



Medical Council of Malawi Information System (MCMIS)

Education and Training Module – User Manual for Training Institutions and Training Program Registration

Version 1.0

Prepared by: IT Department, Medical Council of Malawi

Date: June 2026

Contents

1. Introduction.....	1
2. Purpose of the Education and Training Module	1
3. System Access Requirements	1
3.1 Technical Requirements.....	2
3.2 User Requirements	2
4. Step-by-Step Guide for Program Registration Application	2
Step 1: Access the Registration Portal.....	2
Step 2: Register as Education and Training Coordinator	3
Step 3: Verify Your Account.....	4
Step 4: Upload Profile Photo	4
Step 5: Start a Program Registration Application.....	5
Step 6: Select the Program	5
Step 7: Upload Application Letter	6
Step 8: Complete Supporting Documents Checklist	7
Step 9: Review and Submit Application.....	8
5. Application Review and Approval Process	8
Step 11: Track Application Status	8
Step 11: Download Invoices and Curriculum Review Comments	9
Step 12: Curriculum Review Process	10
Step 13: Access Inspection Invoice	10
Step 14: Pay Inspection Invoice	11
6. Certificate Issuance.....	12
Step 15: Registration Approval and Certificate Generation	12
Step 16: Download Registration Certificates	13
5. Support and Contact Information.....	14

1. Introduction

The Education and Training Module within the Medical Council of Malawi Information Management System (MCMIS) enables Higher Health Training Institutions (HHTIs) to apply for registration of new training programs and, where applicable, registration of new training institutions.

The module provides a centralized platform through which institutions can submit program registration applications, upload supporting documentation, track application progress, receive feedback from the Council, manage invoices, and download registration certificates.

This manual provides guidance to Education and Training Coordinators of HHTIs on how to register, submit program applications, monitor application progress, and obtain registration certificates through MCMIS.

2. Purpose of the Education and Training Module

The Education and Training Module is designed to:

- Digitize the institutional registration and program registration process.
- Facilitate online submission of program applications.
- Improve efficiency in program review and approval.
- Provide a centralized repository of program registration records.
- Enhance communication between training institutions and the MCM.
- Enable tracking of program application status in real time.
- Facilitate faster invoice generation and payment tracking.
- Maintain institutional and program registration records electronically.
- Enable institutions to download registration certificates online after approval.

3. System Access Requirements

To access the Education and Training Module, users must have:

3.1 Technical Requirements

- Computer, laptop, tablet, or smartphone.
- Stable internet connection.
- Updated web browser (Google Chrome recommended).

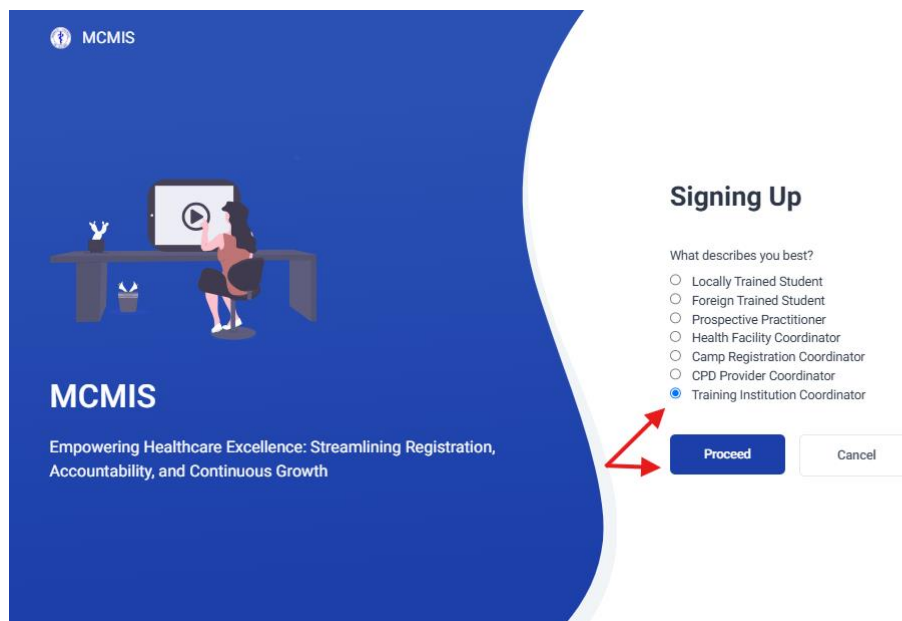
3.2 User Requirements

- Official institutional email address.
- Designated Education and Training Coordinator.
- Required program registration documentation.

4. Step-by-Step Guide for Program Registration Application

Step 1: Access the Registration Portal

- Visit the MCMIS Sign-Up Page.
<https://mcm.medcommw.org/register>
- Select the **Education and Training Coordinator** registration option.
- Click **Proceed**.



Step 2: Register as Education and Training Coordinator

Complete the registration form by entering:

Representative Details

- First Name
- Last Name
- Email Address

Training Institution Details

- Institution Name
- Institution Short Name
- Official Institutional Email Address

Important: As a Coordinator, use the official institution email address, for the coordinator is the representation of the training Institution.

After completing the form:

- Review the information entered.
- Click **Submit**.

The system will send a verification email.

MCMIS
Empowering Healthcare Excellence: Streamlining Registration, Accountability, and Continuous Growth

Training Institution Coordinator Sign-Up

You are a representative of an institution and would like to register medical facilities on behalf of the institution.

Title	Institution Postal and Physical Address
First Name	Institution Plot Number
Last Name	Institution Email Address
Your Email Address (username)	Institution Phone Number
Institution Name	Institution Short Name
	Training Institution Type
	District

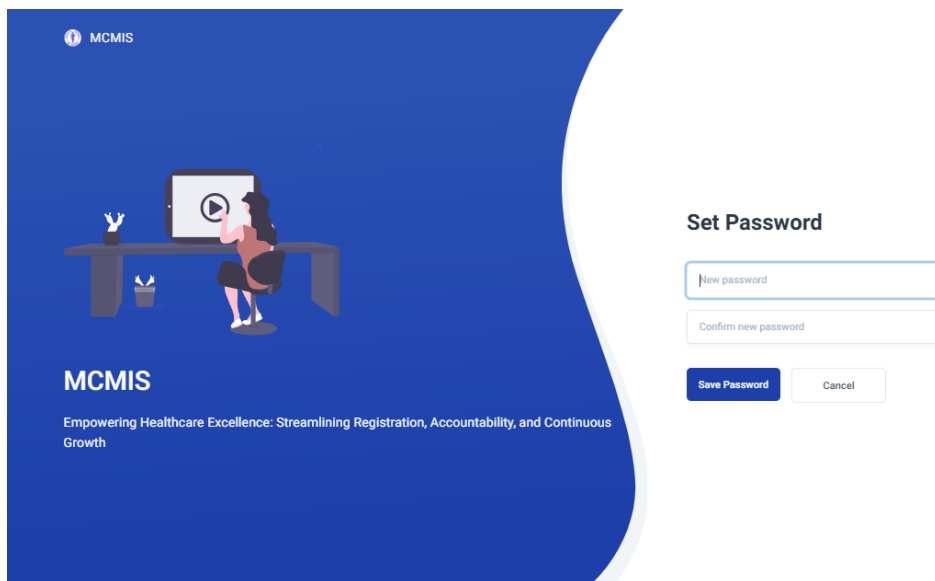
Submit **Cancel**

Step 3: Verify Your Account

- Open your email inbox.
- Locate the verification email sent by the system.
- Click the verification link.
- Create a strong password.
- Confirm the password and **save**.

Password Tips:

- Use a combination of uppercase and lowercase letters.
- Include numbers and special characters.
- Do not share your password with unauthorized persons.



Step 4: Upload Profile Photo

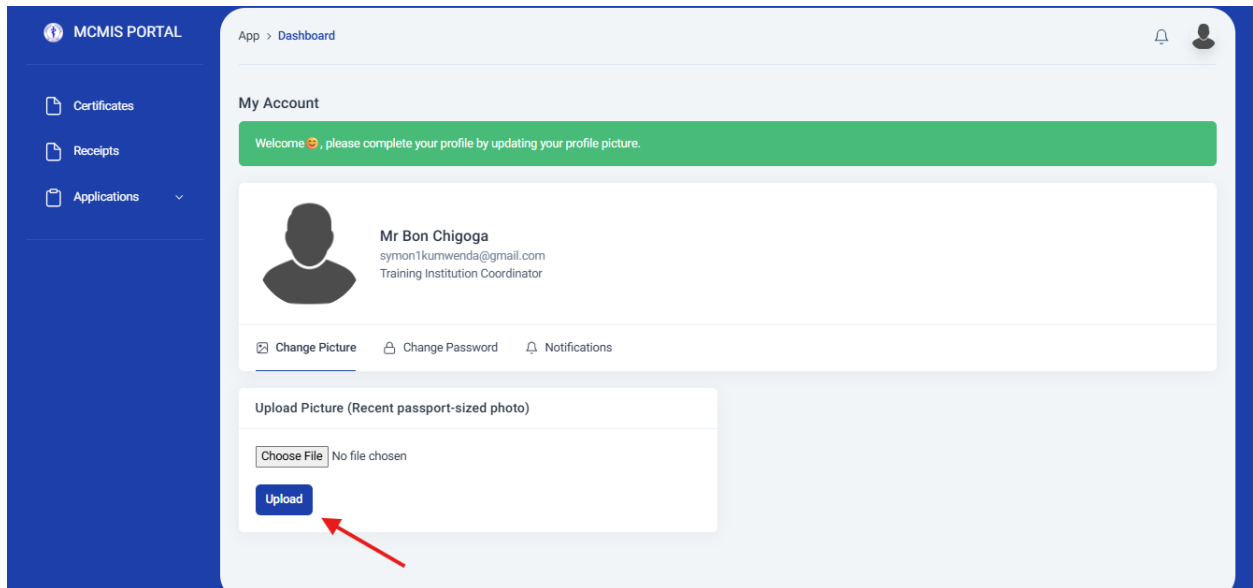
After successful login, the system will require completion of your profile before access is granted.

- Upload a clear passport-sized photo.
- Click **Upload**.

Photo Requirements

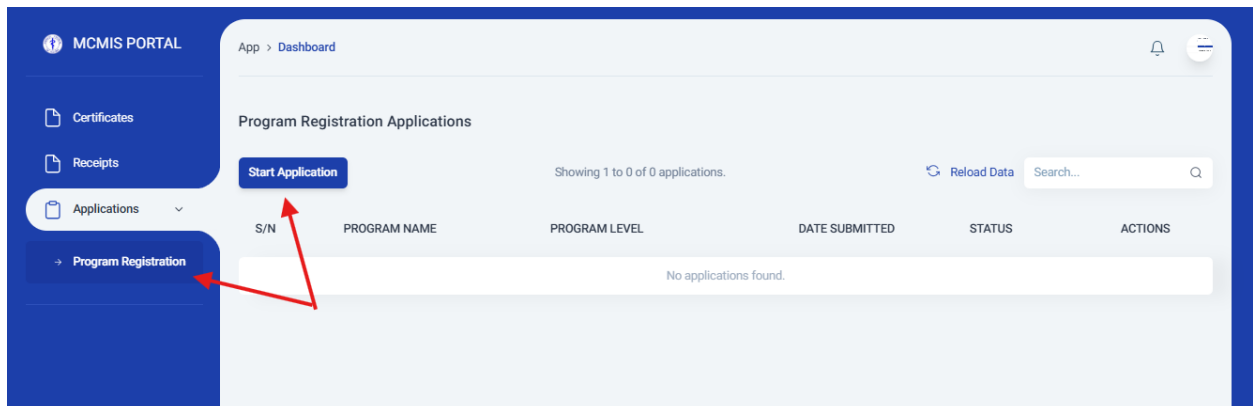
- Recent photograph
- Clear facial visibility
- Professional appearance

Click **Upload** to continue.



Step 5: Start a Program Registration Application

- Click **Applications** from the sidebar menu.
- Open Program Registration Applications page.
- Click **Create Application**.



Step 6: Select the Program

The first stage requires selection of the program being applied for.

- Click the program dropdown list.
- Select the program name.
- Click **Next**.

Program Registration Application

1 Program 2 Documents 3 Checklist 4 Review and Submit

Programme Name*

Select an option

Next

Step 7: Upload Application Letter

- Click **Choose File**.
- Select the official application letter.
- Upload the document.
- Click **Next**.

Program registration

1 Program 2 Documents 3 Checklist 4 Review and Submit

Attach Documents
All documents marked * are required

Select file

Choose File No file chosen

Document Type

Application Letter *

Upload

Previous Keep Draft

Step 8: Complete Supporting Documents Checklist

Due to the large size of curriculum and supporting documentation, the system uses an electronic checklist.

Confirm submission of the following documents to the Council through email or hard copy:

- Curriculum Copy in the required format
- Board or Senate Internal Approval Letter
- Support Letters and copy of Memoranda of Understanding with stakeholders (where applicable)
- Evidence of Registration with the Registrar General or Establishing Act for public institutions
- Evidence of Registration with the Medical Council of Malawi (where applicable)
- Evidence of Registration with the National Council of Higher Education

After confirming submission of all applicable documents:

Tick the declaration checkbox:

"I confirm that I have submitted the above documents regarding the {Programme Name} program to the Medical Council of Malawi, either by email or in hard copy."

1 Program 2 Documents 3 Checklist 4 Review and Submit

Required Documents Checklist

Board or senate internal approval letter for the curriculum	☒ Yes ☐ No
The curriculum copy in the required format	☒ Yes ☐ No
Support letters and copies of memorandum of understanding with main stakeholders where applicable	☒ Yes ☐ No
Evidence of registration with the Registrar general or an establishing Act for public institutions	☒ Yes ☐ No
Evidence of registration with the MCM if already offering programs	☒ Yes ☐ No
Evidence of registration as a training institution by the National Council of Higher Education	☒ Yes ☐ No

☒ I confirm that I have submitted the above documents regarding the **Diploma in Clinical Medicine** program to the Medical Council of Malawi, either by email or in hard copy.

Update Checklist

Step 9: Review and Submit Application

Review all information entered.

You may:

- Click **Previous** to make corrections.
- Click **Save as Draft** to complete the application later.
- Click **Submit** to send the application to the Council.

The screenshot shows a progress bar at the top with four steps: 1 Program, 2 Documents, 3 Checklist, and 4 Review and Submit. Step 4 is currently active. Below the progress bar, a message reads: "Please review your application and click submit to continue with the application". The main content area is divided into two sections: "Program Details" and "Documents".

Program Details

- Diploma in Clinical Medicine (P5)
- Duration (years): 3
- Require Internship : Yes
- Division : Division 1
- Program Level : Undergraduate
- Nature of Training : Medical Training

Documents

- Application Letter
- Noel Proof of Payment_0001 · 0.16 MB

At the bottom right, there are three buttons: "Previous" (light blue), "Keep Draft" (red), and "Submit" (dark blue). A red arrow points to the "Submit" button.

5. Application Review and Approval Process

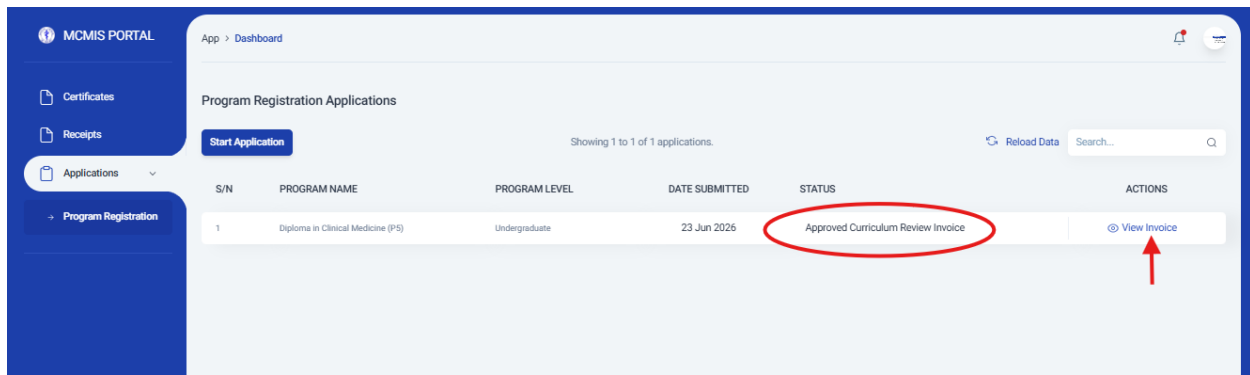
Step 11: Track Application Status

After submission:

- Navigate to the Program Registration Applications page.
- Monitor the application status.

When the application has been reviewed by the council, the curriculum review invoice become available.

Click **View Invoice** to proceed.



Step 11: Download Invoices and Curriculum Review Comments

Download the following:

- Program Registration Application Invoice
- Curriculum Review Invoice

You will also be able to download curriculum comments from the MCM.

Review all comments carefully and revise the curriculum accordingly.

After payment:

- Upload proof of payment.
- Submit the updated application.

Application Review

Please submit a proof of payment to proceed with the processing of your application as a single document.

1. Download the Program registration application invoice [here](#)
2. Download Curriculum review invoice [here](#)

Comments:
 Noel Proof of Payment_0001

Attach Payment Notification and Revised Curriculum
 All documents marked * are required

Select file

No file chosen

Document Type

Program & Curriculum review payment notification *

Program Details

Diploma in Clinical Medicine (P5)

Duration (years): 3

Require Internship : Yes

Division : Division 1

Program Level : Undergraduate

Nature of Training : Medical Training

Documents

Step 12: Curriculum Review Process

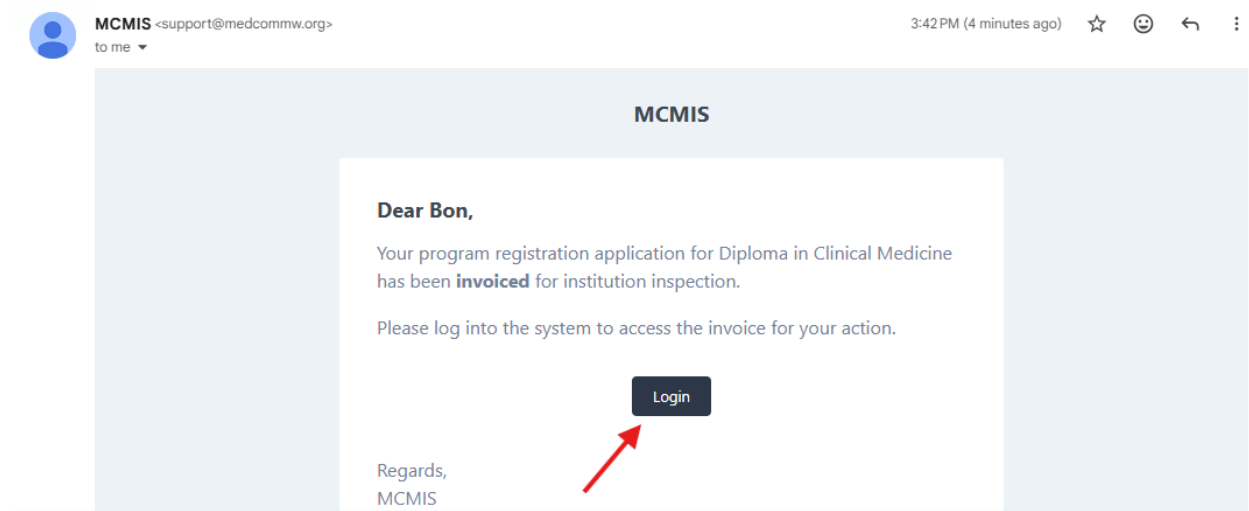
Once payment is confirmed:

- Curriculum review is conducted offline.
- The Council Committee assesses the revised curriculum.

If approved:

- The institution becomes eligible for premises inspection.

The system will send an email notification when the inspection invoice is ready.



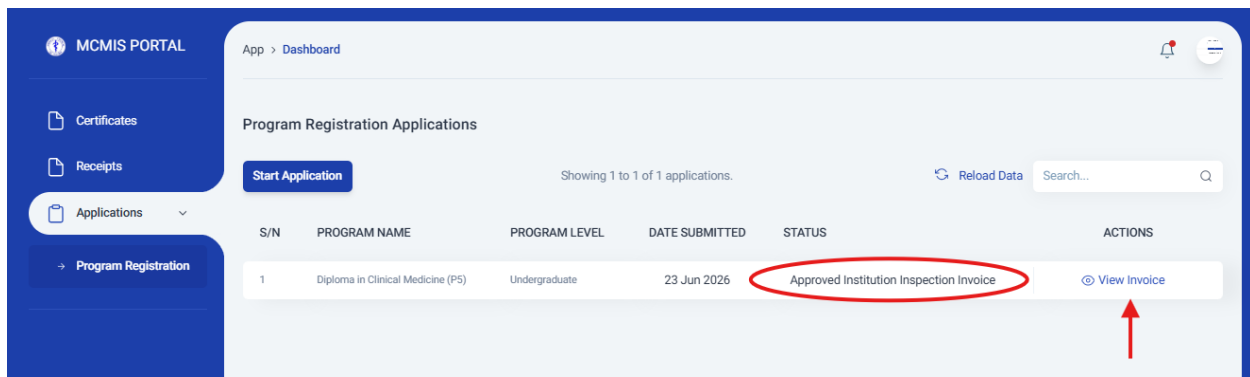
Step 13: Access Inspection Invoice

- Log into MCMIS.
- Navigate to Program Registration Applications page.

The application status will display:

"Approved Institution Inspection Invoice"

- Click **View Invoice**.



Step 14: Pay Inspection Invoice

- Click **Download Invoice Here**.
- Review invoice details.
- Make payment.
- Upload proof of payment.
- Click **Upload**.

Application Review

Please submit a proof of payment to proceed with the processing of your application. You can download the invoice [here](#)

Comments:
 Noel Proof of Payment_0001

All documents marked * are required

Select file

No file chosen

Document Type

Inspection payment notification *

Program Details

6. Certificate Issuance

Step 15: Registration Approval and Certificate Generation

Following successful inspection and approval:

The system will send two email notifications:

Notification 1

- Institution successfully registered.



Notification 2

- Program successfully registered under the institution.



Important Note

- If the institution is already registered with the Council, it will not undergo the institutional registration process again. The institution will only apply for registration of new the program.

Step 16: Download Registration Certificates

Navigate to the **Certificates** page.

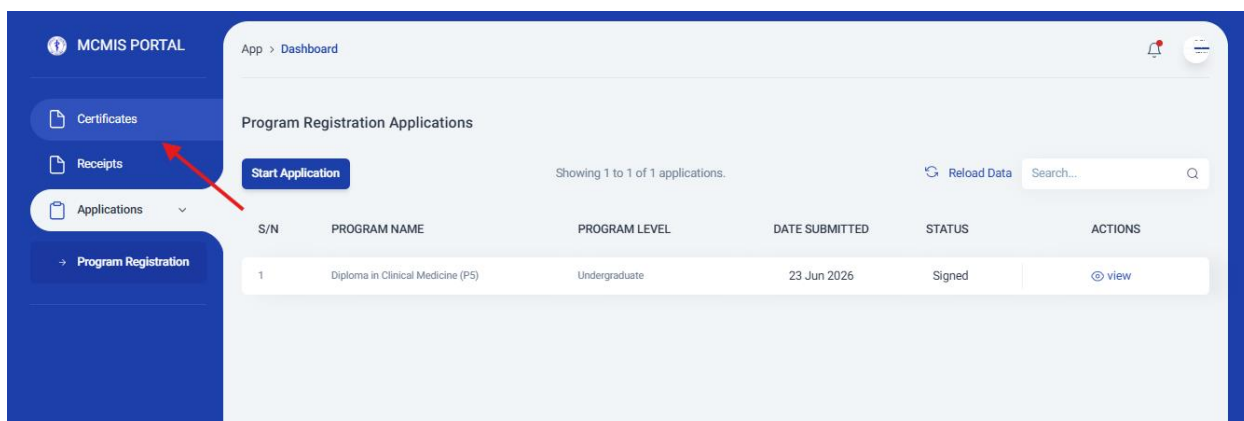
Available certificates include:

- **Institution Registration Certificate**

Download the certificate confirming registration of the institution.

- **Program Registration Certificate**

Download the certificate confirming registration of the program.



5. Support and Contact Information

For assistance, please contact:

Medical Council of Malawi – IT Department

Name: Mr. Symon Kumwenda

Email: skumwenda@medcommw.org

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

Download other MCMIS user manuals on the official MCM website:

www.medcouncilmw.com