment manager must fill in the fields of Scientific Committee information in terms of:

- 4- Scientific Committee: filling in all fields related to Committee's name in Arabic and English, date of establishment, and number of members in a digital form
- 5- Scientific Committee Chair: must be a health practitioner; accordingly, the manager has to fill in occupational classification No.
 - a. Fill in Scientific Committee Chair personal information
- 6- Scientific Committee Secretary: should not be necessarily a health practitioner; accordingly, the manager is not required to fill in the field of occupational classification No.
 - a. Fill in Scientific Committee Secretary personal information

The screenshot shows a web interface for a 'New Accreditation Request to CPD Provider'. At the top, there is a navigation bar with 'Home' and 'Invoices list'. Below it, a progress indicator shows seven steps: Facility, eLearning Platform Information, Coordinators, Scientific Committee (current step, highlighted with a blue circle and the number 4), Criteria, Review, and Payment. The 'Scientific Committee Information' section contains the following fields:

- Committee Name* (text input)
- Date of setting up the committee* (calendar icon, format DD/MM/YYYY)
- Committee Members No* (text input)
- A copy of the decision to form the committee* (Attach button with a document icon)

The 'Chairman of Scientific Committee Information' section contains:

- Classification & registration No* (text input)
- Verify button (green)

The 'Secretary of the Committee Information' section contains:

- Arabic Name* (text input)
- English Name* (text input)



DD/MM/YYYY

Committee Members No*

A copy of the decision to form the committee*

Attach

Chairman of Scientific Committee Information

Classification & registration No *

Verify

Secretary of the Committee Information

Arabic Name*

English Name*

Identity/Iqamah Number*

Classification Number

Nationality*

Select country

Mobile Number *

+966 5xxxxxxxx

Email Address *

Close

Back

Save & Continue

After filing in the Scientific Committee information previously mentioned, establishment manager must click on “Save & Continue” to move to the next

Fifth Step: Standards

There are twenty mandatory standards that must be applied and adhered to by the establishment manager in order to receive CPD establishment accreditation. These standards are divided into main and sub standards which must be completed by the manager sequentially, as the next standard will be only opened after the previous one is completed.

Standard 1: Eligibility Criteria (Mandatory standards)

Within this standard, there four criteria; three of which are verified in the previous steps, and the last one is verified by uploading training certificates. Two documents must be uploaded at the very least.

Standard 2: Disclosure and Professional Ethics Criteria

Within this standard, there are four different criteria that involve acknowledgements to be agreed by the establishment manager before completing other standards. All these different acknowledgments follow the same agreement mechanism.

Standard 3: Regulatory Criteria



Within this standard, there are seven different criteria concerning establishment vision and mission. These criteria must be filled in by the manager. As for the rest, they require uploading certain documents.

Standard 4: Training Process Management and Quality Assurance Criteria

Within this standard, there are five different criteria concerning certain documents that must be uploaded by the establishment manager.



While standards are being filled in, establishment manager will be updated about the number of the completed standards against standards total number. The manager will be also allowed to check the completion of main and such standards via a detailed icon.

Home Invoices list

New Accreditation Request to CPD Provider

Progress: Facility ✓ eLearning Platform Information ✓ Coordinators ✓ Scientific Committee ✓ **Criteria 5** Review 6 Payment 7

Standards *All criteria are mandatory* 20 /20

- Eligibility and Acceptance standards (Mandatory Standards) ✓ 4 /4
- Disclosure and professional ethical standards ✓ 4 /4
- Regulatory Standards ✓ 7 /7
- Training process management and quality assurance standards ✓ 5 /5

Defining the training needs mechanism for educational activities. ✓

Provide a mechanism of training needs assessment for educational activities and programs to be up to date, evidence based with defined objectives.*

[Mechanism for identifying training needs for educational activities](#)

Attach

Next

- Evaluate educational activities ✓
- Provide the training process information Electronically. ✓
- mechanism for Selection of the scientific programs faculties ✓
- Faculties /Speakers evaluation mechanism ✓

Save Criteria

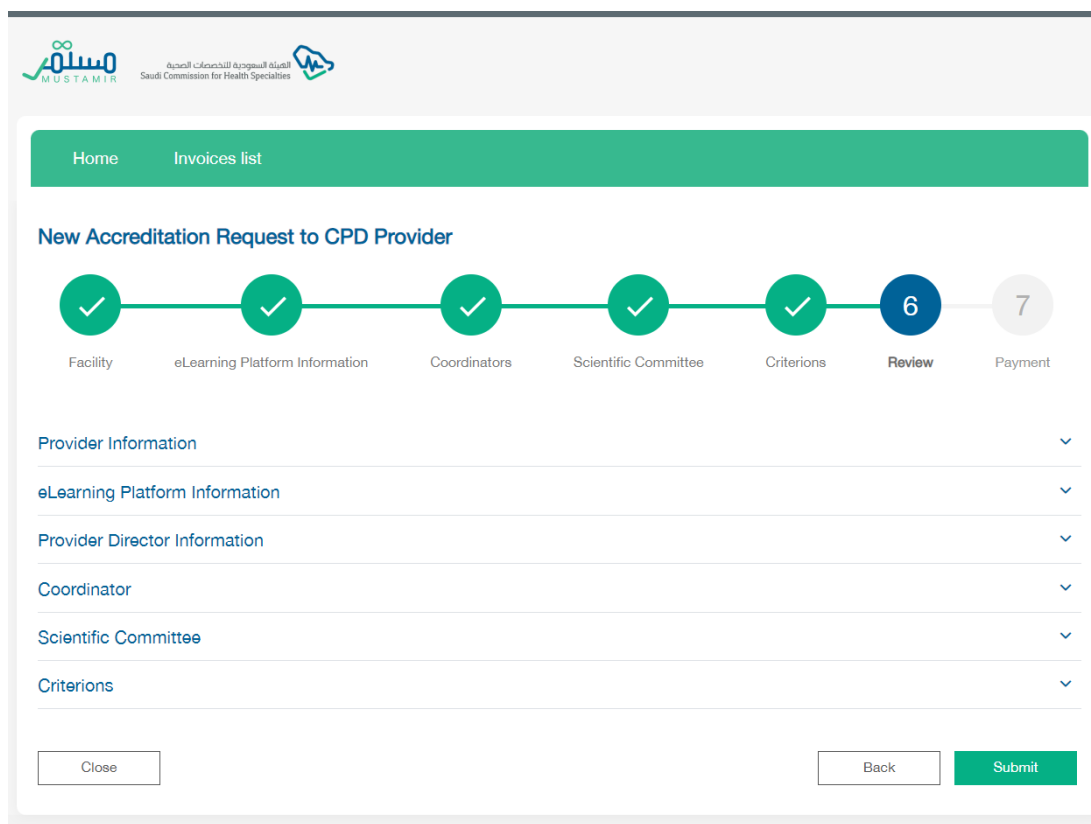
Close Back Save & Continue

Once all required documents are uploaded, establishment manager must click on “Save & Continue” to save all standards in this step



Sixth Step: Review

This step involves reviewing all previous information that was filled in by the establishment manager. Review is conducted before the last process which involves filing the application and paying application examination fees.



The screenshot displays the user interface for a 'New Accreditation Request to CPD Provider'. At the top, there is a navigation bar with 'Home' and 'Invoices list' options. Below this, a progress indicator shows seven steps: Facility, eLearning Platform Information, Coordinators, Scientific Committee, Criteria, **Review** (the current step), and Payment. Each step is represented by a circle with a checkmark, except for 'Review' which is a blue circle with the number '6' and 'Payment' which is a grey circle with the number '7'. Below the progress indicator, there are several expandable sections: 'Provider Information', 'eLearning Platform Information', 'Provider Director Information', 'Coordinator', 'Scientific Committee', and 'Criteria'. At the bottom of the interface, there are three buttons: 'Close', 'Back', and 'Submit'.



Provider Information

eLearning Platform Information

Platform Name Ar منصة التعليم الإلكتروني 1	Platform Name En eLearning platform	Platform Certificate Display Name منصة التعليم الإلكتروني 1
Goals goals	Is the platform available as an App?	eLearning Platform URL www.platforminkTest.com
App URL www.appURLTest.com	eLearning Platform Access User name: username_jos11 Password: password12	What tools are used to manage content in the eLearning Platform? Content Creation Tool Resources Library Live Broadcast Management System
Platform Description test		

Provider Director Information

Coordinator

Scientific Committee

Criteria

Close Back Submit

Once review is completed, establishment manager has to send the application by clicking on “Submit” and a pup-up window will appear confirming that the application has been sent.

Confirm Request Submission

Dear Applicant
You will not be able to edit the request after submitting it. Are you sure you want to submit the request?
Please select payment method

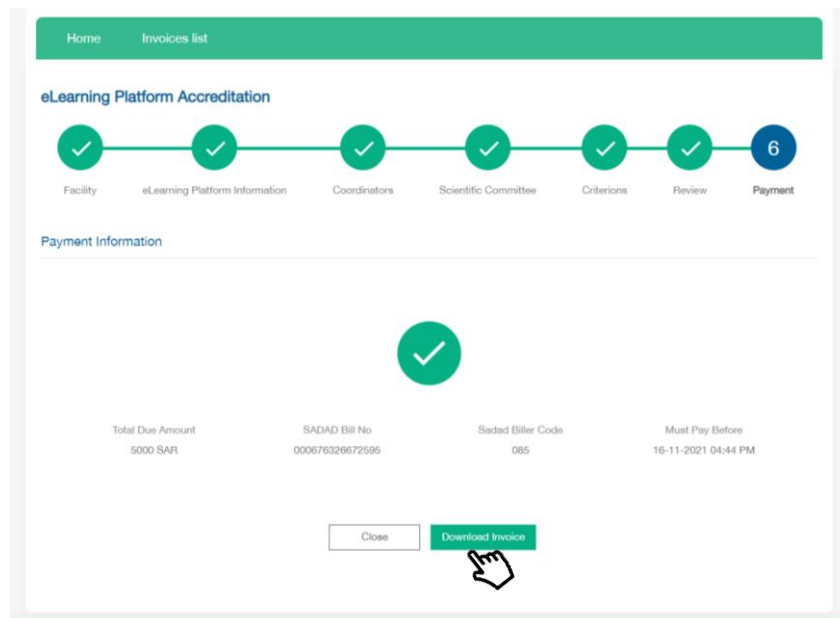
سداد
Pay By Sadaad

Yes No

By clicking on Yes, establishment manager will be redirected to the last step which involves paying the required fees in order to send the application to the Saudi Commission for Health Specialists (SCFHS) to examine the accreditation application.



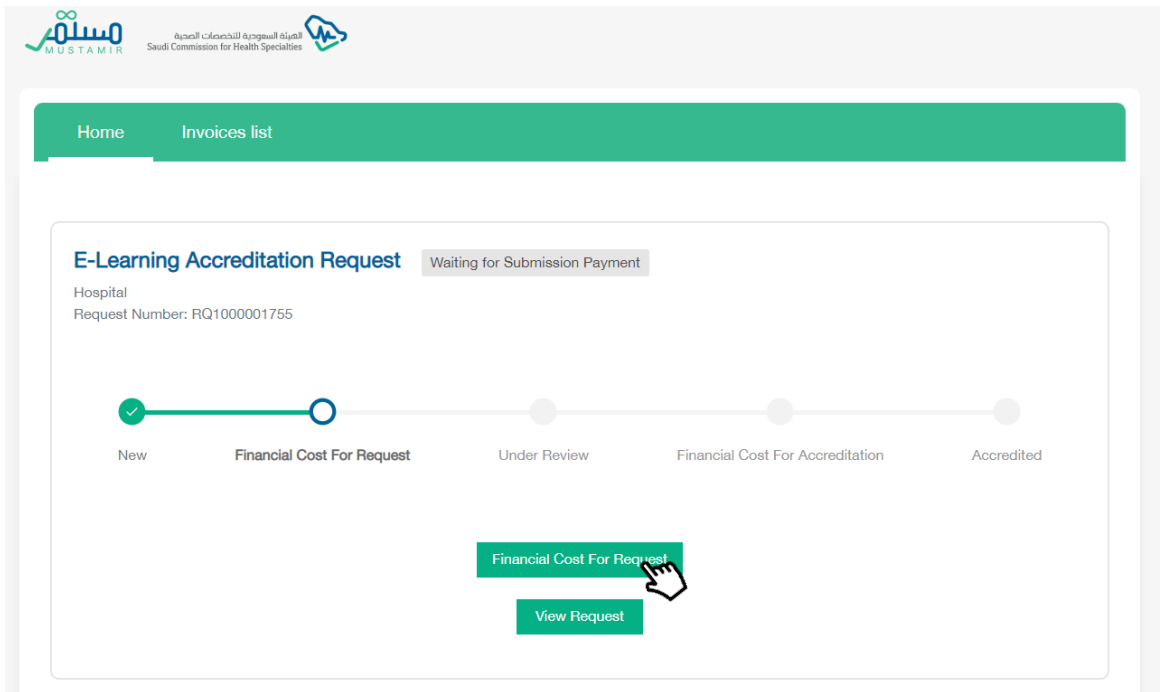
Seventh Step: Payment



Upon completion of payment process,
a receipt will be issued.

Upon completing the application and before completing the payment process, the system will label application status as "Pending Payment". The payment term is 30 days and, if not paid within this term, the system will cancel the application.





Upon completing the application and before completing the payment process, the system will label application status as "Pending Payment". The payment term is 30 days and, if not paid within this term, the system will cancel the application.

Application lifecycle will be shown in the main page and CPD manager will be able to follow-up application as all stages of reviewing application by SCFHS's employees will be listed as "under revision". In the left corner, application status will appear in case of return, cancellation, rejection, ...etc.



انتظار المراجعة

طلب اعتماد جهة تطوير مهني مستمر
مستشفى الامير عبدالله بالمنطقة الشرقية

تم الإعتماد المقابل المالي للإعتماد تحت المراجعة المقابل المالي للطلب جديدة

تفاصيل اعتماد الجهة

معلومات الجهة

معلومات مدير الجهة

المنسقون

اللجنة العلمية

المعايير

CPD establishment manager will be able to follow-up application and find details of establishment accreditation application through information shown in the main page.

Returned to Client

In case of returning application by specialist to CPD establishment manager, status will appear to CPD manager who will also be able to edit application in accordance with the specialist observations by clicking [View Application](#) to continue.



الرئيسية ادارة المنشآت ادارة الأنشطة ادارة المؤتمرات

طلب إعتاماد جهة **معاد للعميل**
مستشفى خالد للعيون

تم الإعتاماد المقابل المالي للإعتاماد **تحت المراجعة** المقابل المالي للطلب طلب جديد

أسباب الإعادة
الرجاء اعادة رفع الترخيص التجاري ورفع ملف تجاوز الاختبار واثبات صك الاعسار

عرض الطلب

After returning an application, CPD establishment manager will be able to review the application and edit only the

Accreditation Fees

After the executive manager accepts the application, a **Accreditation Fees Payment** button will enable CPD establishment manager to complete payment process of accreditation fees.

Accredited

Upon payment of accreditation fees, CPD establishment manager will be able to download certificate.





After clicking the download certificate button, a pop-up window will appear to the CPD establishment manager to enable him to select the certificate's language, either Arabic or English, and then clicking [Download](#) to download certificate.

Cancelled

An application is under "cancelled" status in three cases and the CPD establishment manager will be able to refile the application:

1. Expiration of payment term identified to pay application revision fees, which is 30 days.
2. Expiration of payment term identified to pay accreditation fees, which is 30 days.
3. Expiration of application lifecycle, which is 90 days.



Declined

Declined applications can be refiled again by the CPD establishment manager after a year is passed from filing the previous application.

The screenshot displays the CPD Platform interface for a declined application. The top navigation bar includes 'الرئيسية' (Home), 'ادارة المنشآت' (Facility Management), 'ادارة الأنشطة' (Activity Management), and 'ادارة المؤتمرات' (Conference Management). The main content area is titled 'طلب اعتماد جهة' (Request for Accreditation) for 'مستشفى خالد للعيون' (Khalid Eye Hospital), with a status of 'مرفوض' (Declined). A progress bar shows five stages: 'تم الاعتماد' (Accredited), 'المقابل المالي للإعتماد' (Financial counterpart for accreditation), 'تحت المراجعة' (Under review), 'المقابل المالي للطلب' (Financial counterpart for the request), and 'طلب جديد' (New request). The 'تحت المراجعة' stage is marked with a red 'X', indicating the application is declined. Below the progress bar, the reason for refusal is listed as 'الترخيص التجاري منتهي الصلاحية' (Commercial license expired). A green button labeled 'عرض الطلب' (View request) is highlighted with a hand cursor. Other elements include 'أسباب الرفض' (Reasons for refusal) and 'قرار الرفض' (Refusal decision).

Upon completion of an application, CPD establishment manager will be able to review the application status, stage and applicant details.

Provider Reaccreditation Process

six months before provider accreditation expire; there will be a message to remind the user to reapply for accreditation, and 'Accreditation renewal' button will show.

In case the accreditation expired, the provider and the coordinators will not be able to apply for any kind of activity or program through Mustamir



E-Learning Accreditation Request Accredited

elearning bugs
 Request Number: RQ1000012493
 Accreditation Number: AC10000085
 Expiration Date: 28/09/2022
 Cycle Number: 1

New Financial Cost For Request Under Review Financial Cost For Accreditation Accredited

Arabic Certificate English Certificate Update Provider information Accreditation Renewal

You Accreditation is expiring soon, Please submit a Reaccreditation Request

View Request

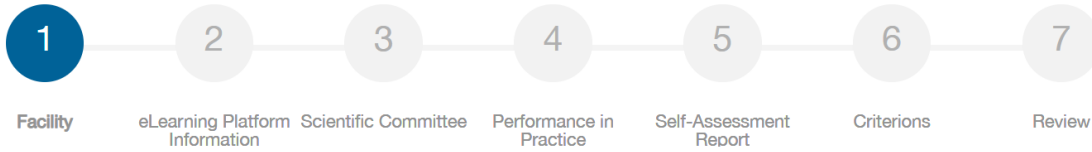
Accreditation renewal contains 6 steps (or 7 steps for E-learning accreditation) that need to be filled/reviewed before submitting the renewal request.

Step 1: Facility

All the information submitted for the original accreditation will be fetched and displayed for the provider director, and must be reviewed and edited if needed, provider must upload provider director acknowledgment pledge after signing it, then click save and continue for the next step.



Provider Reaccreditation



Provider Reaccreditation

Provider Information

Provider Information

Provider Name in Arabic*

Provider Name in English*

Country*

City*

Provider Classification *

Mobile No. *

Email Address *

Website (Optional)

This field is required.

Provider Director Acknowledgment and Pledge*

Download

Attach



Chairman of Scientific Committee Information

Classification & registration No *

Verify

Then review or edit the secretary information:

Secretary of the Committee Information

Arabic Name*

English Name*

Identity/Iqamah Number*

Classification Number

Nationality*

Aland Islands

Mobile Number *

+966 5xxxxxxxx

Email Address *

This field is required.

There must be at least two committee members added:

Committee Members Information

Arabic Name *

English Name *

Identity/Iqamah Number*

Classification Number

Nationality*

Select country

Mobile Number *

+966 5xxxxxxxx

Speciality

Email Address *

Save



Step 3: Performance in practice

In this step, if there is any activity in the table, click on view/edit and fill the needed information, then click 'Upload report', in case there is no one, then the request will be returned to you from the specialist with some activities in 'performance in practice'

Provider Reaccreditation

Facility eLearning Platform Information Scientific Committee **Performance in Practice** Self-Assessment Report Criteria Review

Performance in Practice

Accreditation Number	Provider Accreditation Period
AC10000085	08/06/2022 - 28/09/2022
Accreditation Cycle	Provider Location
1	مدينة

After submitting the Provider Accreditation Renewal Request to SCFHS, the CPD specialist will return the request to you with selected Activities for (performance in-practice report)

In case report is filled correctly, there will be a green check mark next to the activity.

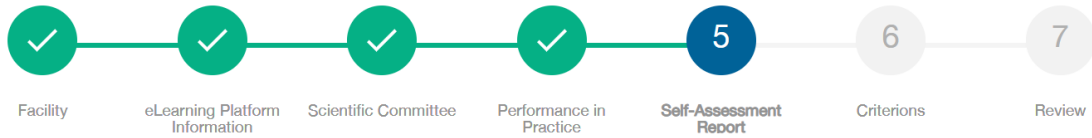
All the activities should be viewed and edited, then click on save and continue to go to the next step.

Step 4: Self-Assessment report

In this step, all the activities submitted during the previews accreditation period will show



Provider Reaccreditation



Accreditation Number
AC10000085

Provider Accreditation Period
08/06/2022 - 28/09/2022

Accreditation Cycle
1

Provider Location
مدينة

History of CPD

Provider Type
Outside KSA

Number and Type of CPD activities and programs accredited and specialties covered

Total Number of CPD Activities
1

Total Number of SPP Activities
0

Specialties Covered in CPD Activities
Advanced General Dentistry

Specialties Covered in SPP Activities

Type and Number of CPD Activities Conducted

Type	Count
Elearning	1

Type and Number of CPD Activities Requested

Type	Count
Elearning	1

Target Audience

Number of health practitioners who have attended CPD activities
0

Number of health practitioners who have attended specialized professional programs
0

In the last two questions, strengths and challenges must be mentioned in order to go to the next step.

'Download' button can be used to generate a pdf report of the self-assessment fields.



Educational delivery methods used (onsite, online)

Number of Education Delivery Methods for Activities

Type	Count
Web-based/live transmission	0
Group learning and interactive	0
Mix	0

Please describe the three greatest strengths of your organization's CPD program: *

Save

Please describe the three greatest challenges to educational planning your organization has experienced during the past three years: *

Save

Download

Close Cancel Request Previous Save & Continue

Step 5: Criteria

In this step, all the criteria filled in the original accreditation will be displayed, you can update any of the attachments by deleting the old one then uploading the new.

Provider Reaccreditation

✓ ✓ ✓ ✓ ✓ 6 7
 Facility eLearning Platform Information Scientific Committee Performance in Practice Self-Assessment Report **Criteria** Review

Standards All criteria are mandatory 20 /20

^ Eligibility and Acceptance standards (Mandatory Standards) ✓ 4 /4

^ A valid official license issued by an official authority according to the field of specialization ✓

Attach the additional licenses according to the field of specialization (Example: private training centers license)*

[Licensing - 1](#)

After checking all the tabs and criteria, click on save and continue.



- ▼ The Continuing Professional Development provider's Manager must be a registered healthcare practitioner ✔
- ▼ Scientific committee ✔
- ▼ Continuing Professional Development Providers' Managers and coordinators should complete their Training Program that is provided by the Saudi Commission for Health Specialties. ✔

▼ Disclosure and professional ethical standards ✔ 4 / 4

▼ Regulatory Standards ✔ 7 / 7

▼ Training process management and quality assurance standards ✔ 5 / 5

Step 6: Review

Here all the data contained in the request can be reviewed before submitting the request.

Provider Information ▼

eLearning Platform Information ▼

Provider Director Information ▼

Coordinator ▼

Scientific Committee ▼

Performance in Practice ▼

Self-Assessment Report ▼

Criteria ▼

Provider Update Information History ▼

Close
Cancel Request

Previous
Submit Request



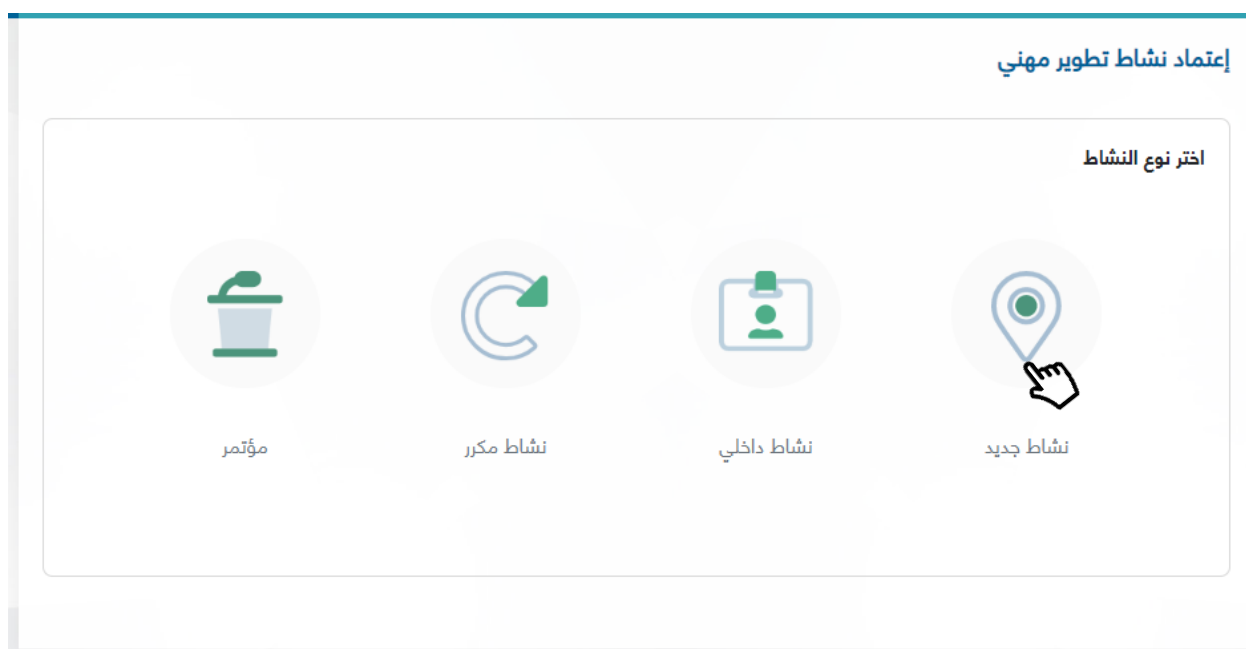
By clicking on submit request, a pop-up will show allowing you to select the payment method you prefer, if there is enough points you will be able to pay by them, otherwise pay by SADAD, after completing the payment, request will be sent to one of SCFSH specialist to take the needed action.

CPD Activities Accreditation

After accrediting the establishment as a CPD establishment, users (manager – coordinators) will be able to use the list of "activities review" shown in the menu bar and will be able to apply for accrediting CPD activities.

CPD Activities List

When the CPD establishment login for the first time to apply for providing CPD activity, a page will appear with icons illustrating types of activities that establishments users can provide. After the first activity, a list of the provided activities will appear.



Types of Activities:

1. New Activity
2. Internal Activity.
3. Recurring Activity
4. Conference.





By clicking [CPD Accreditation Application](#), the system will direct users to the types of activities icons to apply for CPD accreditation application.

عرض	تاريخ انعقاد النشاط	حالة الطلب	المدينة	التخصص	نوع النشاط	نوع الطلب	عنوان النشاط
	01-01-2022	مسودة	الرياض	طب الأسنان المتقدم العام	داخلي	اعتماد نشاط داخلي	طب الأسنان العام
	01-01-2021	في انتظار سداد المقابل المالي للطلب	الرياض	ABDOMINAL IMAGING	داخلي	اعتماد نشاط داخلي	طب العيون
	01-01-2020	نشاط معتمد	الرياض	طب الأسنان المتقدم العام	داخلي	اعتماد نشاط داخلي	طب الأسنان المتقدم العام

The Activities List is divided into two sections:


1. **Activities Applications:** includes all incomplete activities applications, either the application status is "before payment of application review fees" or "under process".
2. **Accredited Applications:** Includes all accredited applications where users can edit or cancel their applications.



Filing CPD Activity Application

Establishment must apply for an activity 21 days prior to the activity commencement date.

شروط وتعليمات



توفر الهيئة السعودية للتخصصات الصحية خدمة إلكترونية لاعتماد نشاط لمنشأة معتمدة لديها لتقديم برامج أنشطة التعليم الطبي المستمر. وذلك وفق التعليمات التالية

- ✓ يجب أن يكون النشاط ضمن أهداف التعليم الطبي المستمر.
- ✓ يجب تقديم النشاط قبل 4 أسابيع من موعد انعقاده.
- ✓ عند الرغبة بتكرار النشاط لاكثر من مرة يجب التقديم كل مرة على حدة للحصول على اعتمادات منفصلة.
- ✓ تحسب المحاضرة بساعة واحدة كحد أقصى.
- ✓ تحسب المحاضرات أو ورش العمل المتوازية كعرض واحد فقط.
- ✓ يجب تفصيل الجدول العلمي بحيث يحدد اسم المتحدث، وعنوان المادة العلمية، وملخص عن المادة العلمية.
- ✓ التأكد من إدخال جميع البيانات بشكل صحيح و دقيق.
- ✓ في حال كان نوع النشاط "مؤتمر"، عليه يجب الحصول على رقم موافقة مبدئية ليتسنى لكم حجز موعد المؤتمر قبل تقديمه للاعتماد، من خلال خدمة "حجز مبدئي لموعد مؤتمر".
- ✓ يُمنع الإعلان عن أي نشاط قبل الحصول على الموافقة النهائية من الهيئة.

بعد تسليمكم للطلب وقبوله من قِبل الموظف المختص في الهيئة، سيتم إرسال بريد إلكتروني ورسالة نصية إليكم لتسديد الرسوم المطلوبة لإكمال الخدمة. ويمكنكم متابعة حالة طلبكم من خلال الدخول على الحساب الخاص بكم

إشياء طلب العودة

After selecting activity type, a list of conditions and instructions that applicant follow will appear and applicant should accept it by clicking:

create application



New Activity Accreditation Application:

New activity (ordinary) approval application is made of 7 steps. User should complete the current step to move to the next step.

Step1: Activity Information:

In this step, all general information on the activity should be listed as clarified and activity approval letter should be attached.

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد نشاط تطوير مهني

7 6 5 4 3 2 1

الدفع المراجعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات النشاط

معلومات النشاط

عنوان النشاط باللغة العربية *
ورشة عمل

عنوان النشاط باللغة الإنجليزية *
Workshop

نوع النشاط *
ورشة عمل عامة
الحد المسموح للنشاط 100 مشارك

التخصص *
Articular Joint

التخصص *
طب الأسنان المتقدم العام

طريقة التقديم *
تعليم جماعي وتفاعلي
على الإنترنت / البث المباشر

لغة النشاط *
انجليزي
عربي

التاريخ انعقاد النشاط - تاريخ انتهاء النشاط *
11/06/2020 - 04/06/2020

الدولة *
المملكة العربية السعودية

المدينة *
الرياض

موقع وعنوان النشاط *
العليا - طريق الملك فهد

الطاقعة الاستيعابية *
50

عدد المشاركين المتوقع *
30

خطاب طلب اعتماد النشاط *
خطاب طلب اعتماد النشاط

إرفاق

KB 11.517 خطاب طلب اعتماد نشاط.docx

حفظ واستمرار

إغلاق

No less than 21 days of the activity commencement date

Clicking on "save and continue" to move to the next step



Step2: Regulatory Information

[الصفحة الرئيسية](#) | [إدارة الأنشطة](#) | [المنسقون](#)

طلب اعتماد نشاط تطوير مهني

7

6

5

4

3

2

✓

الدفع | المراجعة | البرنامج العلمي | المتحدثون | الجزء التعليمي | المعلومات التنظيمية | معلومات النشاط

معلومات النشاط التنظيمية

تطوير المحتوى العلمي

هل يوجد تعاون مع جهة أخرى؟ * نعم لا

اسم الجهة المتعاونة *
مستوصف السعادة

نوع التعاون
ستتعاون الجهة في هذا النشاط تعاون كامل

[إفصاح عن وجود طرف آخر](#)

هل المحتوى العلمي مطور من نفس الجهة المقدمة لاعتماد النشاط؟ * نعم لا

من قام بتطوير المحتوى؟ *
مستوصف حامد

اللجنة العلمية

رئيس اللجنة العلمية

رقم التسجيل والتصنيف المهني: 0

الدسم بالعربي	الدسم بالانجليزي	الحقل الطبي
عثمان عيده عثمان	Osman Abdo Osman	طب بشري
الدرجة	التخصص	
استشاري	طب الأطفال	
رقم الجوال *	البريد الإلكتروني *	
535	te@...om	

أعضاء اللجنة العلمية للنشاط

أضف عضو لجنة علمية من هنا

In case of collaboration with other establishments in this activity.

Approval to Disclose

Checking the classification of the committee chairman and their correct classification number and their ability to retrieve their information registered in Mumaris Plus

Clicking on "save and continue" to move to the next step



After clicking on the disclosure link, applicant should tick on "I agree" option box to move to the next step.

× نموذج تفويض طرف آخر

بناء على معايير الهيئة السعودية للتخصصات الصحية لاعتماد الجهات المقدمة لخدمات التطوير المهني والتي تمكن جهات التطوير المهني المستمر التعاون مع فرد أو مجموعة علمية أو مؤسسات القطاعات الأخرى في إدارة العملية التدريبية بحيث لا يتعارض مع أهداف أنشطة وبرامج التطوير المهني المستمر.

نفيدكم بأننا بتول صالح التمله (مدير إدارة التطوير المهني) فوضنا (السيد/الجهة) مستوصف السعادة ليكون الممثل الرئيسي لجهتنا/ مستوصف زرع في تقديم خدمات التطوير المهني المستمر كليا أو أحدها وذلك متمثلا في : ستتعاون الجهة في هذا النشاط تعاون كامل مع الالتزام باللائحة التنظيمية للتطوير المهني المستمر والضوابط المفصلة في نموذج الإفصاح والإقرار بالالتزام العامة التالية:

- ✓ الطرف الآخر المذكورة أعلاه مرخص له نظاما.
- ✓ لم يسبق أن صدر بشأن الطرف الآخر تعميم بعدم التعامل معه من قبل الجهات الرسمية.
- ✓ لا يتعارض تعاون الطرف الآخر مع القطاعات الأخرى مع معايير ومتطلبات اعتماد الأنشطة والبرامج في الهيئة.
- ✓ يلتزم الطرف الآخر في أنشطة وبرامج التطوير المهني بعدم الترويج للجهات الداعمة أو التوصية باستخدام منتج معين.
- ✓ يلتزم الطرف الآخر بخلو محتوى النشاط والبرنامج التعليمي من التحيز التجاري والإفصاح عن أي تضارب بين مقدم النشاط والشركة الداعمة أو المتحدث إن وجد.
- ✓ يمكن للجنة العلمية أو اللجنة التنظيمية للنشاط والبرنامج في الطرف الآخر أن تفوض أو تطلب المساعدة أو الاستشارة من جهات ومصادر مختلفة، مع ضمان أن تبقى القرارات المتخذة والمتعلقة بالنشاط والبرنامج مستقلة عن أي تأثير خارجي وذلك يشمل التالي: تحديد الاحتياجات التعليمية للفئة المستهدفة، وضع الأهداف التعليمية، اختيار الأساليب التعليمية، اختيار المتحدثين والمشرفين والمنسقين، وتقييم النشاط والبرنامج العلمي.
- ✓ في حال تعاون الطرف الآخر مع القطاعات الأخرى فيما يخص أنشطة وبرامج التطوير المهني يلتزم بأخذ الموافقة من لجنة التطوير المهني المستمر في الجهة المفوضة وأن توضح الضوابط المذكورة أعلاه.

أنا موافق

إغلاق

Step3: Regulatory Section

This section identifies the target categories in this activity. User can add more than one category to the activity. Moreover, this step identifies the objectives, educational outcomes and all aspects related to the organization of the provided activity.



طلب اعتماد نشاط تطوير مهني



الجزء التعليمي

الفئة المستهدفة

ما هي الفئة المستهدفة من هذا النشاط؟ *

اسنان الكل x الدارة الصحية الكل x

ما احتياجات التعلم في المعرفة أو السلوك أو المهارات أو الأداء للجمهور المستهدف الذي حددته لجنة التخطيط العلمي لهذا النشاط؟ *

احتياجات التعلم في المعرفة أو السلوك أو المهارات أو الأداء للجمهور المستهدف

ما نوع ادوات تقييم الاحتياج التي استخدمتها اللجنة العلمية لتحديد احتياجات التعلم؟ *

- دراسات استقصائية
- استبيانات
- التشاور مع عضو لجنة التخطيط
- مجموعات تركيز
- طلبات المباشرة من الجمهور المستهدف

أهداف النشاط

ماهي مخرجات التعلم من هذا النشاط؟ *

مخرجات التعلم

ما هي الاهداف التعليمية لهذا النشاط؟ *

الهدف الأول

نص الهدف الثاني

حفظ

ما طرق وأساليب التعليم المختارة لتحقيق أهداف النشاط؟ *

ذكر الطرق والأساليب

كيفية تقييم النشاط الجماعي والفردي عن طريق المشاركين *

كيفية تقييم النشاط

حفظ واستمرار

السابق

إغلاق

Adding one or more target audience from the list

Adding objectives in points. After adding every point, user should click on Save button.

User can also delete by clicking on "delete" icon.



Step4: Speakers

Add Speaker

Click on
to add speakers to the
scientific program

إجراءات	النسم عربي	النسم إنجليزي
	خالد عبدالله	Khalid Abdullah
	عبدالله أحمد	Abdullah Ahmad

Here you can provide speaker's related information. Attaching speaker's CV is an optional step.

هل المتحدث مسجل ومصنف ك ممارس صحي في هيئة التخصصات الصحية؟

نعم لا

إضافة متحدث

النسم بالعربي*
عبدالله أحمد

النسم بالإنجليزي*
Abdullah Ahmad

الدرجة*
استشاري

الحقل الطبي*
Dentistry and Related Specialties

التخصص الدقيق*
Orofacial Pain

التخصص*
Dental Anaesthesiology

جهة العمل*
مستشفى الحرس الوطني

أرفاق السيرة الذاتية
إرفاق

الخبرات المتعلقة بالنشاط*
ذكر الخبرات المتعلقة بالنشاط

حفظ إلغاء



Step5: Scientific Program

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد نشاط تطوير مهني

7 الدفع 6 المراجعة 5 البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات النشاط

إضافة البرنامج العلمي البرنامج العلمي

07/06/2020 الأحد

	محاضرة علمية محاضرة المتحدث : عبدالله أحمد	13:15 - 12:00
	ورشة عمل ورشة عمل المتحدث : خالد عبدالله	15:00 - 13:30

عدد الساعات
02:45

حفظ واستمرار السابق إغلاق

Click on “add the scientific program” to add the activity's scientific program

Display – Edit – Delete the scientific Program

Total expected CME hours

البرنامج العلمي

وقت البداية 12:00 PM وقت النهاية 01:15 PM

عنوان المادة العلمية 1 محاضرة علمية نوع المادة العلمية محاضرة

التاريخ 07/06/2020 المتحدثون عبدالله أحمد

حفظ إلغاء

Selecting the speakers of scientific program from the previously added list of speakers



Step6: Review

In this step, user can review all previously added information. The review process should be done before submitting the application and payment of application review fees.

الصفحة الرئيسية إدارة الأنشطة المنتسبون

طلب اعتماد نشاط تطوير مهني

7 6 7 7 7 7 7

الدفع المراجعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات النشاط

معلومات النشاط

عنوان النشاط باللغة العربية ورشة عمل	عنوان النشاط باللغة الإنجليزية Workshop
لغة النشاط انجليزي	طريقة التقديم تعليم جماعي وتفاعلي
تاريخ انتهاء النشاط 11-06-2020	تاريخ انعقاد النشاط 04-06-2020
التخصص الدقيق Articular Joint	التخصص طب الأسنان المتقدم العام
المدينة الرياض	الدولة المملكة العربية السعودية
عدد المشاركين المتوقع 30	موقع وعنوان النشاط العليا - طريق الملك فهد
نوع النشاط ورشة عمل عامة	الطاقة الاستيعابية 50
	خطاب طلب اعتماد النشاط خطاب طلب اعتماد النشاط

معلومات النشاط التنظيمية

الجزء التعليمي للنشاط

المتحدثون

البرنامج العلمي

تسليم الطلب السابق إغلاق

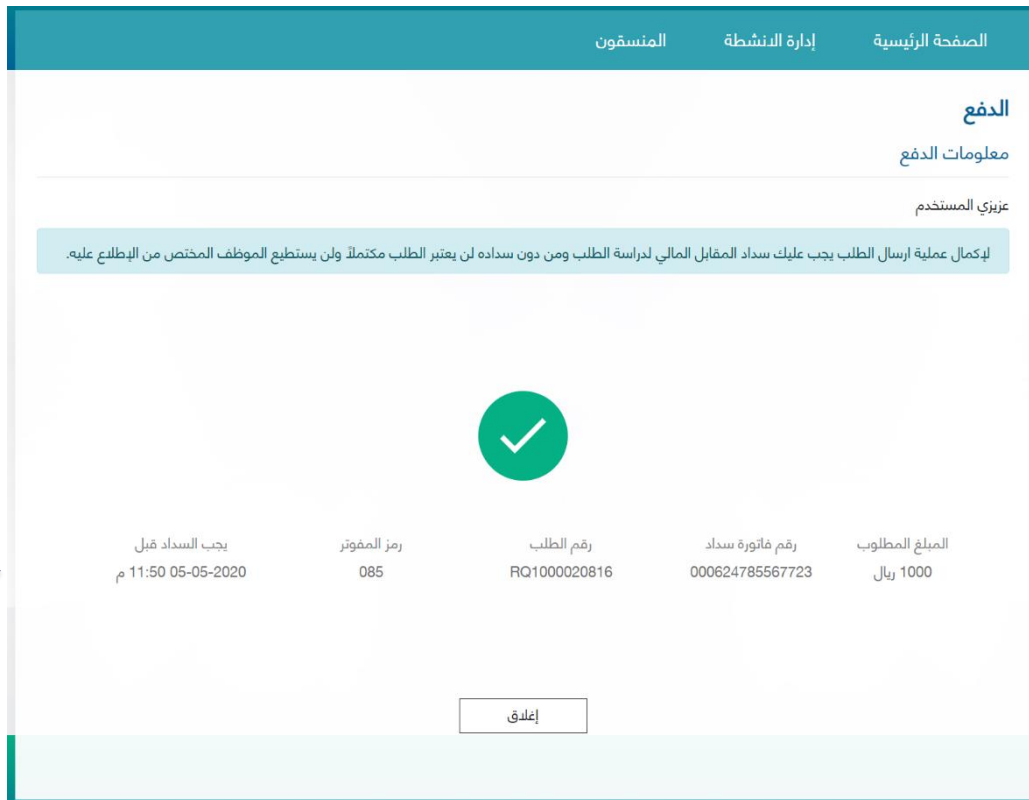
After clicking on **Submit Application**, a pop-up window will appear to confirm application receipt and to notify that user cannot edit application after submitting.





By clicking "yes", user will move to the final step; payment.

Step7: Payment



SADAD receipt information will appear with the payment expiration date. In case payment is not made before this date, application will be cancelled.



Internal Activity Accreditation Application

Step1: Activity Information

[الصفحة الرئيسية](#) | [إدارة الأنشطة](#) | [المنسقون](#)

طلب اعتماد نشاط تطوير مهني داخلي

5 — 4 — 3 — 2 — 1

الدفع — المراجعة — المحاضرات — الفئة المستهدفة — **معلومات النشاط**

معلومات النشاط

<p>عنوان النشاط باللغة العربية*</p> <input type="text" value="ورشة عمل"/>	<p>عنوان النشاط باللغة الإنجليزية*</p> <input type="text" value="workshop"/>
<p>طريقة التقديم*</p> <p><input checked="" type="checkbox"/> تعليم جماعي وتفاعلي <input type="checkbox"/> على الإنترنت / البث المباشر</p>	<p>نوع النشاط*</p> <p><input checked="" type="checkbox"/> داخلي</p>
<p>التخصص الدقيق*</p> <input type="text" value="Articular Joint"/>	<p>التخصص*</p> <input type="text" value="ABDOMINAL IMAGING"/>
<p>سنة انعقاد النشاط*</p> <input type="text" value="2020"/>	<p>لغة النشاط*</p> <p><input checked="" type="checkbox"/> انجليزي <input type="checkbox"/> عربي</p>
<p>المدينة*</p> <input type="text" value="الرياض"/>	<p>الدولة*</p> <input type="text" value="المملكة العربية السعودية"/>
<p>الطاقة الاستيعابية*</p> <input type="text" value="40"/>	<p>موقع وعنوان النشاط*</p> <input type="text" value="العليا - طريق الملك فهد"/>
	<p>عدد المشاركين المتوقع*</p> <input type="text" value="30"/>

خطاب طلب اعتماد النشاط*

[خطاب طلب اعتماد النشاط](#)

✕ KB 11.517 خطاب طلب اعتماد نشاط.docx

Add all information related to the activity as illustrated in the previous activity



Step 2: Target Group

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد نشاط تطوير مهني داخلي

5 4 3 2 1

الدفع المراجعة المحاضرات الفئة المستهدفة معلومات النشاط

الفئة المستهدفة

ما هي الفئة المستهدفة من هذا النشاط؟ *

Orofacial Pain x Articular Joint x

السابق إغلاق حفظ واستمرار

Add one or more target group by selecting them from the list

Step 3: Lectures

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد نشاط تطوير مهني داخلي

5 4 3 2 1

الدفع المراجعة المحاضرات الفئة المستهدفة معلومات النشاط

لا يوجد ملاحظات

إضافة محاضرة المحاضرات

تاريخ البداية	تاريخ النهاية	عنوان المحاضرة	المتحدث	إجراءات
15-05-2020	23-05-2020	المحاضرة الدولي	دكتور عبدالله أحمد	🗑️ 👁️

السابق إغلاق حفظ واستمرار

Add, edit and delete one or more lectures of the internal activity



Add internal lectures and the speaker of every lecture

إضافة محاضرة

تاريخ البداية والنهاية *

تاريخ البداية والنهاية

المتحدث

عنوان المحاضرة *

حفظ إلغاء

4th Step: Review

Review application before submission

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد نشاط تطویر مهني داخلي

5 الدفع

4 المراجعة

المحاضرات

الفئة المستهدفة

معلومات النشاط

معلومات النشاط

عنوان النشاط باللغة الإنجليزية workshop

طريقة التقديم تعليم جماعي وتفاعلي

التخصص ABDOMINAL IMAGING

موقع وعنوان النشاط العليا - طريق الملك فهد

الطاقة الاستيعابية 40

خطاب طلب اعتماد النشاط خطاب طلب اعتماد النشاط

الفئة المستهدفة

المحاضرات

تسليم الطلب السابق إغلاق



Step5: Payment

المنسقون إدارة الأنشطة الصفحة الرئيسية

طلب اعتماد نشاط تطوير مهني داخلي

5 الدفع المراجعة المحاضرات الفئة المستهدفة معلومات النشاط

معلومات الدفع

عزيزي المستخدم

لإكمال عملية إرسال الطلب يجب عليك سداد المقابل المالي لدراسة الطلب ومن دون سداده لن يعتبر الطلب مكتملاً ولن يستطيع الموظف المختص من الإطلاع عليه.

المبلغ المطلوب 500 ريال

رقم فاتورة سداد 000624785736166

رقم الطلب RQ1000020832

رمز المفوتر 085

يجب السداد قبل 10:21 07-05-2020 م

إغلاق

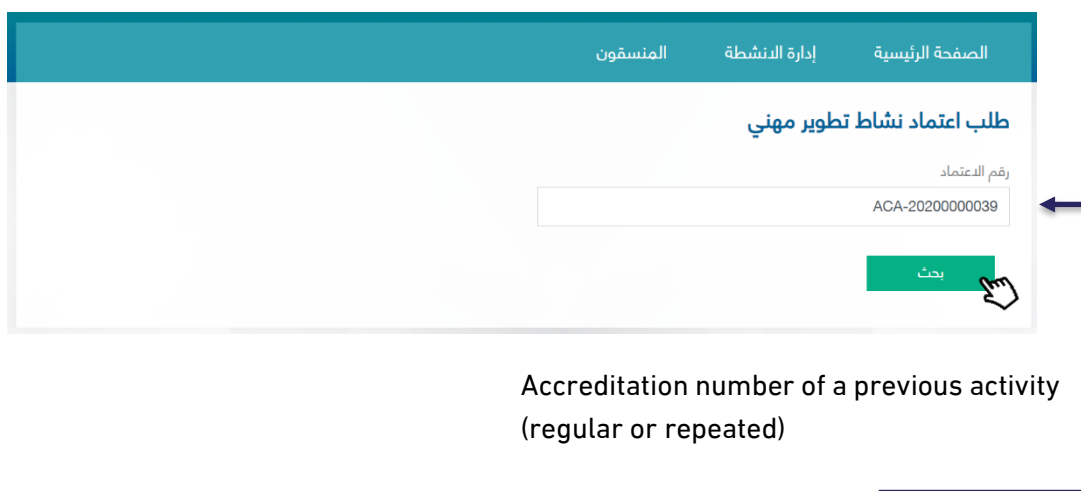
SADAD receipt information will appear with the receipt expiration date. If payment is not made before this date, the application will be cancelled



Accreditation of a Recurring Activity

It is required to accredit a previous ordinary or recurring activity to enable assigned users to apply for activity accreditation.

Step1: Entering a Previous Accreditation Number



The screenshot displays a web interface for the CPD Platform. At the top, there is a teal navigation bar with three menu items: 'المنسقون' (Supervisors), 'إدارة الأنشطة' (Activity Management), and 'الصفحة الرئيسية' (Home Page). Below the navigation bar, the main content area is titled 'طلب اعتماد نشاط تطوير مهني' (Request for Professional Development Activity Accreditation). Under this title, there is a label 'رقم الاعتماد' (Accreditation Number) and a text input field containing the value 'ACA-2020000039'. To the right of the input field is a green button labeled 'بحث' (Search). A blue arrow points from the text 'Accreditation number of a previous activity (regular or repeated)' below the screenshot to the input field.

Accreditation number of a previous activity
(regular or repeated)



Step2: Retrieving the Activity Information

To replace accreditation number with another

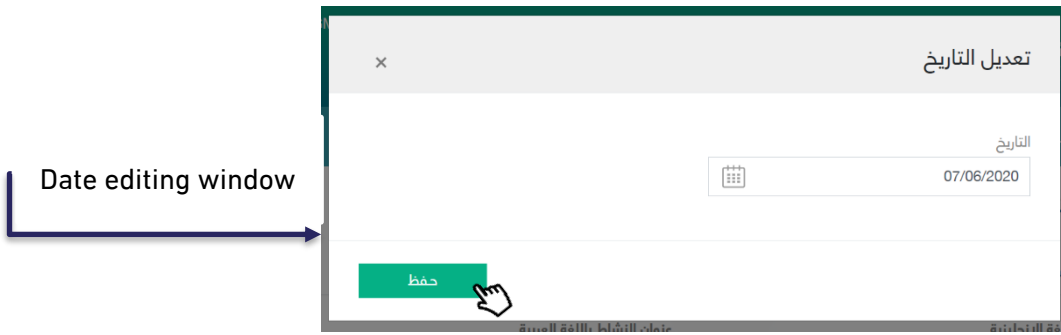
Retrieve the information on the previously accredited activity

Edit only the dates of scientific program in the recurring activity

The screenshot displays the 'طلب اعتماد نشاط تطوير مهني' (Request for Professional Development Activity Accreditation) page. The interface is in Arabic and includes a navigation bar with 'الصفحة الرئيسية' (Home), 'إدارة الأنشطة' (Manage Activities), and 'المنسقون' (Coordinators). The main content area is divided into sections: 'معلومات النشاط السابق' (Previous Activity Information), 'تاريخ ومكان انعقاد النشاط' (Activity Date and Location), and 'البرنامج العلمي' (Scientific Program). The 'معلومات النشاط السابق' section shows details for a 'Workshop' in English, including the title 'ورشة عمل' (Workshop) and the type 'ورشة عمل عامة' (General Workshop). The 'تاريخ ومكان انعقاد النشاط' section includes fields for 'موقع وعنوان النشاط' (Activity Location and Address) set to 'العليا - طريق الملك فهد' (Al-Ula - King Fahd Road), 'تاريخ انعقاد النشاط - تاريخ انتهاء النشاط' (Activity Date - End Date) set to '04/04/2020 - 04/06/2020', 'الطاقة الاستيعابية' (Capacity) set to 50, 'عدد المشاركين المتوقع' (Expected Number of Participants) set to 30, 'المدنية' (City) set to 'الرياض' (Riyadh), and 'الدولة' (Country) set to 'المملكة العربية السعودية' (Saudi Arabia). The 'البرنامج العلمي' section shows a table of activities for the date '07/06/2020'. The table has columns for 'عنوان المادة العلمية' (Scientific Topic), 'وقت البداية-وقت النهاية' (Start Time - End Time), 'نوع المادة العلمية' (Scientific Topic Type), and 'المتحدث' (Speaker). The first row shows a 'محاضرة علمية' (Scientific Lecture) from 12:00:00 to 13:15:00 by 'عبدالله أحمد' (Abdullah Ahmad). The second row shows a 'ورشة عمل' (Workshop) from 13:30:00 to 15:00:00 by 'خالد عبدالله' (Khalid Abdullah). A 'تعديل التاريخ' (Edit Date) button is visible at the bottom of the table, and an 'ارسال الطلب' (Send Request) button is at the bottom right.

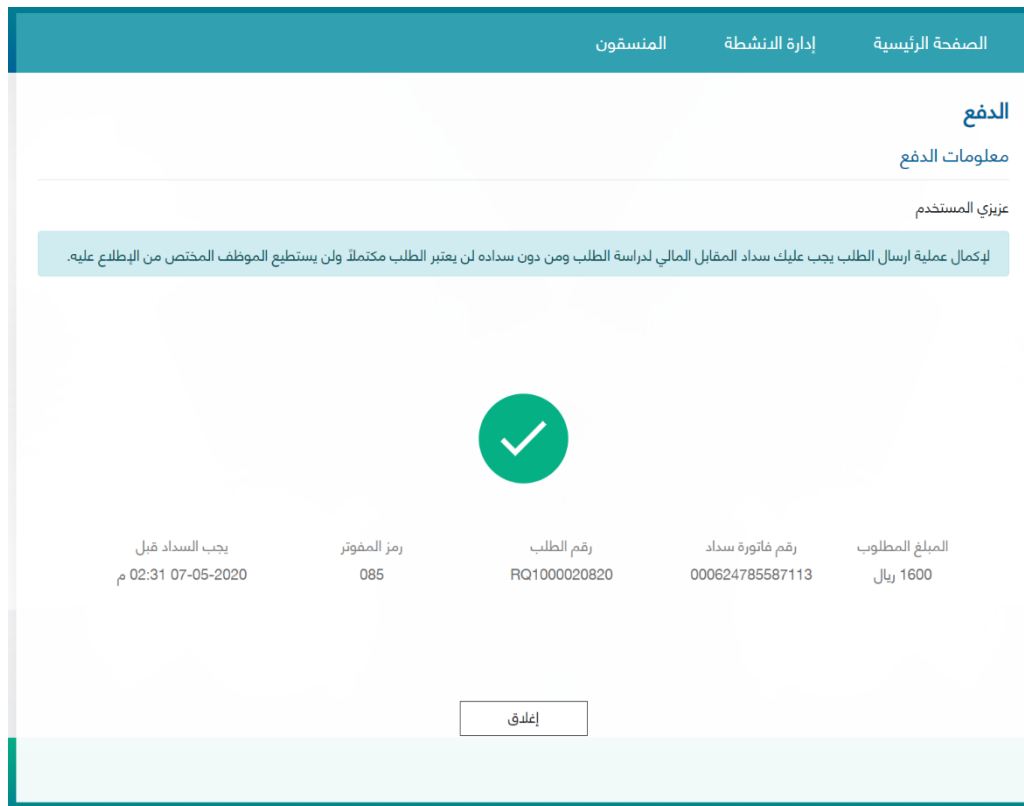
By clicking the icon "more", user can access the details of the previously accredited activity. Also, by clicking, a pop-up window will appear to edit the dates of the scientific program of the new recurring activity





Step3: Payment

After editing the date of the scientific program of the new recurring activity, user submits the application by clicking **Send Application** to move to the payment step



SADAD receipt information will appear with the expiration date of the receipt. If payment is not made prior to this date, the application will be cancelled



E-Learning Platform Activity Accreditation Request:

Conditions & Instruction will appear to the user when click “eLearning platform Information”.

New CPD Activity Accreditation

Choose the activity type



New Activity



Internal Activity



Repeated Activity



Conference



eLearning Platform
Information



Conditions & Instruction



The Saudi Commission for Health Specialties provides the accreditation service for continuing professional development activities and programs for its accredited providers to apply according to the following:

- ✓ That the subject of the activity or program is within the scope of the health professional practice, or what it supports from skills and knowledge, and that the health practitioner serves to develop the needs of his professional practice.
- ✓ Ensure that all data are entered correctly and accurately.
- ✓ An initial reservation for the conference is required to be completed no less than 1 month from the date of the conference.
- ✓ The conference initial reservation number is required for the conference approval request to be accepted in the system.
- ✓ Continuing professional development activities must be submitted 21 business days in advance of the start date.
- ✓ In the event of repeated activity, it must be identical in terms of scientific content and speakers.
- ✓ The accredited activity number is required when submitting a request to repeat the activity again.
- ✓ Repeated activity requests are required to be presented separately for each date.
- ✓ Parallel activities are required in separate requests.
- ✓ Advertising of any activity is prohibited before obtaining the decision to accredit the activity from the Saudi Commission for Health Specialties.

Back

Start

New activity (eLearning) approval application is made of 6 steps. User should complete the current step to move to the next step.

Step 1: Activity Info

In this step, all general information on the activity should be listed as clarified and activity approval letter should be attached.



Activity Information

Activity Title in English *

Activity Title in Arabic *

Module Delivery Method *
 Synchronous Asynchronous
 Recorded Audio Recorded Video Other

Methods by which the Module is made available? *
 Website (Please Provide URL)
 Applications(Please provide iOS/Android URL)
 Other

Website *

Professional Medical Field*

Specialty*

Sub-specialty

Activity Language *
 English
 Arabic

Activity start date * Activity end date * Please specify the date of preparation of the Module *

Select the Module Delivery Method, in case it is Asynchronous then three option will appear

Professional Medical Field*

Specialty*

Sub-specialty

Activity Language *
 English
 Arabic

Activity start date * Activity end date * Please specify the date of preparation of the Module *

Module Access

User name Password Login Instructions

Please specify if technical support related to the Module was made available for learners. *

Start date should not be before 21 days from today

Enter the information to access the platform and click save button



Step2: Organization Info

Home Manage Activities Coordinators Invoices list

1 2 3 4 5 6
Activity Info Organizational Info Educational Part Scientific Program Review Payment

Scientific Content Development

Is there a collaboration with other organization?
 Yes No

Collaborator Organization name *
eLearning test hospital r

Collaborator Organization Type
 E-Learning Website Healthcare Administrative Entity Healthcare Association Healthcare Training Center Hospital University/College

Add Collaborator

Collaborators

Was the content developed by the applying provider? *
 Yes No

Who developed the content? *
Organization/Person name

if there is a collaborator organization, you can select it or write and select the organization type then click the "Add Collaborator" button

Add the activity scientific committee members by clicking the "Add Scientific Committee Members" button

Activity Scientific Committee Members

Add Scientific Committee Member

Add New Scientific Committee Member From Here

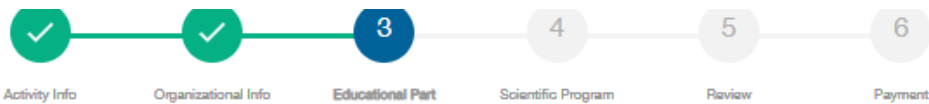
Close Previous Save & Continue



Step3: Education Part

This section identifies the target categories in this activity. User can add more than one category to the activity. Moreover, this step identifies the objectives, educational outcomes and all aspects related to the organization of the provided activity.





Educational Part

Target Audience

What is the intended target audience of the activity? *

Do you want to select all medical fields

What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the scientific planning committee identify for this activity? *

Save

Activity Objectives

What are the Goals and learning objective(s) of the activity? (Please write them in SMART format) *

Save

What are the expected educational outcome(s) of the Module? *

- Improve knowledge and skills
- Behavioral changes
- Effect on behavior and attitude
- Support specific changes in practice
- Enhance performance and practice
- Raise work satisfaction
- Explore career opportunities
- Develop ethical and professionalism components
- Other (please specify)

Please specify how the Module will encourage learners to employ methods of active learning to achieve the educational objective(s). *

- Problem-orientated learning
- Case-based reasoning
- Reflective learning
- Task-based learning
- Performance education
- Other (please specify)

How will the overall group learning activity and individual sessions be evaluated by participants? *

Save

Please specify the extent to which the Module includes a means of confirming Learner engagement, and achievement of the educational objective(s) (at least 2 must be included). *


Adding one or more target audience from the list


Adding objectives in points. After adding every point, user should click on "Save" button. User can also delete by clicking on "delete" icon.



Please specify the extent to which the Module includes a means of confirming Learner engagement, and achievement of the educational objective(s) (at least 2 must be added) *


Save

test1 

test2 

Please specify which reliable and effective means for the Learner to provide feedback on the Module is provided and how the report on this feedback and on its responses to this will be made available for review purposes. *


Save

testing UM 

Have you conducted the educational module previously?

Yes No

Please confirm that your evaluation record for previous or ongoing modules is satisfactory *

Attach 

This field is required.

Close

You have to attach the previous evaluation if there, or you can select No and proceed to next step by clicking "Save & Continue"






Previous


Save & Continue 

Step4: Scientific Program

Activity Info Organizational Info Educational Part **Scientific Program** 4 Review 5 Payment 6

Scientific Program (Agenda)

5 :30 | test | scientificMaterialURL.com | Attachment   


Add Scientific Program (Agenda) 

Disclaimer

Free from any commercial or other forms of bias

Not Yes


Specify

Attachment* Attach 

The content is free of any form of commercial advertising

Not Yes

Specify

Attachment* Attach 

Close

Previous Save & Continue

Click on "Add Scientific Program(Agenda)" button to add a program
You can also Display – Edit – Delete the scientific Program



Scientific Program ×

Hours: Minutes:

Scientific Module Title * Scientific Material URL *

Attachment

[Attachment](#)

When you add the scientific program, you have to enter the number of hours and the title, and you can add the scientific material URL and attachment if there.



Scientific Program (Agenda) Add Scientific Program (Agenda)

5 :30	test	scientificMaterialURL.com	Attachment		
5 :30	Testing UM	www.scientificMaterialURL.com	Attachment		

Disclaimer

Free from any commercial or other forms of bias

Not Yes Specify: Attachment*

The content is free of any form of commercial advertising

Not Yes Specify: Attachment*

You have to mention if there is any commercial bias or advertising and attach the required documents

Step5: Review

In this step, user can review all previously added information. The review process should be done before submitting the application and payment of application review fees.





Activity Info



Organizational Info



Educational Part



Scientific Program



Review



Payment

Activity Information

Activity Title in English

eLearning Activity

Activity Title in Arabic

نشاط تعليم الكتروني

Delivery Method

Synchronous learning

Activity Language

Arabic

English

Activity start date

08-12-2021

Activity end date

08-12-2022

Preparation Start Date

01-12-2021

Preparation End Date

02-12-2021

Professional Medical Field

Dentistry and Related Specialties

Specialty

Conservative Dentistry

Methods by which the Module is made available?

Website (Please Provide URL)

Website

www.webURL.com

Module Access

User name: username

Password: pass

Login Instructions: instructions

Activity Type

Web-based/live transmission

Please specify if technical support related to the Module was made available for learners.

[Please specify if technical support related to the Module was made available for learners.](#)

Organizational Activity Information

Educational Part

Scientific Program

Close

Previous

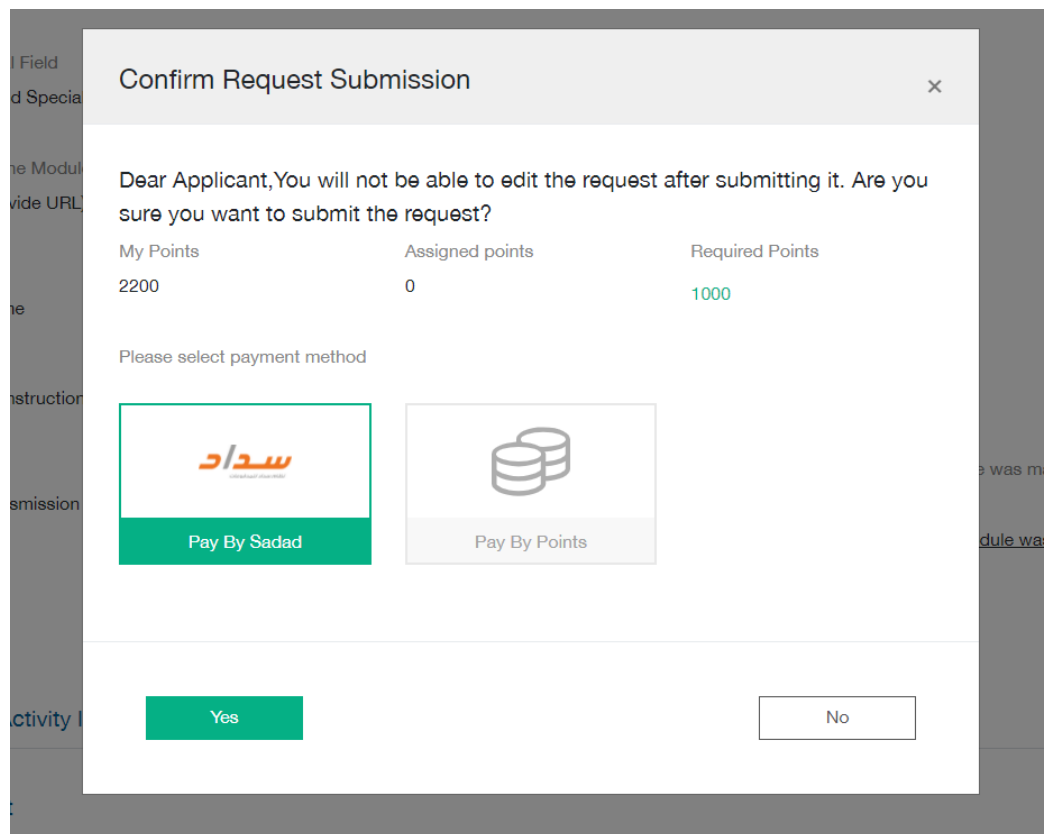
Submit Request



After clicking on “submit Request” button, a user will move to the final step.



Step6: Payment



Field
d Special

he Modul
vide URL

he

struction

mission

ctivity I


was m
dule wa


Confirm Request Submission

Dear Applicant, You will not be able to edit the request after submitting it. Are you sure you want to submit the request?

My Points	Assigned points	Required Points
2200	0	1000

Please select payment method


Pay By Sadad


Pay By Points

Yes No

SADAD receipt information will appear with the payment expiration date.
In case payment is not made before this date, application will be cancelled.

Specialized Professional Program SPP

To create SPP request click on “Specialized Professional Program”



New CPD Activity Accreditation

Choose the activity type



New Activity



Internal Activity



Repeated Activity



Conference



Specialized
Professional
Program



eLearning Activity

By clicking on Start you are agree on below conditions

Conditions & Instruction



The Saudi Commission for Health Specialties provides the accreditation service for continuing professional development activities and programs for its accredited providers to apply according to the following:

The entity must commit to establishing the program as stipulated in the accreditation decision, and accordingly, the Saudi Commission for Health Specialties must be notified in the event of a desire to make any modification to the program or canceling it with commitment to pay the required fees.

Programs must be accredited before they are publicly announced.

The duration of specialized professional programs accreditation extends over its duration. A new accreditation is required to repeat the program, along with examining the evaluation reports from the previous conduct that should be submitted within three months from the end of the previous program.

Specialized professional programs are not accredited with CME hours.

The provider is obligated to submit program performance and evaluation reports within 3 months of the end of the program, to be reviewed by the committee, which includes:

- ✓ A comprehensive evaluation of the approved specialized professional program, which is based on the results from evaluations & questionnaires shared with health practitioners, participants, speakers and concerned parties, as well as the evaluation from the program scientific committee to identify whether the program achieved the aimed for outputs, goals and its strengths and weaknesses, in addition to future improvement plans.
- ✓ Documenting names, contact information, and SCFHS registration number for participating health practitioners in the program.
- ✓ Attach results of evaluating knowledge, skills, or competencies that the practitioners are required to achieve to reach the desired learning outcomes from the program.
- ✓ Attach the evaluation of health practitioners attending the program, including content, speakers, and organizational evaluation.

Back

Agree & Continue



Step 1: Program Info

New SPP Accreditation Request

1 2 3 4 5 6 7 8 9

Program Info Program Director Program Purpose assessment Enrollme Program Content ogram Administrati Evaluation Review Payment

Program Info

Program Title *
Test Program Title

Program Starting Date * 11/07/2022 - 24/07/2022 Program Duration * 14 Program Duration* Days Weeks Months

Attendance Type* FullTime PartTime

Program Venue Address * address Program Venue Name * name

Is there a collaborating organization? * Yes No
test

First Name Last Name Phone numbere Email

Save

Is there a collaborating organization?	First Name	Last Name	Email	Phone numbere	Delete
test	Raghad	Alhomidi	tes	+966 54 01	

Close Save & Continue

For support and inquiry : Mustamir_Support@elm.sa 920011349
© 2022 Saudi Commission For Health Specialties All Rights Reserved | User Manual | FAQs
Developed And Operated By

Program start date should be at least 90 days from submission date

You can add collaborators if there

In this step you have to fill all program information and click on Save and continue



Step 2 :Program Director

New SPP Accreditation Request

1 2 3 4 5 6 7 8 9

Program Info **Program Director** Program Educational Part Assessment Enrollment Program Content Program Administration Evaluation Review Payment

Program Director

First Name * Second Name

Third Name Last Name *

Mobile * Landline

E-mail * Program Owner Department

CV Attachment*

Disclaimer*

Program Verification Letter by CPD Provider Director* Intellectual Property Disclaimer*

In this step you have fill all information about the program director

- You have to attach the CV and click on the Disclaimer button to fill the requirement.
- Below 2 documents you have to download and attach it again after sign it

Program verification Letter by CPD Provider Director

Intellectual Property Disclaimer



Conflict Of Interest Disclosure Form

Program Title
k2

Member Name
Noura

Start Date
13/08/2022

In accordance with the SCFHS's Standards for Commercial Support, all planners and faculty members involved in the development and presentation of CPD content are required to disclose their relevant financial relationships with commercial entities. To ensure proper disclosure, please check and provide details for the appropriate statement below.

The following commercial interests have committed to provide financial support for this activity: *

Save

testing

Do you or your spouse have/had in the last 12 months, a financial relationship in, with manufacturers of products or providers of services, or with any medically related commercial interests?

No, we don't have any financial relationship with any commercial interest

Yes, we have a financial relationship with a commercial interest

Refused to disclose any relevant financial relationships.

Complete the following commercial interest

Name(s) of Commercial Interest(s) *

Nature of Relevant Financial Relationship (I) * Save

Name(s) of Commercial Interest(s)	Nature of Relevant Financial Relationship (I)
name	Financial Relationship

Save & Continue

After fill and attach all mandatory fields, please click on Save & continue

Home Manage Activities Coordinators Invoices list

New SPP Accreditation Request

1 2 3 4 5 6 7 8 9
 Program Info Program Director Program Purpose assessment Enrollme Program Content sgram Administrati Evaluation Review Payment

Program Director

First Name * Second Name

Third Name Last Name *

Mobile * Landline

E-mail * Program Owner Department

CV Attachment* [CV Attachment](#) Disclaimer* [Disclaimer](#)

Program Verification Letter by CPD Provider Director * [Program Verification Letter by CPD Provider Director](#) Intellectual Property Disclaimer * [Intellectual Property Disclaimer](#)



Step 3 :Program Education Part

This step identifies the objectives, educational outcomes and all aspects related to the organization of the provided program.

Program Purpose

What educational needs (gaps) will the program address? *

Save

ttt

What tools were used to assess the need for the SPDC program? *

- Surveys
- Focus Groups
- Questionnaires
- Direct requests from the target audience
- Consultation with planning committee member
- Other (please specify)

What are the program objectives? *

S **M** **A** **R** **T**
SPECIFIC MEASURABLE ACHEIVABLE RELEVANT TIMELY

Consider the SMART steps in writing the program objectives

Save

uuu

List the major outcomes for trainees from the proposed certificate according to the learning domains (Knowledge, Skills and Attitude) *

Save

oooo

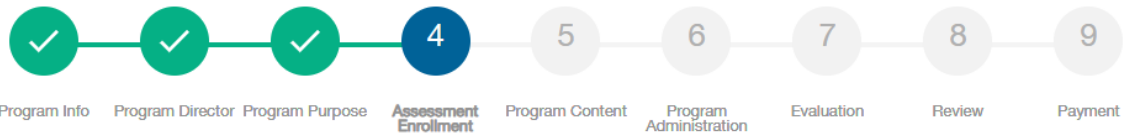
Close Previous Save & Continue

You can add more than one SMART objectives and you can delete any one if you want by clicking the delete icon



Step 4 :Assessment Enrollment

New SPP Accreditation Request



Assessment Enrollment

How many learners are expected to enroll in the program? (Range) *

How would you assess the learner outcomes? *

- Summative assessment
- Formative assessment
- Combination of both
- Other (please specify)

And, what tools are you going to use? *

- Portfolio
- Simulation
- Assignments
- Clinical Exams
- Case Presentation
- OSCE, OSPE
- Case Discussion
- Written Exam (MCQ, short answers, essay etc)
- Other (please specify)


You have to select the expected learners as a range, and complete all mandatory field.




Passing score (Minimum 70%) *

%


Describe the trainees assessment criteria *



What are the admission requirements? *



Describe the program target group, including such characteristics as expected specialties or vocational experiences, and other appropriate descriptive information *

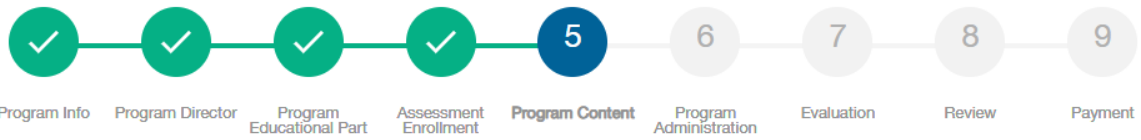


Click on Save & Continue button to move to the next step

Step 5 :Program Content

In this step you have identify the program content, first you have to attach the full program curriculum, after that list all major topics you have.





Program Content

Attach full program curriculum, schedule and description based on the guidelines.*

Curriculum Attach

Attach

List the major topics and curriculum of the certificate *

Practical Theoretical Mixed

Save

curriculum	Type	
topic1	Practical	
topic2	Mixed	

Method of Program Deliver Ratio

- 67 % of Practical
- 33 % of Theoretical

Program level *

Basic Advance

What is the maximum period that the program allows for the trainee to complete the requirement?

Days Weeks Months

Was the content developed by the applying provider?

Yes No

Was the program content developed in collaboration with other organization?

Yes No

Close

Previous

Save & Continue



Step 6 :Program Administration

Here you have to fill all info for program Administration

Home Manage Activities Coordinators Invoices list

New SPP Accreditation Request

Progress: 1 ✓, 2 ✓, 3 ✓, 4 ✓, 5 ✓, **6**, 7, 8, 9

Program Info Program Director Program Purpose Assessment Enrollment Program Content **Program Administration** Evaluation Review Payment

Program Administration

How will the program be announced and who will be responsible for announcement? *

If the program is discontinued, how will obligations to learners be met? *

Who will be responsible for ensuring that academic and departmental requirements are met? *

Program Director Other

And How? *

for Scientific Committee you have to write all information and attach the CV then click on "Save" button.

Scientific Committee Members

Member Information *

Raghad	Alhomidi	te	testing	+966 54
--------	----------	----	---------	---------

CV Attachment*

[CV Attachment](#)



Once you click Save button you have to click “Disclaimer” button, below window will appear

You have to fill it and click on Submit button, then the Disclaimer will be downloaded in your machine.

The screenshot shows a window titled "Conflict Of Interest Disclosure Form" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Program Title:** A text input field containing "Um screenshots".
- Member Name:** A text input field containing "Raghad Alhomidi".
- Start Date:** A date input field containing "13/07/2022".
- Disclaimer Text:** A paragraph of text explaining the requirement for disclosure of financial relationships with commercial entities.
- Commercial Interests:** A section titled "The following commercial interests have committed to provide financial support for this activity: *". It includes a text input field with "test" and a green "Save" button.
- Financial Relationship Question:** A question asking if the user or their spouse has had a financial relationship with manufacturers or commercial interests in the last 12 months. It has three radio button options:
 - No, we don't have any financial relationship with any commercial interest
 - Yes, we have a financial relationship with a commercial interest
 - Refused to disclose any relevant financial relationships.
- Buttons:** A "Close" button and a green "Submit" button at the bottom.

You have to attach it after sign it by clicking on Attach button.

The screenshot shows the "Scientific Committee Members" page. It includes a "Member Information" section with fields for First Name, Last Name, E-mail, and Job Title, along with a phone number field containing "+966 5xxxxxxx". Below this is a "CV Attachment" section with an "Attach" button and a green "Save" button. At the bottom, there is a table with the following columns: First Name, Last Name, E-mail, memberJobtitle, CV Attachment, Disclaimer, and Delete.

First Name	Last Name	E-mail	memberJobtitle	CV Attachment	Disclaimer	Delete
Raghad	Alhomidi	tes	testing	CV Attachment	Disclaimer 	Disclaimer

After that you have to add the speakers:



Faculty

Faculty Information *

Primary Backup

Raghad	Alhomidi	ttt	+966 54
--------	----------	-----	---------

CV Attachment*

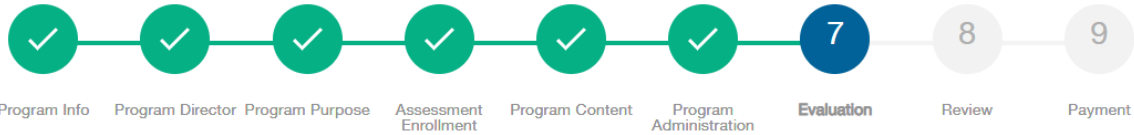
Describe the criteria and process of program faculty selection *

Step 7 :Evaluation

In this step, you have to describe how you will evaluate this program



New SPP Accreditation Request



Program Evaluation

Describe how the quality of the program will be monitored and evaluated *

aaaaaaa

Support Requirements and Resource Implications

What are the educational materials will be provided? *

bbbbbbb

How will you provide the educational materials? *

ccccccc

Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.)

dddd

Step 8: Review

You have to review the request before click on Submit Request



New SPP Accreditation Request

Program Info Program Director Program Purpose Assessment Enrollment Program Content Program Administration Evaluation **Review** Payment

Program Info

Program Director

Program Purpose

Assessment Enrollment

Program Content

Program Administration

Evaluation

Close Previous **Submit Request**

Step 9: Payment

You have to select the payment method you want and proceed

The fees will be 1000 for studding the request

Confirm Request Submission x

Dear Applicant, You will not be able to edit the request after submitting it. Are you sure you want to submit the request?

My Points	Assigned points	Required Points
1012400	0	1150

Please select payment method for the submission payment

Pay By Sadad

Pay By Points

Please select payment method for the issuing payment

Pay By Sadad

Pay By Points

Yes

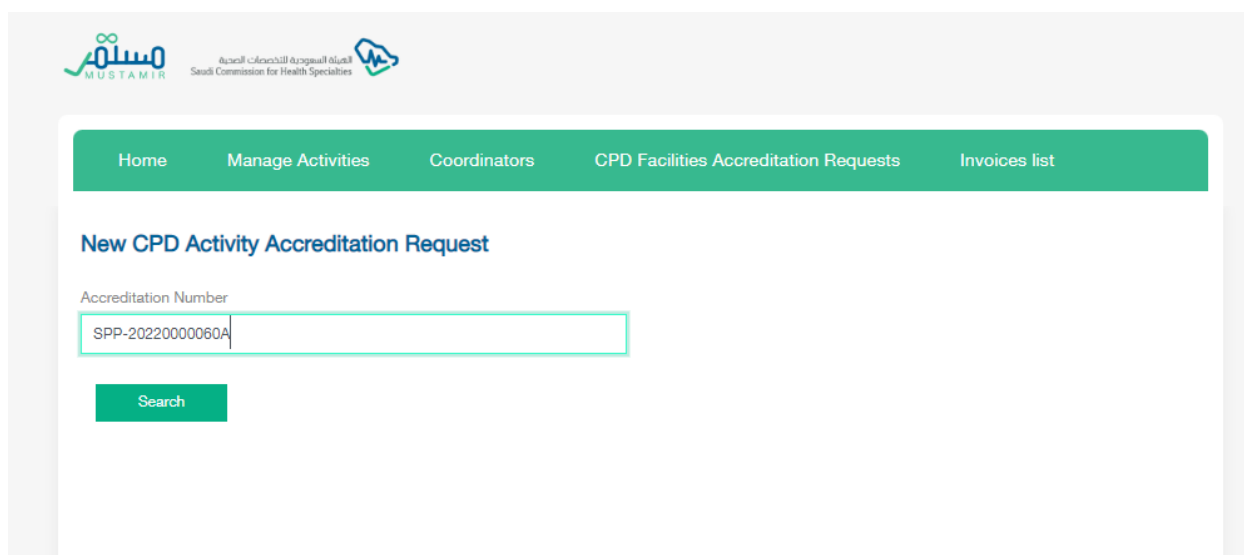
No



Repeated SPP

It is required to accredit a previous SPP request or recurring SPP to enable assigned users to apply for repeated SPP accreditation.

Step 1: Entering a Previous Accreditation Number



The screenshot displays the user interface for entering a previous accreditation number. At the top, there is a navigation bar with the following items: Home, Manage Activities, Coordinators, CPD Facilities Accreditation Requests, and Invoices list. Below the navigation bar, the page title is "New CPD Activity Accreditation Request". Underneath the title, there is a label "Accreditation Number" and a text input field containing the value "SPP-20000060A". A green "Search" button is positioned below the input field.



Step 2: Retrieving the program Information

By clicking the icon "more", user can access the details of the previously accredited SPP.

You have to change the Start and End date then click on "Submit Request" button

The screenshot shows a web application interface for creating a new CPD activity accreditation request. At the top, there is a green navigation bar with the following menu items: Home, Manage Activities, Coordinators, CPD Facilities Accreditation Requests, and Invoices list. Below the navigation bar, the page title is "New CPD Activity Accreditation Request". On the right side of the page, there is a "New Check" button with a circular refresh icon. The form is divided into two main sections: "Previous Activity Information" and "Activity Date & Location".

Previous Activity Information

Activity Title in English	Activity Title in Arabic
Test -2 9th June Returned	Test -2 9th June Returned
Activity Type SPP	More

Activity Date & Location

Activity start date and End Date:

Activity Venue & Address:

How many learners are expected to enroll in the program? (Range)

At the bottom of the form, there are two buttons: "Back" on the left and "Submit Request" on the right.

Step 3: Payment

After editing the date of the program, user submits the application by clicking Submit Request to move to the payment step.

You have select the payment method and proceed.



العربية

مستلمر MUSTAMIR

Home

New CPD Activity

Previous Activity Info

Activity Title in English

Test -2 9th June Returne

Activity Type

SPP

Activity Date & Loca

Activity start date and En

09/09/2022 - 16/09/202

How many learners are exp

1


Back

Submit Request


Confirm Request Submission

My Points	Assigned points	Required Points
273250	0	1150

Please select payment method for the submission payment




Pay By Sadad




Pay By Points

Please select payment method for the issuing payment



Pay By Sadad



Pay By Points

Submit

No



Conference Accreditation

Step 1: Conference Information

The screenshot shows a web interface for conference accreditation. At the top, there are three navigation links: "المتسقون", "إدارة الأنشطة", and "الصفحة الرئيسية". Below this is a progress bar with eight steps, numbered 1 to 8. Step 1 is highlighted in blue and labeled "معلومات المؤتمر". The other steps are: 2. "المعلومات التنظيمية", 3. "الجزء التعليمي", 4. "المتحدثون", 5. "البرنامج العلمي", 6. "الأنشطة التابعة", 7. "المراجعة", and 8. "الدفع". Below the progress bar, there is a section titled "معلومات حجز المؤتمر" (Conference Booking Information). It contains a label "الرقم المرجعي لحجز المؤتمر" (Conference Booking Reference Number) and a text input field containing "Sa123". A green button labeled "تحقق" (Verify) is positioned below the input field, with a mouse cursor hovering over it. At the bottom left, there is a green button labeled "حفظ واستمرار" (Save and Continue), and at the bottom right, there is a white button labeled "إغلاق" (Close).

The user must provide the reference number to book the conference by clicking on "Verify" button to retrieve the initial booking information



طلب اعتماد مؤتمر تطوير مهني جديد



تحقق جديد

معلومات حجز المؤتمر

الرقم المرجعي لحجز المؤتمر Sa123	التخصص الجراحة العامة
عنوان المؤتمر باللغة الإنجليزية The first Saudi conference for patient safety	تاريخ انعقاد المؤتمر 01/07/2020
عنوان المؤتمر باللغة العربية المؤتمر السعودي الدول لسلامة المرضى	الدولة المملكة العربية السعودية
نوع النشاط مؤتمري طريقة التقديم تعليم جماعي وتفاعلي <input checked="" type="checkbox"/> على الإنترنت / البث المباشر <input type="checkbox"/>	موقع وعنوان المؤتمر العليا - طريق الملك فهد
لغة المؤتمر عربي <input type="checkbox"/> انجليزي <input checked="" type="checkbox"/>	عدد المشاركين المتوقع 2500
التخصص الدقيق جراحة الكبد والبنكرياس	خطاب طلب اعتماد النشاط خطاب طلب اعتماد النشاط
تاريخ انتهاء المؤتمر 15/07/2020	الطاقة الاستيعابية 3000
المدينة الرياض	إرفاق إرفاق

Initial booking information for the conference will appear and it cannot be modified

Only the remaining information will be requested

حفظ واستمرار

إغلاق



Next Step: Organizational Information

Mention organizational information related to the conference, and whether any other entity is taking part in your conference.

Adding a professionally classified and approved Head to the scientific committee, verifying his/her information is required via Mumaris

Here you can add scientific committee members and edit or delete their information.

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد مؤتمر تطوير مهني جديد

8 7 6 5 4 3 2 1

الدفع المراجعة الأنشطة التابعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات المؤتمر

معلومات النشاط التنظيمية

تطوير المحتوى العلمي

هل يوجد تعاون مع جهة أخرى؟ * نعم لا

هل المحتوى العلمي مطور من نفس الجهة المقدمة لاعتماد النشاط؟ * نعم لا

من قام بتطوير المحتوى؟ * مستشفى الملك فهد

اللجنة العلمية

رئيس اللجنة العلمية

رقم التسجيل والتصنيف المهني 0

تحقق

الاسم بالعربي	الاسم بالانجليزي	الحقل الطبي
عثمان عبده عثمان	Osman Abdo Osman	طب بشري
الدرجة	التخصص	
استشاري	طب الأطفال	
رقم الجوال * 5345	البريد الإلكتروني * Othman@...com	

أعضاء اللجنة العلمية للنشاط

إضافة عضو لجنة علمية

الاسم إنجليزي	الاسم عربي	الدرجة	إجراءات
Turki Khalid	تركي خالد	أخصائي مساعد	<input type="checkbox"/> <input type="checkbox"/>
Mohammed Abdullah	محمد عبدالله	استشاري	<input type="checkbox"/> <input type="checkbox"/>
Mohammed Bader	محمد بدر	أخصائي أول	<input type="checkbox"/> <input type="checkbox"/>

إغلاق السابق حفظ واستمرار



By clicking on **Add a member of a scientific committee** a pop-up window will appear to add the information

عضو اللجنة العلمية

هل المتحدث مسجل ومصنف كممارس صحي في هيئة التخصصات الصحية؟

لا نعم

إضافة متحدث

الاسم بالعربي*
تركي خالد

الاسم بالانجليزي*
Turki Khalid

الدرجة*
أخصائي مساعد

الحقل الطبي*
Medical Laboratories and Technology

التخصص الدقيق
Articular Joint

التخصص*
ABDOMINAL IMAGING

حفظ إلغاء

If the speaker is classified as a health practitioner, he/she will be verified by Mumaris plus. If not, then you need to add his/her information based on the requirements aforementioned.



Third Step: Organizational Part

[الصفحة الرئيسية](#) | [إدارة الأنشطة](#) | [المتسوقون](#)

طلب اعتماد مؤتمر تطوير مهني جديد

8
الدفع

7
المراجعة

6
الأنشطة التابعة

5
البرنامج العلمي

4
المتحدثون

3
الجزء التعليمي

✓
المعلومات التنظيمية

✓
معلومات المؤتمر

الجزء التعليمي

الفئة المستهدفة

ما هي الفئة المستهدفة من هذا النشاط؟ *

Articular Joint xx

ما احتياجات التعلم في المعرفة أو السلوك أو المهارات أو الأداء للجمهور المستهدف الذي حددته لجنة التخطيط العلمي لهذا النشاط؟ *

ما نوع ادوات تقييم الاحتياج التي استخدمتها اللجنة العلمية لتحديد احتياجات التعلم؟ *

- دراسات استقصائية
- استبيانات
- التشاور مع عضو لجنة التخطيط
- مجموعات تركيز
- طلبات المباشرة من الجمهور المستهدف

أهداف النشاط

ما هي مخرجات التعلم من هذا النشاط؟

ذكر مخرجات التعلم المتوقعة من هذا النشاط

ما هي الاهداف التعليمية لهذا النشاط؟ *

الهدف الأول

الهدف الثاني

الهدف الثالث

الهدف الرابع

الهدف الخامس

الهدف السادس

الهدف السابع

ما طرق وأساليب التعليم المختارة لتحقيق أهداف النشاط؟ *

طرق وأساليب التعليم المختارة

كيفية تقييم النشاط الجماعي والفردي عن طريق المشاركين *

تقييم النشاط الجماعي والفردي

Add one or more target groups. You can choose them from the list

Add goals as points. Each goal can be added after clicking on Save button. You can delete the goal by clicking on the delete icon



Fourth Step: Speakers

Click on **Add Speaker** to add speakers to the scientific program.

إجراءات	النسم عربي	النسم إنجليزي
	ريان سعود	Rayan Saud
	عبدالعزيز محمد	Abdulaziz Mohammed

Here you can add speaker's required information. Attaching a CV is optional.

هل المتحدث مسجل ومصنف ك ممارس صحي في هيئة التخصصات الصحية? نعم لا

إضافة متحدث

النسم بالعربي: ريان سعود

النسم بالإنجليزي: Rayan Saud

الدرجة: استشاري

الحقل الطبي: طب بشري

التخصص: Adult Intensive Care

جهة العمل: مستشفى الحرس الوطني

الخبرات المتعلقة بالنشاط لآخر ثلاثة سنوات:

حفظ إلغاء



Fifth Step: Scientific Program

Click on **Add a Scientific Program** to add the event's scientific program

View – Edit – Delete The Scientific program

Total CME Hour

الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد مؤتمر تطوير مهني جديد

8 7 6 5 1 2 3 4

الدفع المراجعة الأنشطة التابعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات المؤتمر

إضافة البرنامج العلمي البرنامج العلمي

09/07/2020 الخميس

ورشة عمل متخصصة
ورشة عمل متخصصة
المتحدث : عبدالعزيز محمد 13:00 - 12:00

12/07/2020 الأحد

مناقشة مادة علمية
مناقشة
المتحدث : ريان سعود 13:00 - 12:00

عدد الساعات
01:00

حفظ واستمرار السابق إغلاق

البرنامج العلمي

وقت البداية وقت النهاية

12:00 PM 01:00 PM

عنوان المادة العلمية نوع المادة العلمية

مناقشة مادة علمية مناقشة

التاريخ المتحدثون

12/07/2020 ريان سعود

حفظ إلغاء

You can select the scientific program speakers through the list of speakers who were previously added.



Sixth Step: Side Activities

الصفحة الرئيسية | **إدارة الأنشطة** | **المنسقون**

طلب اعتماد مؤتمر تطوير مهني جديد

8 الدفع | 7 المراجعة | 6 الأنشطة التابعة | البرنامج العلمي | المتحدثون | الجزء التعليمي | المعلومات التنظيمية | معلومات المؤتمر

الأنشطة التابعة

2 ✓ **نشاط تابع** ▾

معلومات النشاط

عنوان النشاط باللغة العربية	عنوان النشاط باللغة الإنجليزية
نشاط تابع	Related Activity
تاريخ انتهاء النشاط 28-06-2020	تاريخ انعقاد النشاط 27-06-2020
	عدد المشاركين المتوقع 50

إضافة النشاط التابع | **تعديل** | **حذف**

البرنامج العلمي

28/06/2020 الأحد ▾

مادة علمية أولية	التسجيل	00:00 - 00:00
المتحدث : عبدالعزيز محمد		
ورشة عمل	ورشة عمل متخصصة	00:00 - 00:00
المتحدث : ريان سعود		

إضافة البرنامج العلمي | **حفظ واستمرار** | **السابق** | **إغلاق**

Click on "adding side activity" to add side activity

Total points of the side activity's scientific program

Edit and delete side activities

Edit and delete scientific programs



×
اضافة النشاط التابع

* عنوان النشاط باللغة العربية

* عنوان النشاط باللغة الإنجليزية

* عدد المشاركين المتوقع

* نوع النشاط
نشاط تابع لمؤتمر
الحد المسموح للنشاط 100 مشارك

* تاريخ انعقاد النشاط - تاريخ انتهاء النشاط

A pop-up window will appear requiring you to add a side activity to the scientific conference. Click on to save the activity information (it can be edited and deleted as previously mentioned)



Seventh Step: Review

[الصفحة الرئيسية](#) [إدارة الأنشطة](#) [المنسقون](#)

طلب اعتماد مؤتمر تطوير مهني جديد

8 7 ✓ ✓ ✓ ✓ ✓ ✓

الدفع المراجعة الأنشطة التابعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات المؤتمر

معلومات المؤتمر

عنوان المؤتمر باللغة العربية المؤتمر السعودي الدول لسلامة المرضى	عنوان المؤتمر باللغة الإنجليزية The first Saudi conference for patient safety
لغة المؤتمر انجليزي	طريقة التقييم تعليم جماعي وتفاعلي
تاريخ انتهاء المؤتمر 15-07-2020	تاريخ انعقاد المؤتمر 01-07-2020
التخصص الدقيق جراحة الكبد والبنكرياس	التخصص الجراحة العامة
المدينة الرياض	الدولة المملكة العربية السعودية
عدد المشاركين المتوقع 2500	موقع وعنوان المؤتمر العليا - طريق الملك فهد
نوع النشاط مؤتمر	الطاقة الاستيعابية 3000

خطاب طلب اعتماد النشاط [خطاب طلب اعتماد النشاط](#)

معلومات المؤتمر التنظيمية

الجزء التعليمي للنشاط

المتحدثون

البرنامج العلمي

الأنشطة التابعة

[تسليم الطلب](#) [السابق](#) [إغلاق](#)

Review the application before you submit



Agree to submit

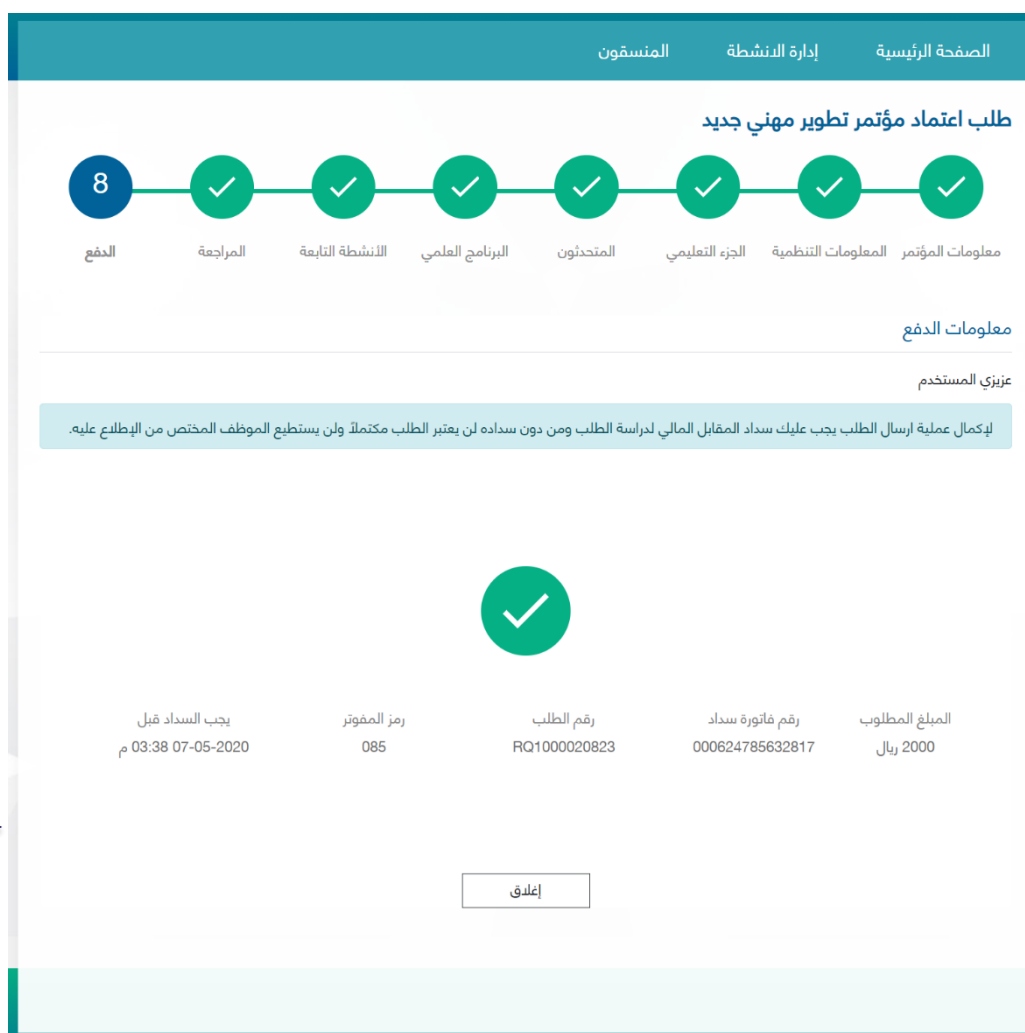


تأكيد ارسال الطلب

عزيزي مقدم الطلب لن تتمكن من تعديل الطلب بعد تسليمه. هل أنت متأكد من رغبتك في تسليم الطلب؟

لا نعم

Eighth Step: Payment



الصفحة الرئيسية إدارة الأنشطة المنسقون

طلب اعتماد مؤتمر تطوير مهني جديد

8

الدفع المراجعة الأنشطة التابعة البرنامج العلمي المتحدثون الجزء التعليمي المعلومات التنظيمية معلومات المؤتمر

معلومات الدفع

عزيزي المستخدم

ليكمال عملية ارسال الطلب يجب عليك سداد المقابل المالي لدراسة الطلب ومن دون سداه لن يعتبر الطلب مكتملاً ولن يستطيع الموظف المختص من الإطلاع عليه.

إغلاق

يجب السداد قبل	رمز المفوتر	رقم الطلب	رقم فاتورة سداد	المبلغ المطلوب
03:38 07-05-2020 م	085	RQ1000020823	000624785632817	2000 ريال

SADAD receipt information will appear with the payment expiration date. In case payment is not made before this date, application will be cancelled.



Details of CPD Activity Accreditation Application

The user can view the details of CPD activity accreditation application through the list of activities that have been previously illustrated.

عنوان النشاط	نوع الطلب	نوع النشاط	التخصص	المدينة	حالة الطلب	تاريخ انعقاد النشاط	عرض
طب الأسنان العام	اعتماد نشاط داخلي	داخلي	طب الأسنان المتقدم العام	الرياض	مسودة	01-01-2022	
طب العيون	اعتماد نشاط داخلي	داخلي	ABDOMINAL IMAGING	الرياض	في انتظار سداد المقابل المالي للطلب	01-01-2021	
طب الأسنان المتقدم العام	اعتماد نشاط داخلي	داخلي	طب الأسنان المتقدم العام	الرياض	نشاط معتمد	01-01-2020	

The user can filter the list through the search feature or by using the advanced search feature

إخفاء

In the list of activities, the user will be directed to the application lifecycle page and can access its details by clicking on



Following up on a CPD Activity Accreditation Application

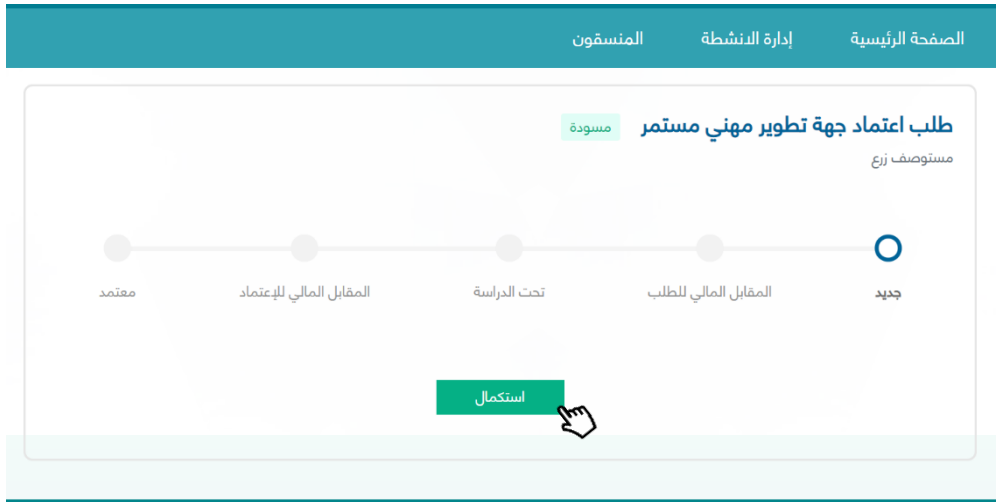
The lifecycle of the application can be accessed in all stages of the application

Draft

If the application is not completed by the user, the status of the application will change to “draft” and

the user can resume the application and submit it by clicking on

[Resume](#)



Pending Application Payment

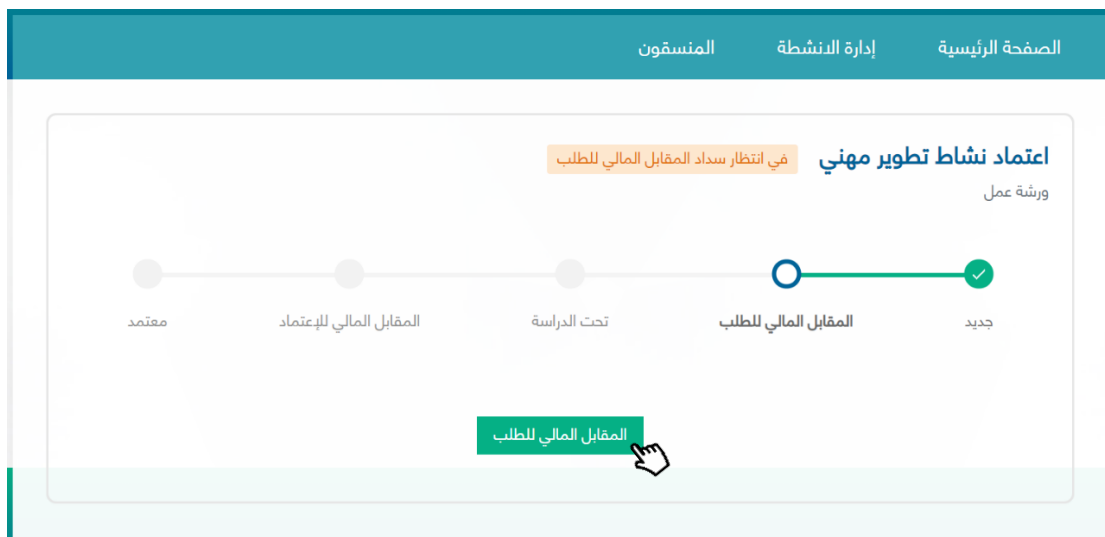
After submitting the application and before payment, the application status will change to **pending**

application payment and by clicking on

[Application Payment](#)

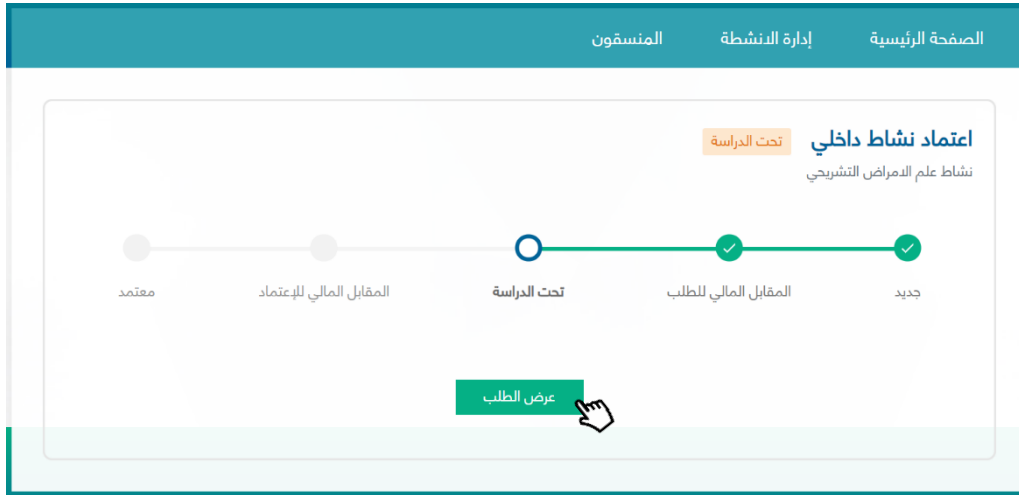
the user will be redirected to the

payment page.



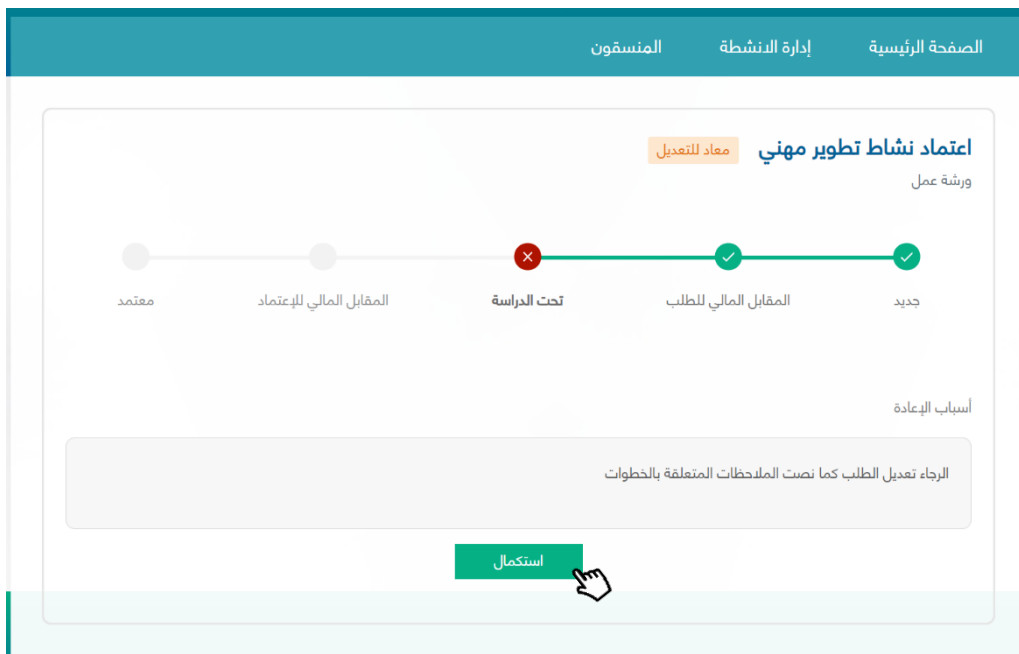
Under Process

After the payment is made, the application status will change to **under process** to be reviewed by the professional development staff



Returned for Editing

When the order is returned by a professional development employee the status will change to **returned for editing**, and all related justifications will be supplemented in the "reasons of return" text box



By clicking on Resume button, the user can edit the application to suffice to the professional development employee's comments.



المنسقون
إدارة الأنشطة
الصفحة الرئيسية

طلب اعتماد نشاط تطوير مهني

3

المراجعة

2

البرنامج العلمي

1

معلومات النشاط

أسباب الإعادة

الرجاء مراجعة الملاحظات الخاصة بالتعديلات

الرجاء تعديل خطاب طلب اعتماد النشاط بشكل واضح

معلومات النشاط

<p>عنوان النشاط باللغة العربية</p> <p>ورشة عمل تطويرية</p> <p>طريقة التقديم</p> <p><input checked="" type="checkbox"/> تعليم جماعي وتفاعلي <input type="checkbox"/> على الإنترنت / البث المباشر</p> <p>التخصص الدقيق</p> <p>Articular Joint</p> <p>تاريخ انعقاد النشاط - تاريخ انتهاء النشاط</p> <p>16/07/2020 - 07/07/2020</p> <p>المدينة</p> <p>الرياض</p> <p>الطاقة الاستيعابية</p> <p>50</p>	<p>عنوان النشاط باللغة الإنجليزية</p> <p>Workshop</p> <p>نوع النشاط</p> <p>ورشة عمل متخصصة <small>الحد المسموح للنشاط 100 مشارك</small></p> <p>التخصص</p> <p>ABDOMINAL IMAGING</p> <p>لغة النشاط</p> <p><input checked="" type="checkbox"/> انجليزي <input type="checkbox"/> عربي</p> <p>الدولة</p> <p>المملكة العربية السعودية</p> <p>موقع وعنوان النشاط</p> <p>العليا- طريق الملك فهد</p> <p>عدد المشاركين المتوقع</p> <p>30</p> <p>خطاب طلب اعتماد النشاط</p> <p>خطاب طلب اعتماد النشاط</p> <p><input type="button" value="إرفاق"/></p>
--	--

حفظ واستمرار

إغلاق

Users can only edit the procedures and steps that had the comments of the professional development

After editing, the user can review the entire application before submitting it again to the professional development employee.



Declined

When the application is declined by the designated professional development employee, the status will appear as **declined**, and all related justifications will be provided in the “declined reasons” text box



Pending Application Fees Payment

After submitting the application and before payment, the application status will read pending application fees payment. By clicking on the **Accreditation Payment** user will be redirect to the payment page



Accredited

After paying the accreditation fees, the activity will be officially accredited as a CPD activity. The user

can download the certificate in Arabic or English by clicking on

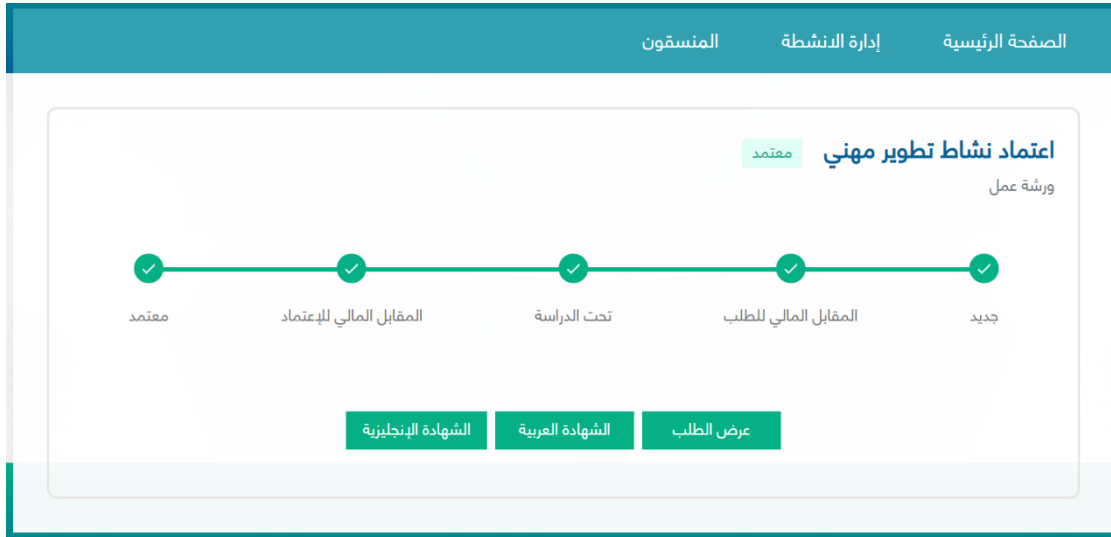
Arabic Certificate

or

English Certificate

. The user can also view application details through

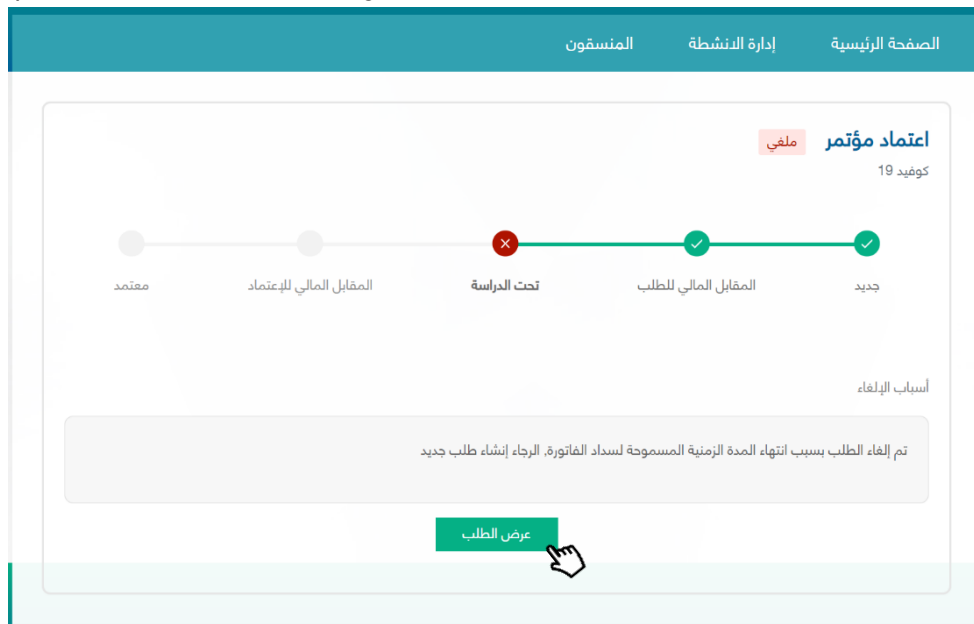
View Application



Cancelled

The application will be cancelled in 3 cases:

- 1- Time period of the application payment has run out.
- 2- Time period of the accreditation fees payment has run out.
- 3- Time period of the service level agreement has run out.




CME Hours Registration

The entity manager or coordinator will be able to register CME hours on the next day from the end of the activity until 5 working days. The user can register CME hours during this period with the number of hours previously accredited in the system.

General requirements for registering attendance:

1. You must ensure that the attendance list for the activity does not exceed the expected number of participants previously specified in the activity information.
2. Health practitioners should fall under the target group previously specified in activity information.
3. It is not permitted to register CME hours in more than one activity on the same date, unless the conference involved side activities.
4. The registration number and professional classification of the practitioner must be "classified and registered".
5. The health practitioner cannot be registered more than once for the same activity.

To register CME hours, you must log into the accredited activities page, then provide the activity information and register by clicking on "View" then where you  will be redirected to the list of events or list of registrations according to the activity type.

You will be directed to the activities list if the activity type is an internal activity or a conference. If the activity type is ordinary or recurring, you will be directed to CME Hours Registration lists directly without going through the event list window.



Access accredited activities, then "View"


[New CPD Activity Accreditation Request](#)

Activities Accreditation Requests **Accredited Activities** SPP Requests Approved SPP

Activity Title

Accreditation Number

[Advanced Search](#)

Accreditation Number	Activity Title	Activity Category	Activity Status	Specialty	Activity start date ▼	Repeat	View
ACA-20230000029	ELM CONF	Conference	Active	Audiology	19/06/2023		

Click on [Attendance Registration](#) to be redirected to the CME Hours Registration page

Conference details

Accreditation Number: ACA-20230000029 Activity Status: Active

Conference Info ▼

Organizational Conference Information ▼

Educational Part ▼

Speakers ▼

Scientific Program ▼

Conference workshops ▼

Related Requests ▼



Activities List

This window will appear if the activity type is an internal activity or a conference. This window enables you to choose the required activity, as it contains a list of lectures or activities related to the conference. It will also show when registration is available.

Internal Activity: All registered and accredited lectures will appear.

Conference: The main conference will appear in addition to all side activities.

If registration is available, the user will be able to click on the word registration to be directed to the registration lists.

Activities List

Activity Title	Activity Type	Registration Availability During	Action
ELM CONF	Conference	From 26-06-2023 To 02-07-2023	Attendance Registration
ELM CON ONE	Sub Activity	From 21-06-2023 To 27-06-2023	Attendance Registration
ELM COF TWO	Sub Activity	From 25-06-2023 To 29-06-2023	Attendance Registration

Back



CME Hours Registration List

After accessing CME Register attendance Hours Registration List, the entity manager / coordinator will be able to register CME hours by clicking on where a pop-up window will appear requiring the user to choose how to register CME hours.

Attendance Hours Registration

Activity Title jhg Activity Date 10-06-2023 / 11-06-2023 Registration Deadline 18-06-2023

- ✓ Speakers CME hours will be sent automatically without the need to add them in the registration list.
- ✓ In case of that the attendance number is different from was accredited, please submit an update request before starting the CME hours registration, otherwise it will not be accepted nor the excess attendance registration

Registration Method

Manual Adding Upload Attendance Sheet

Enter Registration Number

Add

All 8 Under Progress 0 Accepted Registrations 4 Rejected Registrations 3 Incorrect Registration 1

Incorrect Formatting

Search using Classification Number or Name

Registration & Classification Number	Practitioner Name	Registration Status	Sending Status
16.....19	AHMED MOHAMMED ELSHERBINI	Rejected	
08F.....06	WALEED SAID AHMED	Accepted	sent
121.....08	WALID MOHAMED MAHMOUD	Accepted	sent



Choosing a method for registering hours

The user can register CME hours by either attaching the CME List as an excel file, which enables them to register more than one practitioner in one step, or by adding them manually where the registration number and professional classification of the practitioner must be provided. A spate window will pop-up depending on the user's choice.

Attach a CME List: Attach an Excel file of the CME list, containing registration numbers and professional classification.

Registration Method

Manual Adding Upload Attendance Sheet

Enter Registration Number

Add

Manual addition: A practitioner registration number and professional classification can be entered



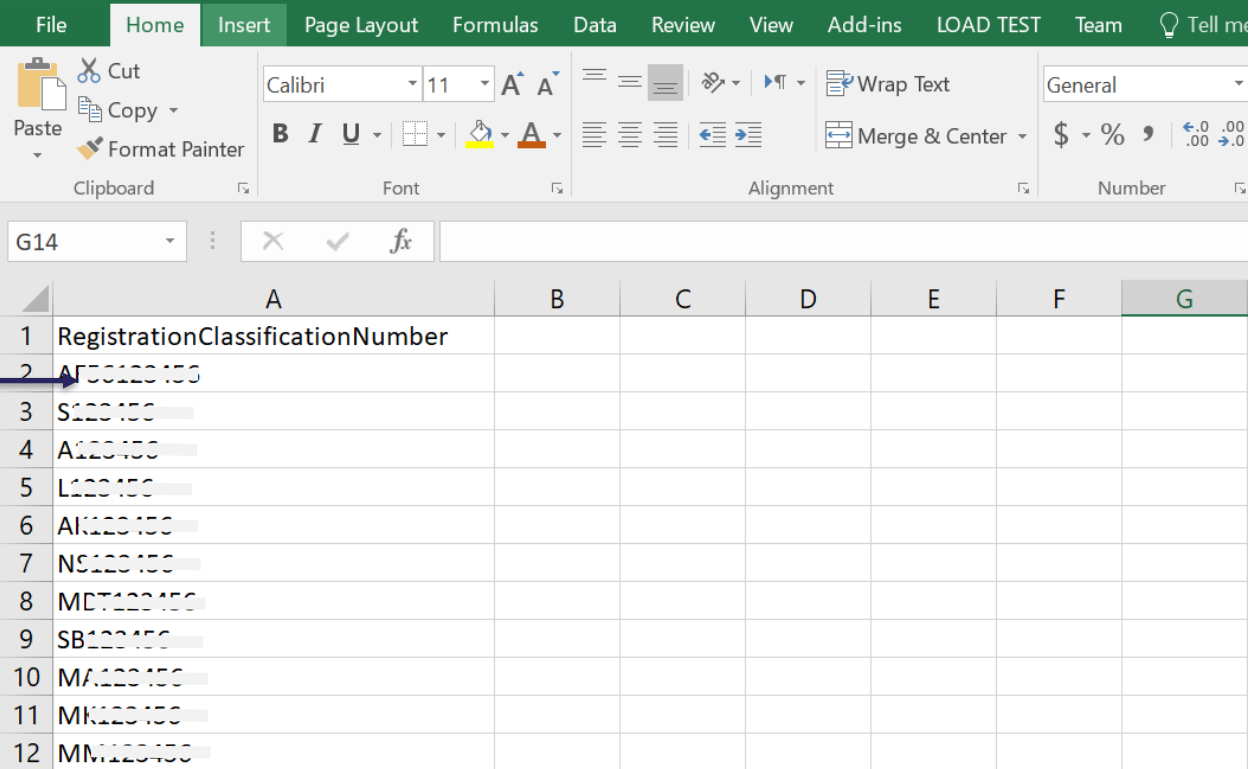
Attach the CME List:

When choosing this method, the entity manager / coordinator must attach the Excel file to the CME list, where the attached example can be downloaded into the system to use for registering by clicking on from the window. The Excel file will be uploaded as a CME List.


Attendance Sheet:

After uploading the Excel file for the attendance sheet, registration numbers and professional classification numbers can be added in the first column.

Registration numbers and professional classification of the CME list




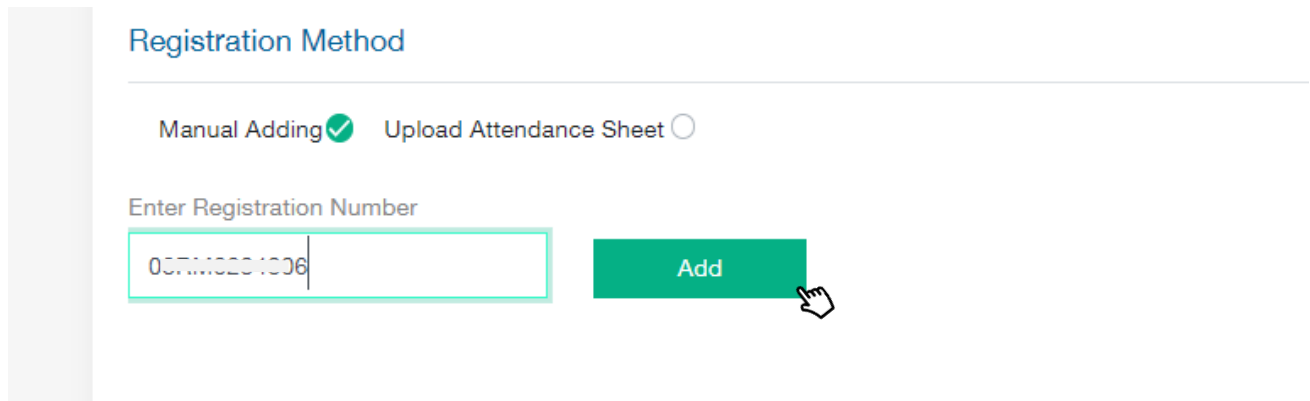
	A	B	C	D	E	F	G
1	RegistrationClassificationNumber						
2	A123456						
3	S123456						
4	A123456						
5	L123456						
6	AK123456						
7	NS123456						
8	MDT123456						
9	SB123456						
10	MA123456						
11	MK123456						
12	MM123456						

You must attach the Excel file after filling it out, then click  after uploading the file. Attendees will be sorted through three lists (registered attendees - incorrect registration numbers – declined records)



Adding Files Manually

This feature enables you to add health practitioners by checking the health practitioner's number by entering it in the text box and then clicking on  where the practitioner will be sorted into one of these lists (registered attendees - incorrect registration numbers – declined records)



The screenshot shows a web interface titled "Registration Method". It features two radio button options: "Manual Adding" (which is selected with a green checkmark) and "Upload Attendance Sheet". Below these options is a text input field labeled "Enter Registration Number" containing the text "037110201006". To the right of the input field is a green "Add" button with a mouse cursor hovering over it.

Registrations List

After uploading an Excel file or adding their data manually, attendees will be sorted into lists of records, which is comprised of three lists:

- Approved registration, where CME hours for practitioners have been successfully registered.
- Declined registration.
- Registration with incorrect registration numbers.



All 8 Under Progress 0 Accepted Registrations 4 Rejected Registrations 3 Incorrect Registration 1



Incorrect Formatting

Search using Classification Number or Name



Registration & Classification Number	Practitioner Name	Registration Status	Sending Status
16	AHMED MOHAMMED ELSHERBINI	Rejected	
08	WALEED SAID AHMED	Accepted	sent
12	WALID MOHAMED MAHMOUD ELSARAF	Accepted	sent
02	WALEED HASSAN AWADALLA	Accepted	sent
01	ELWALEED ALSAFI OSMAN	Accepted	sent
10	Waleed Mohammed AlHadi HUSSEIN jafar	Rejected	
06	Waleed Mostafa Mohammed Marzook	Rejected	
01		Incorrect	

Back

Lists can be exported to Excel files by clicking on Export button below each list

All 8 Under Progress 0 Accepted Registrations 4 Rejected Registrations 3 Incorrect Registration 1



Incorrect Formatting

Search using Classification Number or Name



Registration & Classification Number	Practitioner Name
08	WALEED SAID AHMED
12	WALID MOHAMED MAHMOUD ELSARAF
02	WALEED HASSAN AWADALLA
01	ELWALEED ALSAFI OSMAN

Back

This list contains the list of attendees whose hours were successfully registered



This list contains numbers of practitioners whose hours are rejected for specific & clear reason. The reason will appear next to each registration number.

All 8 Under Progress 0 Accepted Registrations 4 **Rejected Registrations 3** Incorrect Registration 1

Incorrect Formatting

This list contains the practitioners numbers who are rejected for specific and declared reasons

Search using Classification Number or Name

Registration & Classification Number	Practitioner Name	Rejection Reason
16L.....9	AHMED MOHAMMED ELSHERBINI	The practitioner status in Mumaris: Classified & Not Registered
10N.....03	Waleed Mohammed AlHadi HUSSEIN jafar	The practitioner status in Mumaris: Classified & Not Registered
0L.....5	Waleed Mostafa Mohammed Marzook	The practitioner status in Mumaris: Classified & Not Registered

Back

This list contains numbers of incorrect registration

All 8 Under Progress 0 Accepted Registrations 4 Rejected Registrations 3 **Incorrect Registration 1**

Incorrect Formatting

The list contains the numbers which are incorrect or not found in Mumaris+

Search using Classification Number

Registration & Classification Number
01.....5

Back

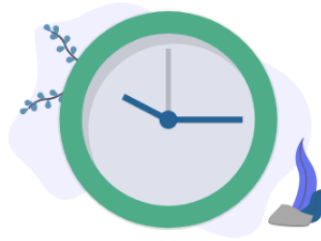
Extend Hours Registration request

You can Request an extension to activity registration hours once the hours registration window closed. You can submit an extension request in case of need within a maximum period of 30 days.



Attendance Hours Registration

Activity Title professional skills dentistry Activity Date 01-06-2023 / 01-06-2023 Registration Deadline 08-06-2023



The hours registration service is no longer available due to the expiration of official period. You can submit an extension request in case of need within a maximum period of 30 days. However, the request will be referred as compliance case at the provider to be monitored by the compliance division after the third submission

[Request Extend](#)[All 0](#)[Under Progress 0](#)[Accepted Registrations 0](#)[Rejected Registrations 0](#)[Incorrect Registration 0](#)

Incorrect Formatting

Search using Classification Number or Name

You have to agree the terms after that you can write the reason and attach the needed document

Activity Title professional skills dentistry Activity Date 01-06-2023 / 01-06-2023 Registration Deadline 08-06-2023

Extension Reason

Describe Extension Reason

Upload attachments

[Attach !\[\]\(b96b3a660a85c4a0498f921ce823c64a_img.jpg\)](#)[Back](#)[Submit](#)

Coordinators Management

The entity manager can manage the accounts of the coordinators previously registered in the system by accessing the coordinators list.

Coordinators List

A list that provides access to the system coordinators and enables you to:

- Find a coordinator



- Browse users by clicking on the display icon

اسم المنسق	الجنسية	رقم الجوال	البريد الإلكتروني	الصلاحيات	حالة المنسق	الإجراء المتخذ
أحمد علي الصالح	المملكة العربية السعودية	+966 5 5 5 5 5 5	aaa@mm.sa	التقديم لاعتماد الأنشطة/ البرامج	مفقل	



Search for a coordinator

- The list of coordinators can be filtered by using the following drop-down lists:
 1. Case Coordinator:
 - Enabled
 - Not enabled
 2. Authority:
 - Submission for accreditation of activities / programs
 - Record hours of attendance of activities and programs for health practitioners

To reset the search listings, you can click on

Search

and then click

Reset

The screenshot shows the 'المنسقون' (Coordinators) section of the CPD Platform. At the top, there are navigation links: 'الصفحة الرئيسية', 'إدارة الأنشطة', and 'المنسقون'. Below the navigation, there are two dropdown menus for filtering: 'حالة المنسق' (Coordinator Status) set to 'مفعل' (Active) and 'الصلاحيات' (Authority) set to 'التقديم لاعتماد الأنشطة/ البرامج' (Submission for accreditation of activities/ programs). There are buttons for 'إعادة تعيين' (Reset) and 'بحث' (Search). Below the filters is a table with the following columns: 'اسم المنسق' (Coordinator Name), 'الجنسية' (Nationality), 'رقم الجوال' (Mobile Number), 'البريد الإلكتروني' (Email), 'الصلاحيات' (Authority), 'حالة المنسق' (Coordinator Status), and 'الإجراء المتخذ' (Action). The table contains one entry for 'أحمد علي الصالح' (Ahmed Ali Al-Salhi), with nationality 'المملكة العربية السعودية' (Saudi Arabia), mobile number '+966 5...', email 'aa@...lm.sa', authority 'التقديم لاعتماد الأنشطة/ البرامج', and status 'مفعل'. There is an eye icon in the 'الإجراء المتخذ' column for this entry.

اسم المنسق	الجنسية	رقم الجوال	البريد الإلكتروني	الصلاحيات	حالة المنسق	الإجراء المتخذ
أحمد علي الصالح	المملكة العربية السعودية	+966 5...	aa@...lm.sa	التقديم لاعتماد الأنشطة/ البرامج	مفعل	👁



View Coordinator

In the coordinator details window, the entity's manager can manage the coordinators and take relevant actions.

Edit the coordinator information to update information

Edit

Send a password reset link to the Coordinator

Reset Password

Deactivate Coordinator

Deactivate

Activate Coordinator

Activate

Delete Coordinator

Delete

الصفحة الرئيسية	إدارة الأنشطة	المنسقون
معلومات المنسق		
الاسم بالعربي أحمد علي الصالح	الاسم بالإنجليزي Ahmad Ali Alsaleh	رقم الهوية 1000000000000014
الجنسية المملكة العربية السعودية	تاريخ الميلاد 10/10/1410	حالة المستخدم مفعل
معلومات التواصل		
رقم الجوال +966 50 0000000	البريد الإلكتروني aa@cpd.gov.sa	
الصلاحيات		
✓ التقديم لاعتماد الأنشطة/ البرامج		
العودة	تعديل	إعادة تعيين كلمة المرور
	تعليق	حذف



Edit Coordinator

The entity manager can edit the coordinator's data and then update it by clicking on Save

- The following coordinator information can be edited:

1. Mobile number

Coordinator permissions and authority

الصفحة الرئيسية إدارة الأنشطة المتسقون

معلومات المنسق

الاسم (عربي)	الاسم (انجليزي)	تاريخ الميلاد
أحمد علي الصالح	Ahmad Ali Alsaleh	10/10/1410

الجنسية
المملكة العربية السعودية

معلومات التواصل

رقم الجوال	البريد الإلكتروني
+966 55 1111111	ahmad.alsaleh@cpd.sa

الصلاحيات

التقديم لاعتماد الأنشطة/ البرامج

تسجيل ساعات حضور الأنشطة والبرامج للممارسين الصحيين

[حفظ](#) [العودة](#)



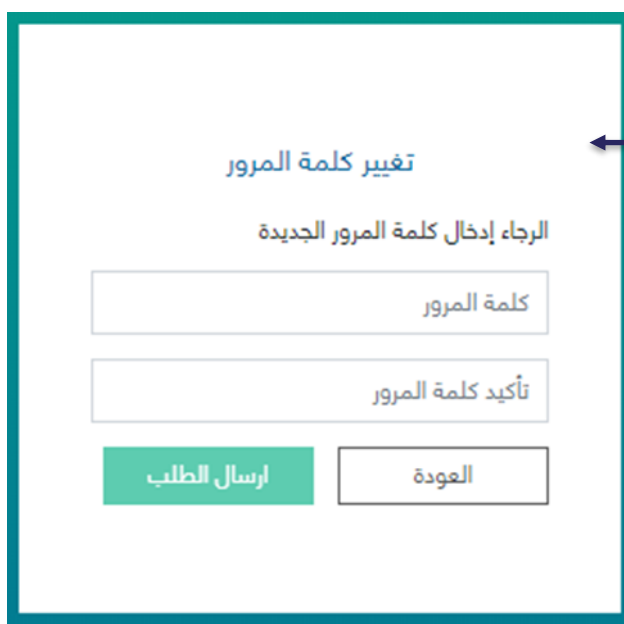
Reset Password

The entity manager can reset the coordinator's password by clicking on

Reset password

where the system will send a message to the coordinator's email containing the password reset link.

After clicking on the [reset password](#) link from the email, the coordinator will be directed to the system's password reset page.



تغيير كلمة المرور

الرجاء إدخال كلمة المرور الجديدة

كلمة المرور


تأكيد كلمة المرور

ارسال الطلب العودة

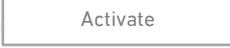
By clicking **Send Application** a pop-up window will show a message confirming the completion resetting the password




User Deactivation

The entity manager can deactivate the activated coordinator by clicking on  where the coordinator status will be updated to "deactivated" upon completion of the process.

User activation

The entity manager can activate the suspended coordinator by clicking on  where the coordinator's status will be updated to "activated" upon completion of the process.

Delete the user

The entity manager can delete the coordinator by clicking on  where the coordinator will be removed from the system and will not appear in the coordinators list again.



