



Medical Council of Malawi Information System (MCMIS)

CPD Module – User Manual for CPD Provider Registration

Version 1.0

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Date: May 2026

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1. Introduction

This manual provides step-by-step guidance for CPD Coordinators and Providers to register, manage, and submit registration applications through the Continuing Professional Development (CPD) Module within the Medical Council of Malawi Information System (MCMIS).

The CPD Module simplifies the registration process by allowing CPD providers to manage their profiles, submit required documentation, and track application status online.

2. Purpose of the CPD Module

The CPD Module enables registered providers to:

- Create and manage CPD Centre profiles.
- Add employees and committee members.
- Upload registration documents.
- Track application status and payments.

3. System Access Requirements

Before accessing the CPD Module, ensure that you have:

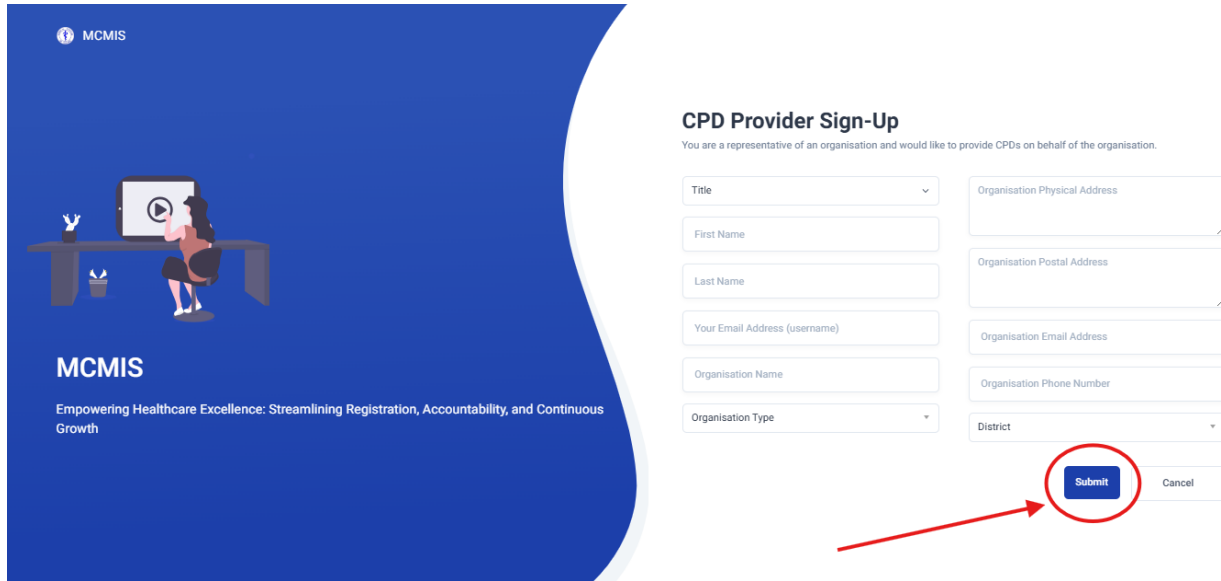
- A stable internet connection.
- A valid email address for account activation.
- Access to a web browser (Google Chrome recommended).
- Digital copies (PDF or JPG) of all required documents for upload.

4. Step-by-Step Guide for CPD Providers

Step 1: CPD Coordinator Signup

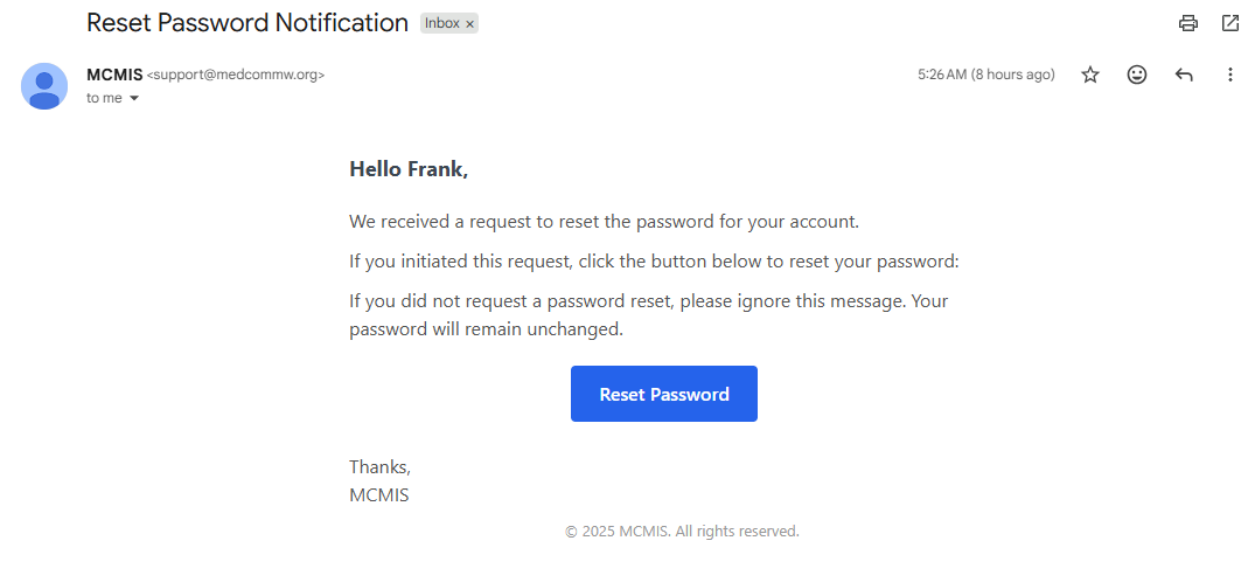
- Visit the official MCMIS Home Page.
- Click “Sign Up” under the CPD Coordinator Section.
- Fill in your personal details such as name, email address, and contact information.

- Click “Submit” to complete the signup process.



Step 2: Account Activation via Email

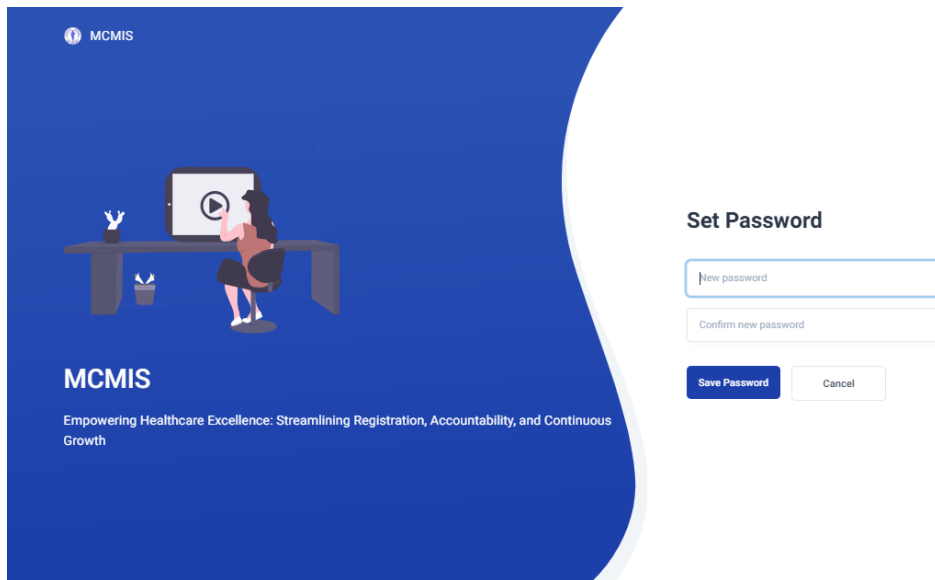
- After signing up, check your registered email inbox.
- Open the verification email sent by the system.
- Click the activation link to verify your account.



Step 3: Setting a Password

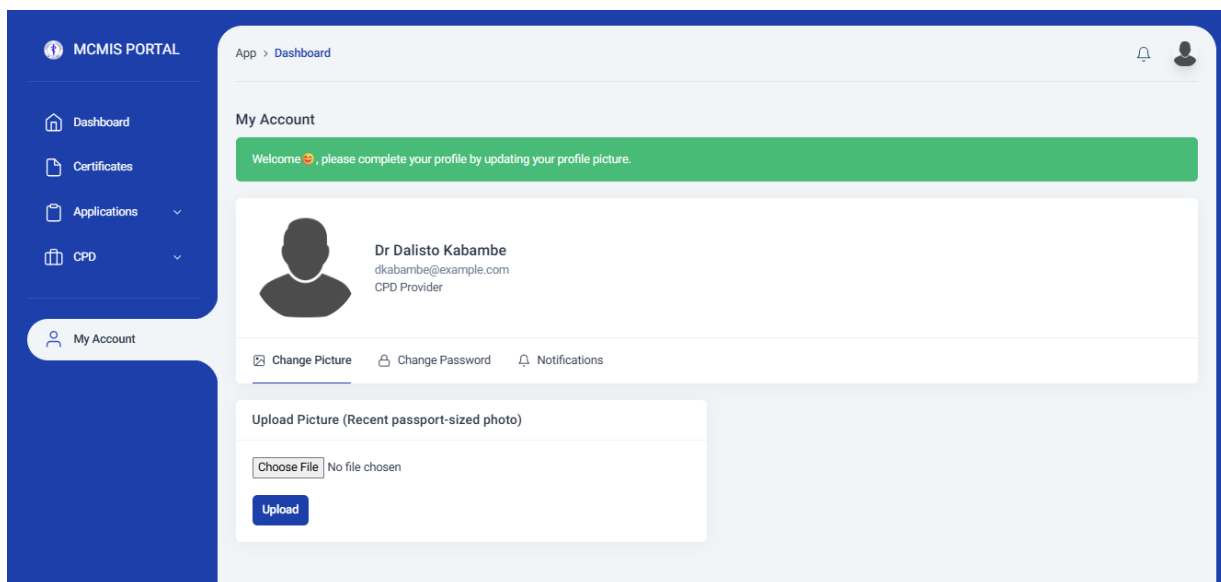
- After activation, the system will redirect you to a Set Password page.

- Create a strong password that meets security requirements.
- Confirm and save the password.



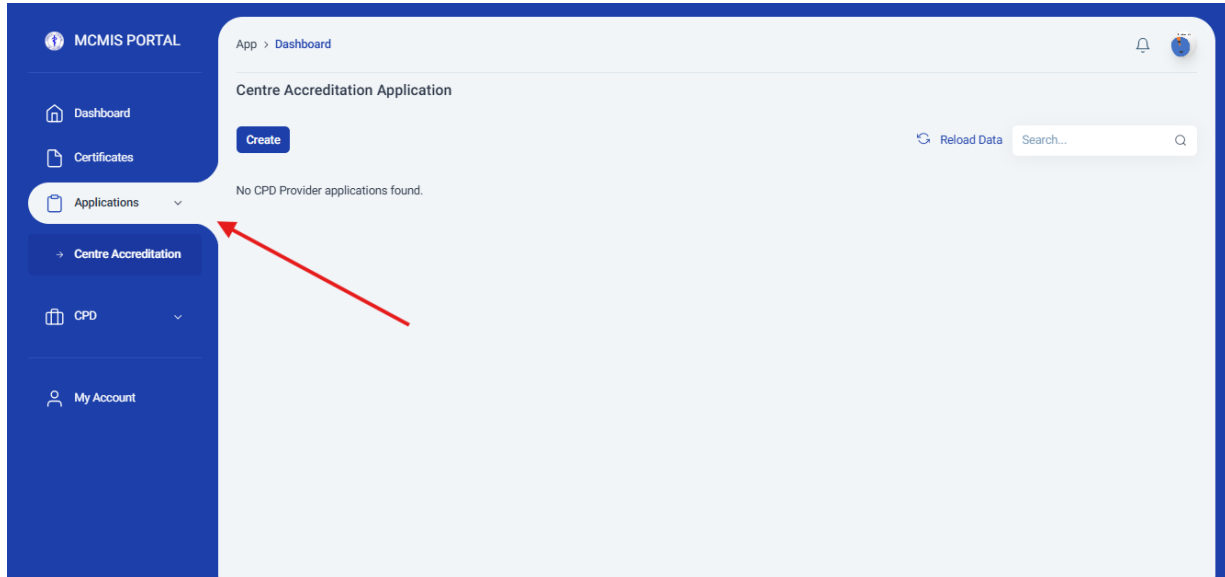
Step 4: Uploading Profile Picture

- Log in to the system using your credentials.
- The system will prompt you to upload the profile picture before navigating through the portal
- Click Upload Picture and select a recent passport-sized photo from your device.



Step 5: Accessing Centre Accreditation Page

- On the side bar, click on the Applications dropdown menu.
- Select Centre Accreditation.



Step 6: Filling CPD Centre Details

- On the Centre Accreditation Details page, fill in all the required details including:
 - Contact Person Name
 - Designation
 - Email Address
 - Phone Number
 - District
 - Postal Address
- Click Next to proceed.

My Account

Centre Name:

Email:

Phone Number:

Organization Type:

Physical address:

Specialties:

Contact Person Name:

Contact Person Designation:

Contact Person Email:

Contact Person Phone number:

District:

Postal Address:

Step 7: Adding Employees

- Navigate to the Employees section.
- Click Add Employee.
- Enter Employee Name and Qualification.
- Repeat the process to add multiple employees.
- Click Keep Draft or Click Next after adding all employees.

Centre Accreditation Application

1 Details 2 Employees 3 Committee Members 4 Documents 5 Payment & Submission

Employee Name:

Qualification:

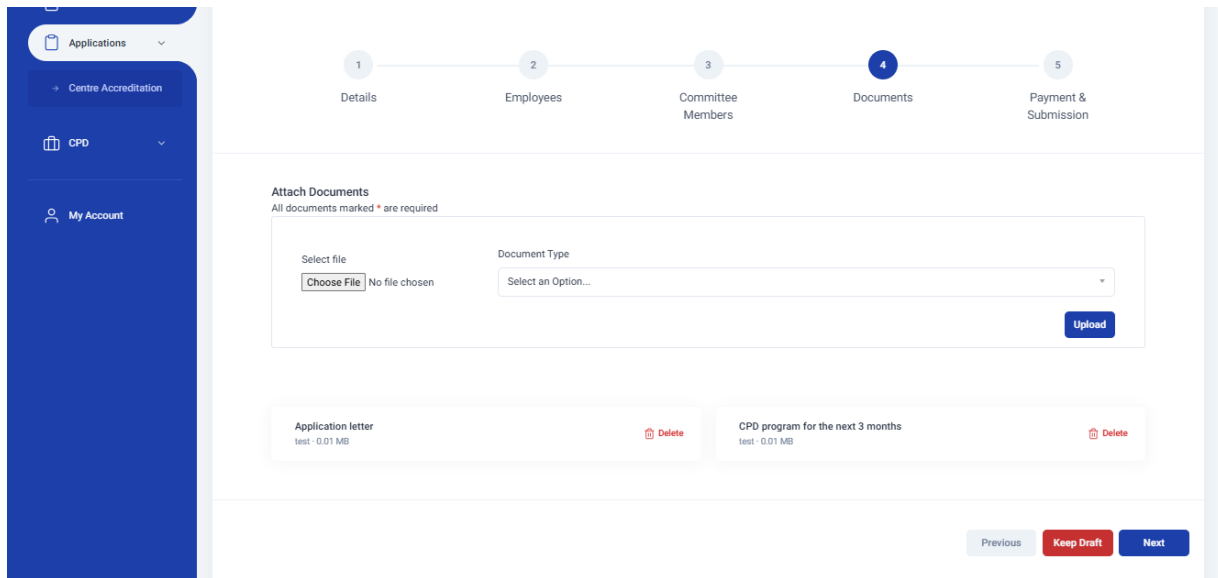
Step 8: Adding Committee Members

- Go to the Committee Members section.
- Click Add Committee Member.
- Enter each member's Name and Designation.
- Repeat the process to add multiple members.
- Click Keep Draft or Click Next after adding all members.

The screenshot displays the 'Committee Members' section of the MCMIS CPD Module. A progress bar at the top indicates the current step (3) among five stages: 1. Details, 2. Employees, 3. Committee Members, 4. Documents, and 5. Payment & Submission. The main form area contains two input fields: 'Committee Member Name' and 'Designation'. The 'Designation' field is a dropdown menu with 'Select designation' as the current selection. An 'Add' button is located to the right of the 'Designation' field. Below the form, there is a section titled 'Committee Members' which displays a list of members. One member is listed: 'Symon Kumwenda' with the designation 'Chairperson'. A 'Delete' button is visible next to the member's name. At the bottom right of the page, there are three buttons: 'Previous', 'Keep Draft', and 'Next'.

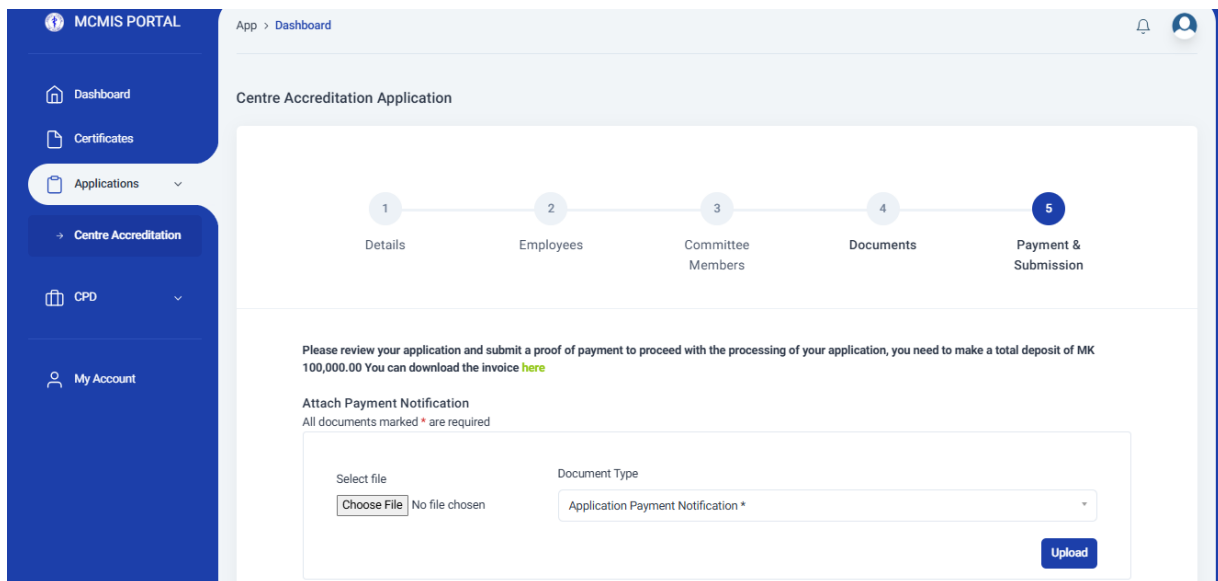
Step 9: Attaching Required Documents

- Click on the Attachments tab.
- Upload all necessary documents (items marked with * are mandatory).
- Ensure each document is in the correct format and corrupted before submission.



Step 10: Reviewing and Submitting the Application

- Review all the information entered to ensure accuracy.
- Upload proof of payment as part of your submission.
- The system allows you to download an invoice before making payment.
- Click Submit Application to complete the process.



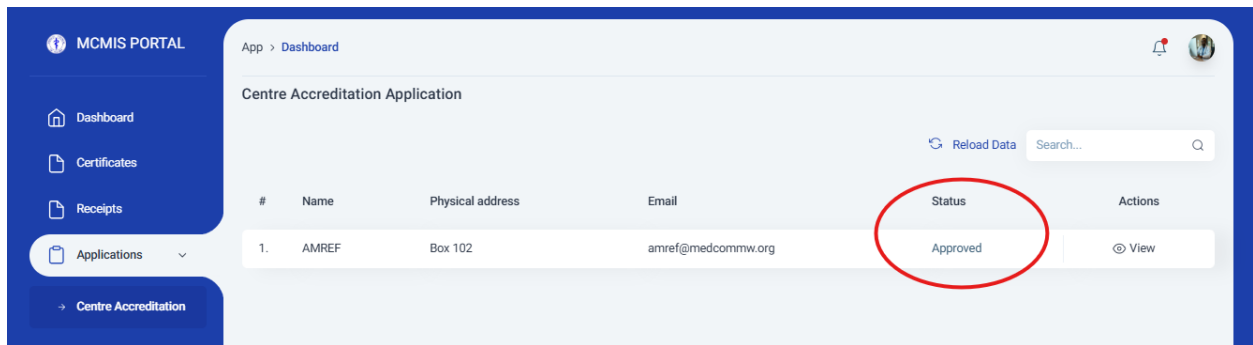
Step 11: Track Application Status

After submission:

Navigate to the CPD Accreditation page. Monitor the status of the application.

Possible statuses may include:

- Draft
- Submitted
- Under Review
- Returned
- Rejected
- Approved



The screenshot shows the MCMIS PORTAL interface. On the left is a navigation menu with options: Dashboard, Certificates, Receipts, Applications (expanded), and Centre Accreditation. The main content area is titled 'Centre Accreditation Application' and includes a 'Reload Data' button and a search bar. Below this is a table with the following data:

#	Name	Physical address	Email	Status	Actions
1.	AMREF	Box 102	amref@medcommw.org	Approved	View

5. Support and Contact Information

For assistance, please contact:

Medical Council of Malawi – IT Department

Name: Mr. Symon Kumwenda

Email: symon1kumwenda@gmail.com

Phone: +265 996 778 795

Medical Council of Malawi – Acting Senior. Compliance Officer

Name: Mr. Noel Mataya

Email: nmataya@medcommw.org

Phone: +265 991 159 630

Website: www.medcouncilmw.com

Medical Council of Malawi – CPD Coordinator

Name: Mr. Pax Munta

Email: pmunta@medcommw.org

Phone: +265 999 641 711

Website: www.medcouncilmw.com

MCMIS PORTAL

App > Dashboard

Dashboard

Certificates

Receipts

Applications

CPD

Activities

My Account

CPD Activities

Create Activity

Showing 1 to 2 of 2 activities.

Search...

TITLE	VENUE	DATES	POINTS	SEATS	STATE	ACTIONS
Infection Prevention and Control 1 week ago	Our Father Lodge	5 May, 2026 - 5 May, 2026	2	1/40	Drafted	View Edit Cancel
Enhancing Clinical Decision-Making Through Evidence-Based Practice 1 week ago	Online	5 May, 2026 - 5 May, 2026	5	1/1000	Drafted	View Edit Cancel

New CPD Activity

Title

Advanced Life Support Training

Details

Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs.

Venue & Link Details

Malawi University of Health Sciences

Start Date

13-May-2026

End Date

16-May-2026

Registration Start

13-May-2026

Registration End

15-May-2026

CPD Activity Type

Clinical meetings, workshops, or seminars

Number of Hours

3

Participation Fees

20000

Restrict Audience (leave blank to invite everyone)

Select up to 15 Options...

Attendance Mode

Hybrid (Physical & Virtual)

Number of Participants

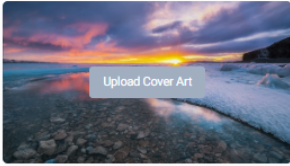
58

Back

Save

Activity Details

✔ CPD Activity created successfully!



Title
Advanced Life Support Training

Venue
Malawi University of Health Sciences

Number of Participants
58

Category
Clinical meetings, workshops, or seminars

Dates
13 May, 2026 - 16 May, 2026

Participation Fee
20,000

Attendance Type
Hybrid

Registration
13 May, 2026 - 15 May, 2026

Created
13 May 2026, 11:26am (1 second ago)

Target Audience
Open to any practitioner

Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs. .

[Back](#) [Publish](#) [Edit](#) [Delete](#)

Manage Facilitators

Manage Registration

Approved Registration List

[Back](#) [Publish](#) [Edit](#) [Delete](#)

Manage Facilitators

+ Add Facilitator

Full Name
Dr John Deo

Qualifications
Masters in Medical Sciences

Biography
Specialist

[Save Facilitator](#)

Manage Registration

Approved Registration List

Total Applicants	Remaining Spaces	Approved Applicants
0	58	0

No requests to process

Target Audience
Open to any practitioner

Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs.

[Back](#) [Publish](#) [Edit](#) [Delete](#)

Manage Facilitators

+ Add Facilitator

Dr John Deo
Masters in Medical Sciences

[Remove](#)

Manage Registration

[Approved Registration List](#)

Total Applicants	Remaining Spaces	Approved Applicants
0	58	0

No requests to process

Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs.

[Back](#) [Unpublish](#) [Edit](#) [Delete](#)

Manage Facilitators

+ Add Facilitator

Dr John Deo
Masters in Medical Sciences

[Remove](#)

Manage Registration

[Approved Registration List](#)

Total Applicants	Remaining Spaces	Approved Applicants
1	58	0

Mr samson Mukhwiyo 26 seconds ago	Physical Attendance	Reject Confirm
---	---------------------	--

Activity Approved Registration List

Advanced Life Support Training
13 May, 2026 – 16 May, 2026

Spaces	Applied	Registered	Attended
58	1	1	0

1 Mr samson Mukhiyo
Physical Attendance

Awaiting Completion

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