



## **Medical Council of Malawi Information System (MCMIS)**

**CPD Module – User Manual for Practitioner CPD Activities  
from Registered CPD Providers, Non-Registered Providers, and  
Individual CPD**

**Version 1.0**

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# 1. Introduction

Continuing Professional Development (CPD) Module within the Medical Council of Malawi Information System (MCMIS) enables practitioners to submit individual CPD activities online to earn CPD points.

MCM encourages practitioners to prioritize CPD activities from MCM approved providers first as stipulated in the CPD regulations accessible through <https://medcouncilmw.org/continuous-professional-development/>.

For MCM approved CPD providers, their CPD Coordinators, will publish available CPD sessions. Once practitioners register for and participate in these sessions, the corresponding CPD points will be approved by the CPD Coordinator and will immediately reflect on the practitioner portal.

The system allows practitioners to:

- Record CPD activities attended outside approved CPD provider submissions.
- Upload evidence of participation
- Track submitted CPD applications and earn points

Please note that the MCM retains the right to approve or refuse CPD points from non-registered CPD providers.

This manual provides guidance on how practitioners can submit individual CPD activities through the system.

## 2. Purpose of the CPD Module

The CPD Module is designed to:

- Digitize the submission of CPD activities
- Improve tracking and management of CPD points
- Promote compliance with CPD requirements
- Enable transparent review and approval of CPD activities
- Maintain a centralized record of MCM registered practitioners' CPD participation

### 3. System Access Requirements

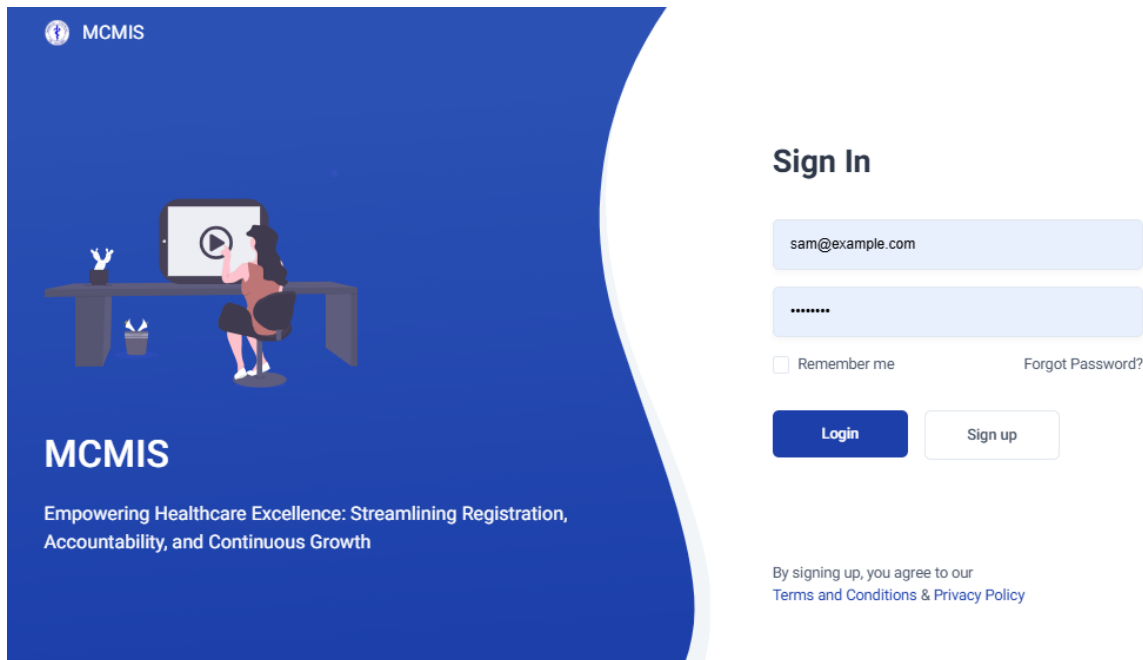
To access the CPD Module, practitioners must have:

- Computer, tablet, or smartphone
- A stable internet connection.
- A valid email address.
- Updated web browser (Google Chrome recommended).
- Active practitioner account in MCMIS.
- Login credentials (email and password)

### 4. Section 1: Step-by-Step Guide for Earning CPD Points from Registered CPD Providers

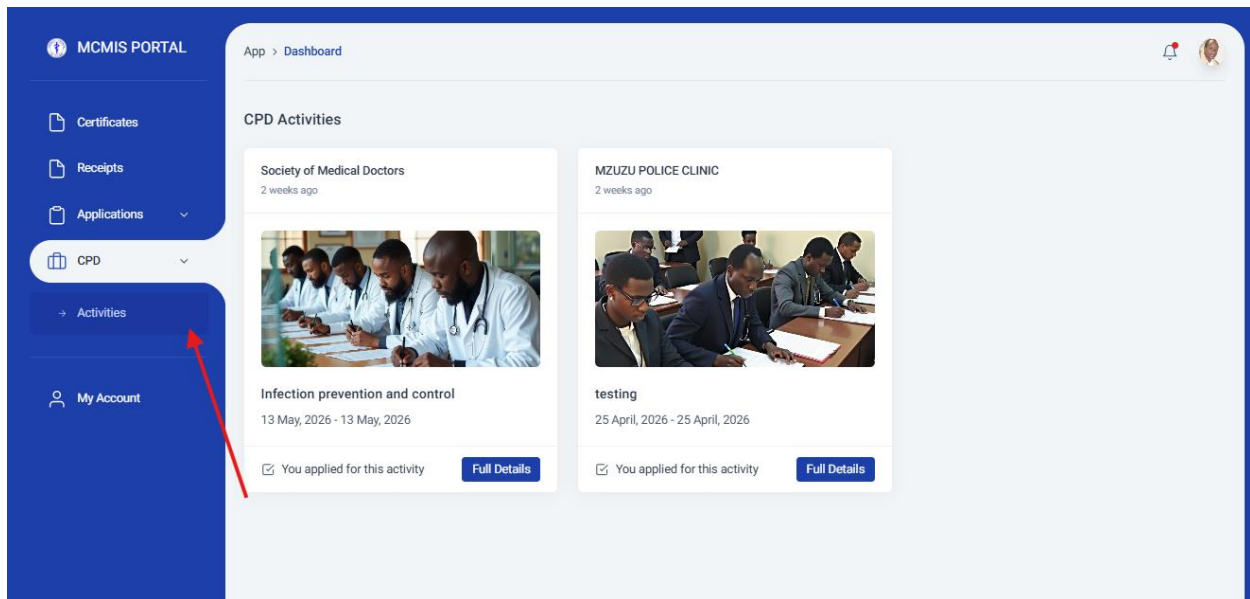
#### Step 1: Sign in to the Practitioner Portal

- Open the MCMIS portal.
- Enter your registered email address and password.
- Click **“Login”** to open the Practitioner Dashboard.



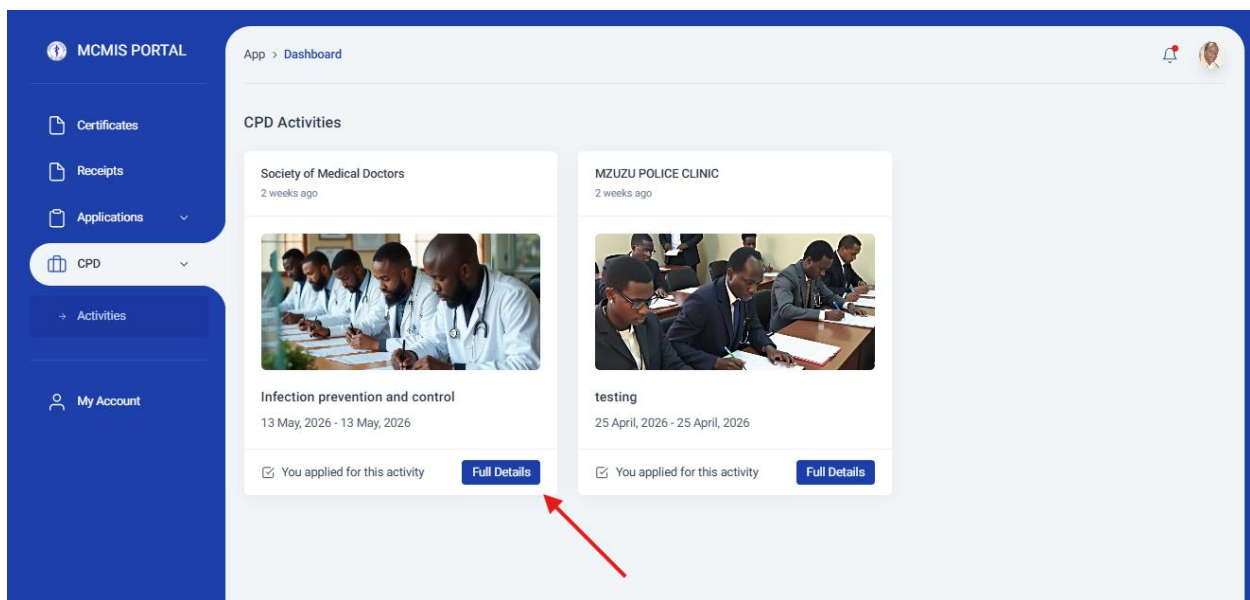
## Step 2: Open the CPD Activities Page

- From the sidebar menu, open the “CPD” drop-down menu.
- Select “Activities” to view available CPD activities.



## Step 3: Review the Activity and Choose Your Options

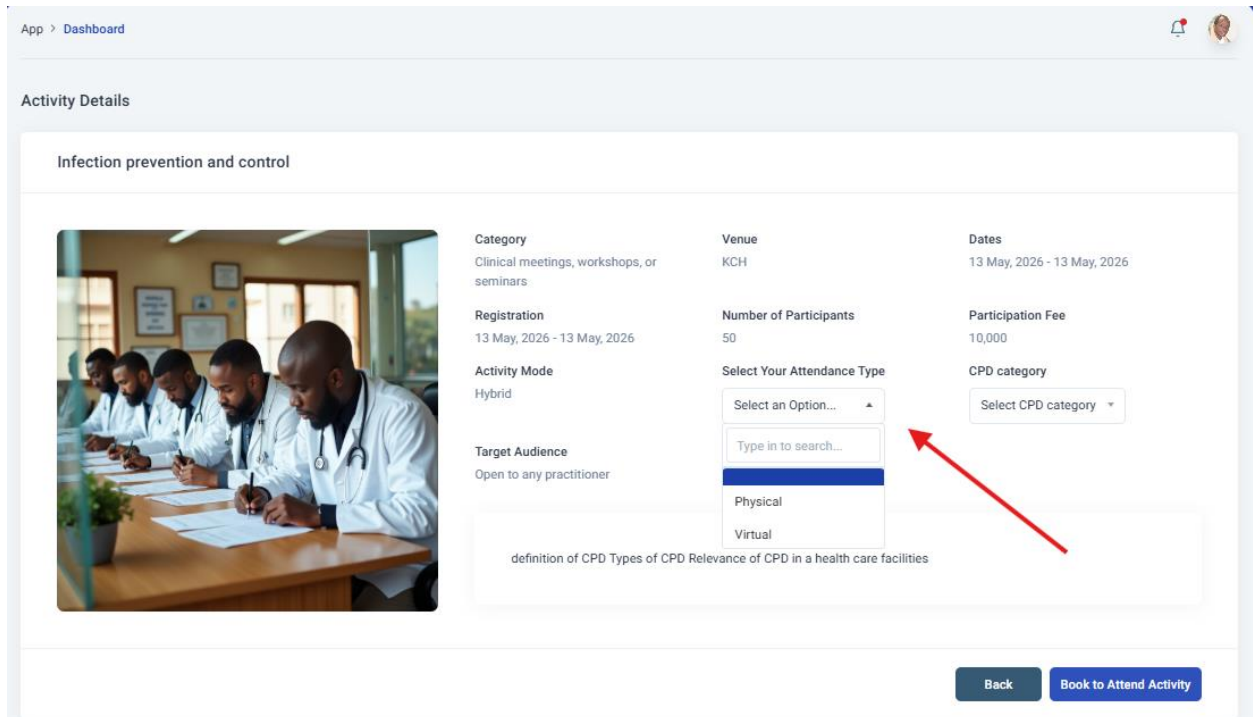
- Click “Full Details” for the activity you want to attend, then review the available options before booking.



## Step 4: Select the attendance type

Choose how you will attend the activity:


- Physical
- Virtual



App > Dashboard

Activity Details

Infection prevention and control



<b>Category</b> Clinical meetings, workshops, or seminars	<b>Venue</b> KCH	<b>Dates</b> 13 May, 2026 - 13 May, 2026
<b>Registration</b> 13 May, 2026 - 13 May, 2026	<b>Number of Participants</b> 50	<b>Participation Fee</b> 10,000
<b>Activity Mode</b> Hybrid	<b>Select Your Attendance Type</b> Select an Option... Type in to search... Physical Virtual	<b>CPD category</b> Select CPD category
<b>Target Audience</b> Open to any practitioner	definition of CPD Types of CPD Relevance of CPD in a health care facilities	

Back Book to Attend Activity

## Step 5: Select the CPD category

After choosing the attendance type, select the appropriate CPD category:

- Core Technical
- Ethics and Professionalism
- Elective

### Activity Details

#### Infection prevention and control




<b>Category</b> Clinical meetings, workshops, or seminars	<b>Venue</b> KCH	<b>Dates</b> 13 May, 2026 - 13 May, 2026
<b>Registration</b> 13 May, 2026 - 13 May, 2026	<b>Number of Participants</b> 50	<b>Participation Fee</b> 10,000
<b>Activity Mode</b> Hybrid	<b>Select Your Attendance Type</b> Select an Option... ▾	<b>CPD category</b> Select CPD category ▾ Type in to search... Select CPD category Core technical Ethics and Professionalism Elective
<b>Target Audience</b> Open to any practitioner	definition of CPD Types of CPD Relevance of CPD in a health care facilities	

[Back](#) [Book to Attend Activity](#)

## Step 6: Review facilitator information

- Before you proceed, review the facilitator details shown at the bottom of the activity page.

	<b>Registration</b> 13 May, 2026 - 13 May, 2026	<b>Number of Participants</b> 50	<b>Participation Fee</b> 10,000
<b>Activity Mode</b> Hybrid	<b>Select Your Attendance Type</b> Physical ▾	<b>CPD category</b> Core technical ▾	
<b>Target Audience</b> Open to any practitioner	definition of CPD Types of CPD Relevance of CPD in a health care facilities		

[Back](#) [Book to Attend Activity](#)

#### Activity Facilitators

Dr. John Doe  
Bcs in Clinical Medicine  
Specialist

## Step 7: Book the Activity

- Once you have confirmed the details, click **“Book to Attend Activity”** to register for the CPD activity.

Registration  
13 May, 2026 - 13 May, 2026

Activity Mode  
Hybrid

Target Audience  
Open to any practitioner

Number of Participants  
50

Select Your Attendance Type  
Physical

Participation Fee  
10,000

CPD category  
Core technical

definition of CPD Types of CPD Relevance of CPD in a health care facilities

Back Book to Attend Activity

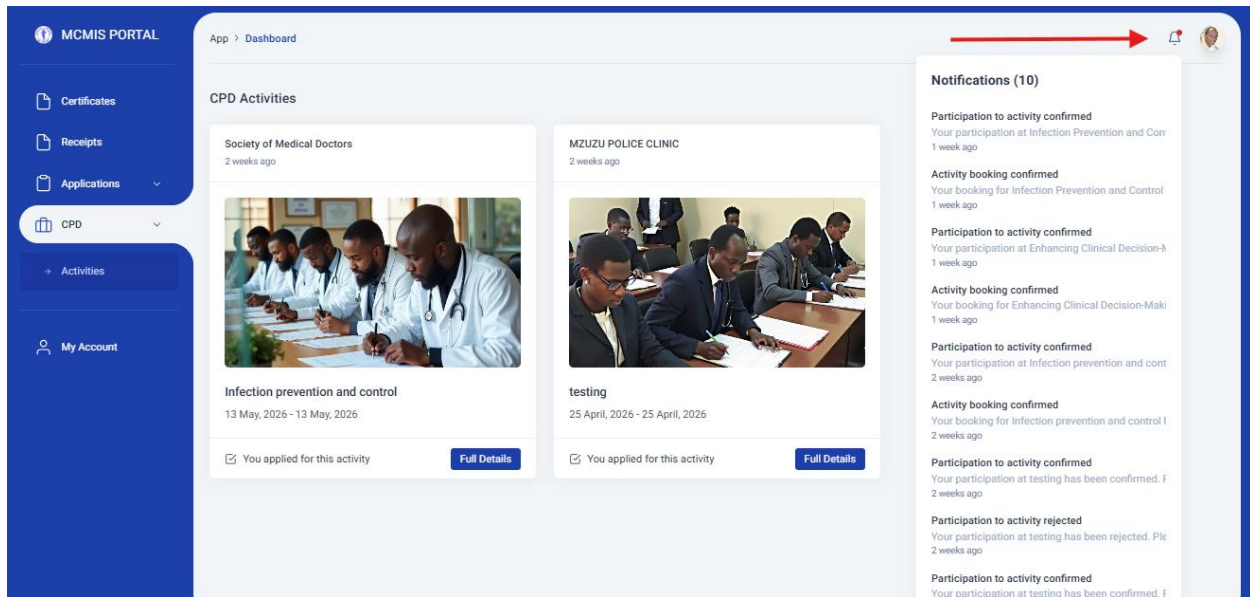
Activity Facilitators

Dr John Doe  
Bcs in Clinical Medicine  
Specialist

## Step 8: Check Notifications and Track Your Points

After booking the CPD activity, monitor your notifications to track updates and confirm when your points are added.

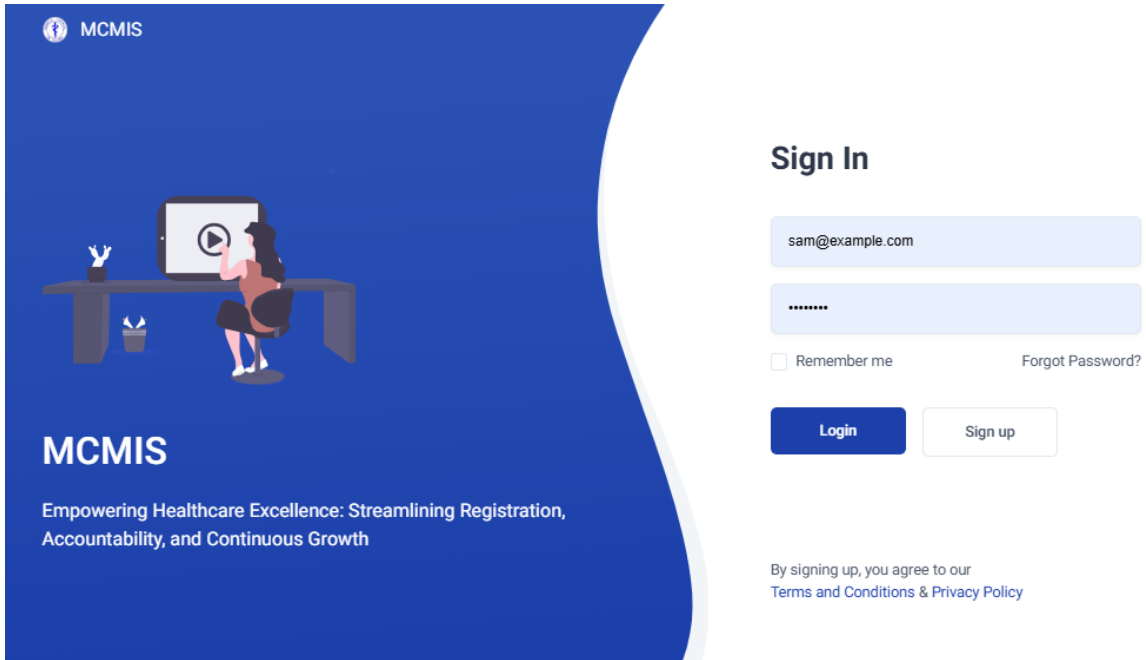
- When the CPD Coordinator processes your booking request, you will receive a notification.
- Click the bell icon in the top-right corner of the screen to open and review your notifications.
- After attending the CPD activity, the coordinator will confirm your participation, and you will receive another notification.
- Check your dashboard to confirm that the CPD points earned have been added to your record.



## 4. Section 2: Step-by-Step Guide for Submitting Individual CPD Activity

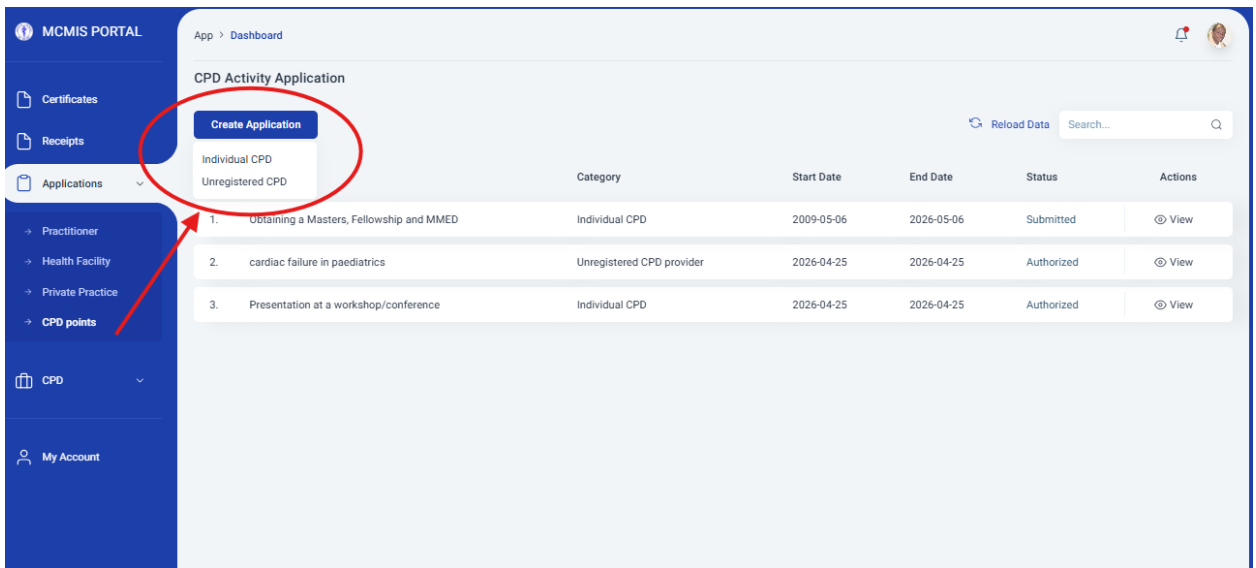
### Step 1: Login to the Practitioner portal

- Open the MCMIS portal.
- Enter your registered:
  - Email Address
  - Password
- Click **“Login”** to access the Practitioner Dashboard.



## Step 2: Navigate to the CPD Points Section

- From the sidebar menu, click “Applications”.
- Select “CPD Points”.
- On the CPD Points page, click “Create Application”.
- The drop-down menu will popup. Click on “Individual CPD”



## Step 3: Fill in CPD Activity Details

Complete the CPD activity information by providing:

- **CPD Activity**  
(Example: Presentation at a Workshop, Obtaining a Diploma, Obtaining a Degree)
- **CPD Activity Category**  
(Example: Core Technical, Ethics and Professionalism, Erective)
- **Start Date**
- **End Date**

Ensure that all details entered are accurate and match the supporting evidence.

The screenshot displays the 'CPD Activity Application' form. On the left is a navigation menu with options: Certificates, Receipts, Applications (expanded to show Practitioner, Health Facility, Private Practice, and CPD points), CPD, and My Account. The main content area shows a progress bar with three steps: 1. Details (active), 2. Documents, and 3. Preview. Below the progress bar are four input fields: 'CPD Activity' (dropdown menu), 'CPD Activity Category' (dropdown menu), 'Start Date' (calendar icon), and 'End Date' (calendar icon). At the bottom right, there are 'Cancel' and 'Next' buttons.

#### Step 4: Upload Evidence of Participation

- Navigate to the **Documents Page**.
- Upload supporting evidence of participation.
- After uploading the document(s), click **“Next”**.

1 Details      2 Documents      3 Preview

**Attach Evidence**

Select Evidence (PDF Only) \*

Choose File No file chosen

**Upload**

AMREF CPD Provider Registration Certificate (1)  
0.01 MB

Previous    **Keep Draft**    Next

## Step 5: Review and Submit Application

- Review the following information carefully:
  - CPD Activity Details
  - CPD Points to be Earned
  - Uploaded Evidence of Participation
- Ensure all information is correct before submission.
- Click **“Submit”** to complete the application.

1 Details 2 Documents 3 Preview

Application Summary Ref: #101

**ACTIVITY DETAILS**  
Title  
**Obtaining a Masters, Fellowship and MMED**  
Provider  
**Self**  
Venue  
**Not applicable**

**SCHEDULE & CREDITS**  
Start Date  
06 May, 2009  
End Date  
06 May, 2026  
Hours / Points Earned  
**25**

**SUPPORTING DOCUMENTS**  
Evidence of participation  
PDF - 15.3 KB

< Previous Keep Draft Submit ↗

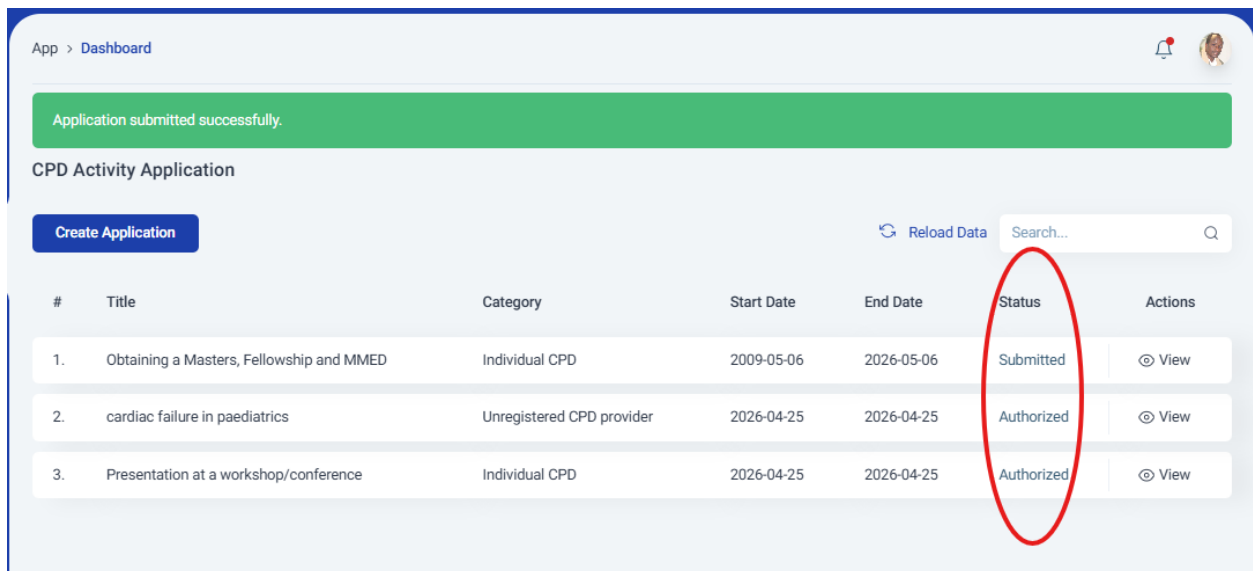
## Step 6: Track Application Status

After submission:

- Navigate to the **CPD Points Page**.
- Check the points earned on your dashboard
- Monitor the status of the application.

Possible statuses may include:

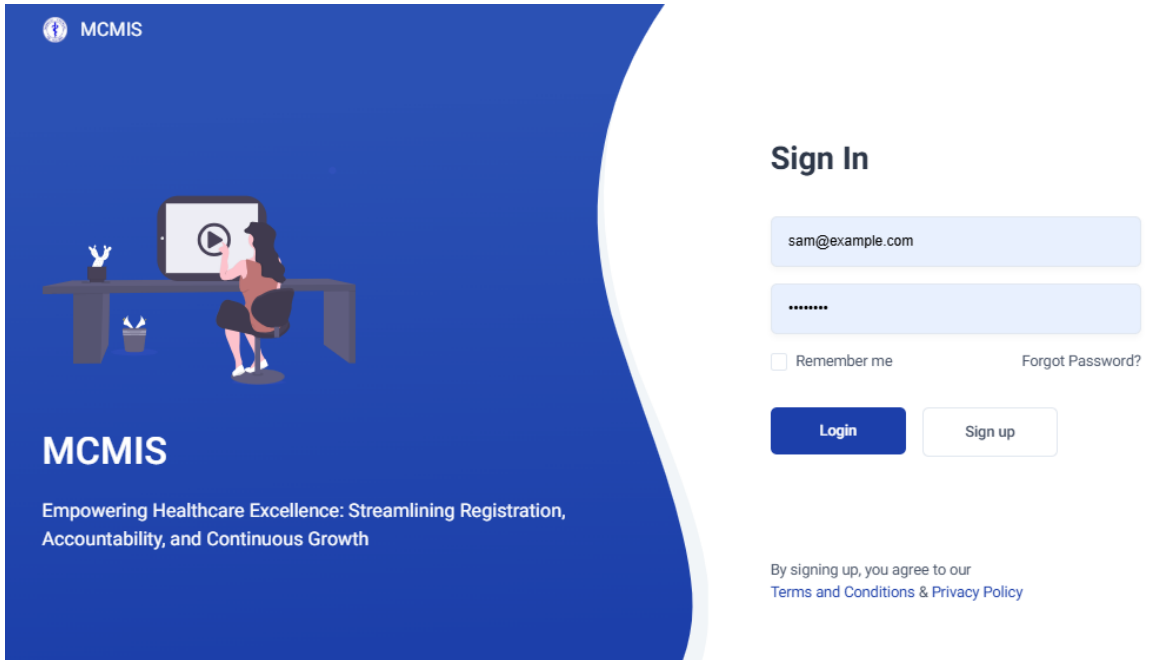
- Draft
- Submitted
- Under Review
- Authorized
- Returned



## 4. Section 3: Step-by-Step Guide for Submitting CPD Activities from Non-Registered Providers

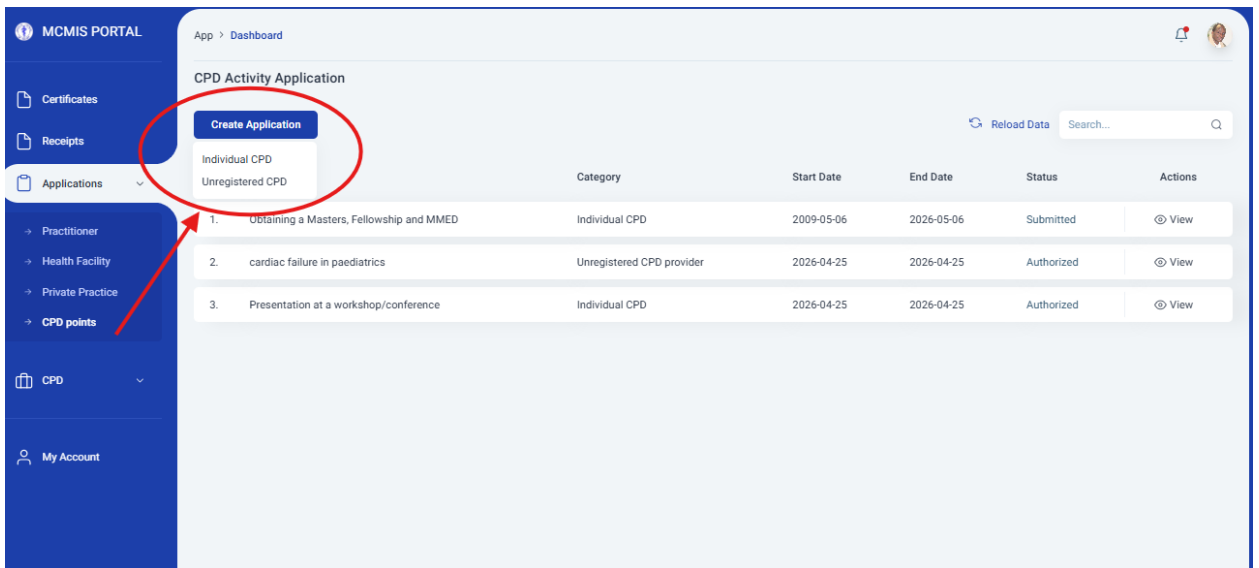
### Step 1: Login to the Practitioner portal

- Open the MCMIS portal.
- Enter your registered:
  - Email Address
  - Password
- Click **“Login”** to access the Practitioner Dashboard.



## Step 2: Navigate to the CPD Points Section

- From the sidebar menu, click “Applications”.
- Select “CPD Points”.
- On the CPD Points page, click “Create Application”.
- The drop down will popup. Click “Unregistered CPD”



## Step 3: Fill in CPD Activity Details

- Complete the CPD activity information by providing:

- Title
- Provider Name
- CPD Activity Type
- CPD Activity
- Category
- Start Date
- End Date
- Country
- Click next after filling in all the required information

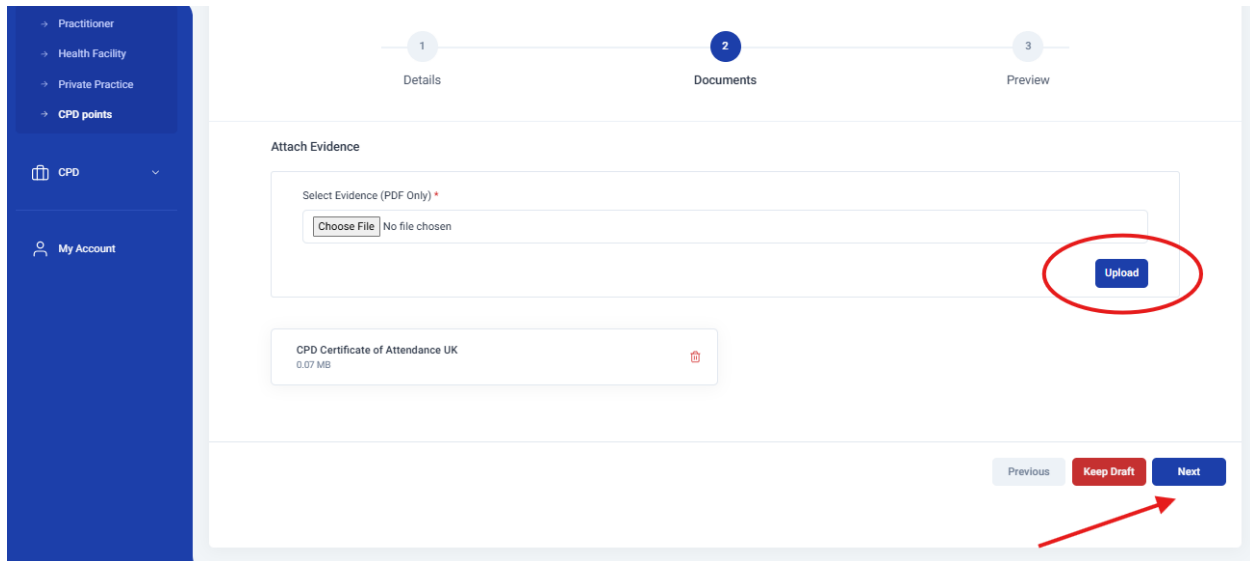
The screenshot shows a web application interface for a 'CPD Activity Application'. On the left is a blue sidebar with navigation options: Certificates, Receipts, Applications (expanded), Practitioner, Health Facility, Private Practice, CPD points, CPD, and My Account. The main content area is titled 'CPD Activity Application' and features a progress bar with three steps: 1. Details (active), 2. Documents, and 3. Preview. Below the progress bar is a form with the following fields:

- Title: Advanced Life Support Training
- Provider Name: Mwatikonda Hospital Centre
- CPD Activity: Conferences
- CPD Activity Category: Core technical
- Start Date: 13-May-2026
- End Date: 13-May-2026
- Country: United Kingdom

At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

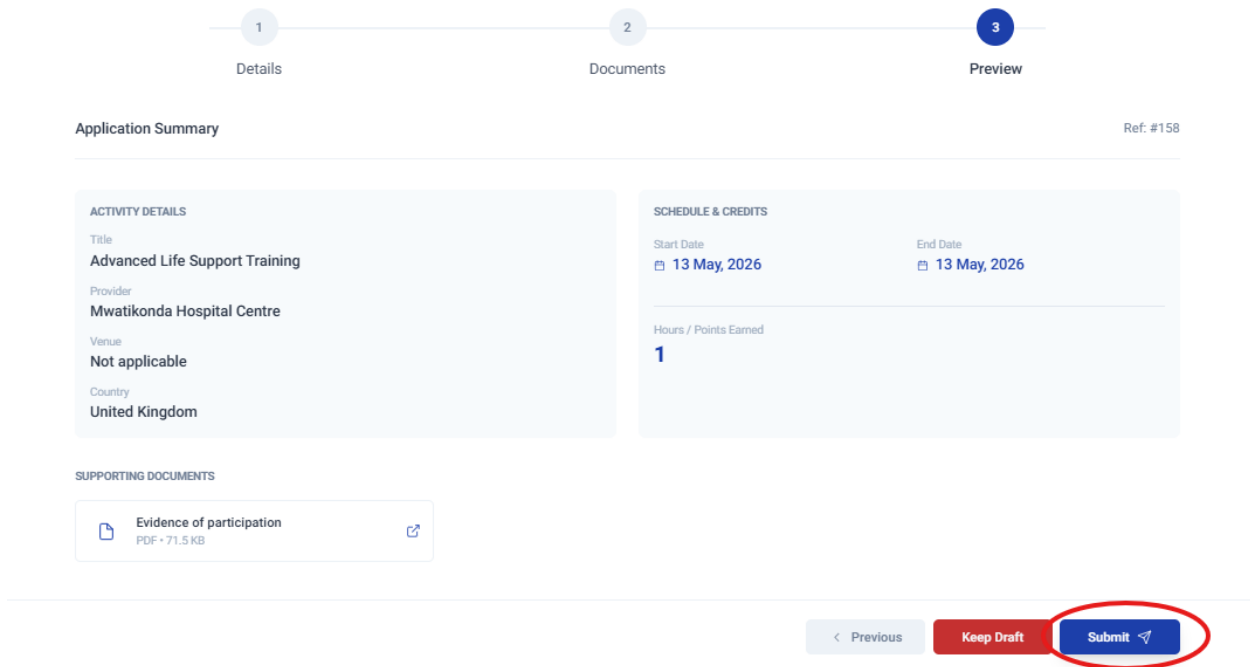
#### Step 4: Upload Evidence of Participation

- Navigate to the **Documents Page**.
- Upload supporting evidence of participation.
- After uploading the document(s), click **“Next”**.



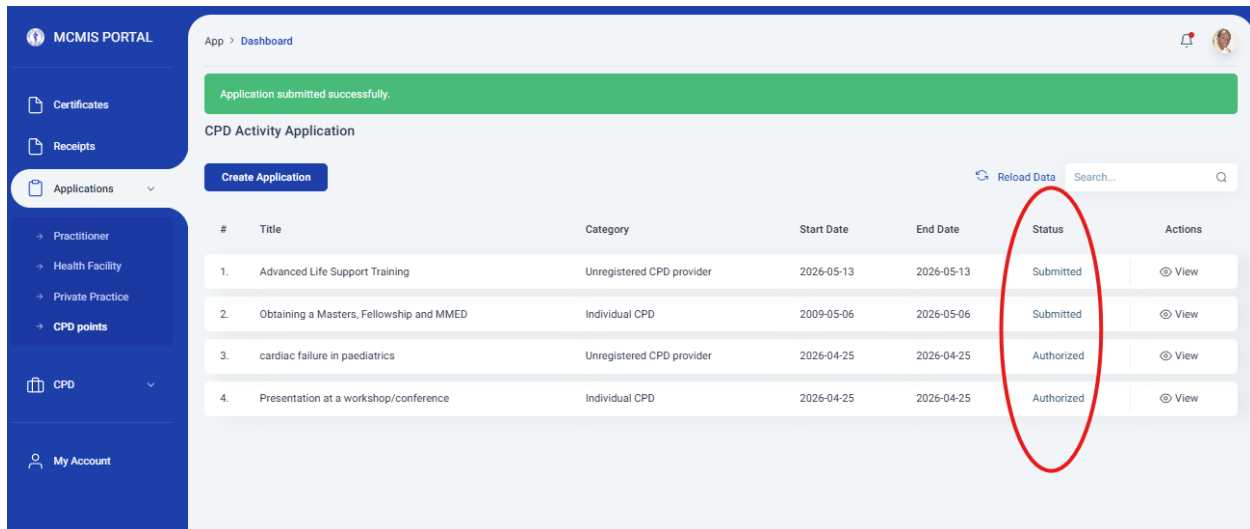
## Step 5: Review and Submit Application

- Review the CPD Activity information carefully, including:
  - CPD Points to be Earned
  - Uploaded Evidence of Participation
- Ensure all information is correct before submission.
- Click **“Submit”** to complete the application.



## Step 5: Review and Submit Application

- Review the CPD Activity information carefully, including:
  - CPD Points to be Earned
  - Uploaded Evidence of Participation
- Ensure all information is correct before submission.
- Click **“Submit”** to complete the application.



The screenshot displays the MCMIS Portal interface. A green banner at the top indicates "Application submitted successfully." Below this, the "CPD Activity Application" section is visible, featuring a "Create Application" button and a "Reload Data" link. A table lists four applications with the following details:

#	Title	Category	Start Date	End Date	Status	Actions
1.	Advanced Life Support Training	Unregistered CPD provider	2026-05-13	2026-05-13	Submitted	View
2.	Obtaining a Masters, Fellowship and MMED	Individual CPD	2009-05-06	2026-05-06	Submitted	View
3.	cardiac failure in paediatrics	Unregistered CPD provider	2026-04-25	2026-04-25	Authorized	View
4.	Presentation at a workshop/conference	Individual CPD	2026-04-25	2026-04-25	Authorized	View

## Step 6: Track Application Status

After submission:

- Navigate to the **CPD Points Page**.
- Check the points earned on the dashboard.
- Monitor the status of the application.

Possible statuses may include:

- Draft
- Submitted
- Under Review
- Authorized
- Returned

## 5. Support and Contact Information

For assistance, please contact:

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