



The Hong Kong Medical Association

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Application Form for Accreditation of CME Activities

(For official use only)	Received Date _____	Function Code _____
	Passive CME Point(s) _____	Under Category _____
	Active CME Point(s) _____	Duration _____

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 _____ Title _____

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 _____	HKCOS _____
HKCORL _____	HKCPaed _____	HKCPath _____	HKCP _____	HKCPsy _____	HKCR _____	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.