Application Form for Accreditation of CME Activities

(For official use only)

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Function Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passive CME Point(s)</td>
<td>Under Category</td>
</tr>
<tr>
<td>Active CME Point(s)</td>
<td>Duration</td>
</tr>
</tbody>
</table>

Name of Function

Topic(s)

Speaker(s) & Qualification(s)

Affiliated Institution(s) / Private Practice

Date

Time _____________________________ (Lecture _____ to _____) (Q&A _____ to _____)

Venue

Organizer(s)

Sponsor (if any)

No of Invitation material(s)/announcement(s) will be circulated

No of Participants Expected (Open to all doctors, first come, first served)

Registration/Enquiry Contact (Dr/Mr/Ms/Mrs)

(Tel Fax Email)

Contact Person

Tel Fax Email

Authorized Signature(s)

Date

All information provided will be published in the HKMA CME Bulletin for information of all doctors.

I declare that I have not submitted the same application to other accreditors of the CME program for non-specialists of the Medical Council of Hong Kong.¹

If the above activity has been accredited by the following specialist colleges of Hong Kong Academy of Medicine, please kindly provide the accredited point(s) for publication.

HKCA ______ HKCCM ______ HKCEM ______ HKCFP ______ HKCOG ______ COHK ______ HKCORL ______
HKCPath ______ HKCR ______ HKCOS ______ HKCPaed ______ HKCP ______ HKCPsy ______ CSHK ______

For enquiries, please contact the HKMA Secretariat at 2527 8452 / 2861 1979 or via email at cme@hkma.org.

Points to Note:

(i) Please submit the following documents together with this application form:

- a brief Curriculum Vitae of each speaker
- lecture substance of each talk/presentation which can be in the form of a summary or précis / two take-home messages of the lecture / the powerpoint presentation file
- a DETAILED Program of the above function, including the sessions of Panel Discussion(s), Case Presentation(s), Examination(s), etc.

(ii) All applications should be submitted at least 7 working days before the commencement date. Late applications and/or applications with insufficient information will NOT be processed.

(iii) Please note that under the CME guideline of the MCHK revised on 6 January 2003, no retrospective accreditation application will be considered for locally-held CME activities which have not been accredited before their commencement date(s).

(iv) To facilitate documentation of CME participation, please return the WHOLE SET of Attendance Record Sheets within 2 weeks after the function for our process. Please note that NIL return is required.

¹ There is no need to submit an application for the same function to more than one CME Programme Accreditors because the result of accreditation will be circulated among all the CME Accreditors and Administrators for information and record. The accredited MCHK CME point(s) will ONLY apply to practising doctors who are not taking CME Programme for specialists.