

2023



Kenya Medical Practitioners
and Dentists Council



CONTINUOUS PROFESSIONAL DEVELOPMENT ONLINE ACCOUNT GUIDE

✉ cpd@kmpdc.go.ke

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🐦 @KmpdcOfficial

🌐 Kenya Medical Practitioners and Dentists Council

📺 Kenya Medical Practitioners and Dentists Council

CONTENTS

A guide on how to create a new Continuous Professional Development (CPD) account for new users

A guide on how to migrate to the new Continuous Professional Development (CPD) platform for existing users

A guide on how to claim points on the new Continuous Professional Development (CPD) on the new platform



CREATING A NEW CONTINUOUS
PROFESSIONAL DEVELOPMENT (CPD) ONLINE
ACCOUNT

ICPD KENYA

Call us: +254731 004782 | cpd@icpdkenya.org

Home | Developer | About Us | Contact Us | Help & Support

MIGRATE | LOGIN | REGISTER NOW

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES | COURSES | PROVIDERS | ACCOUNT ACTIVATION | RESOURCES

SEARCH

REGISTER

Name:

E-Mail Address:

Password:

Confirm Password:

Clear Register

Login

Have an account?

myname@gmail.com

.....

Sign In

Forgot Password?

REGISTER NOW

STEP 1

Visit <https://cpd.icpdkenya.org/>

Click on the green button on the top right side of the screen written 'Register Now'

Fill in the details requested.

Then click the Register button.

A link to verify your email shall be sent to your inbox.

Verify Email Address inbox x



ICPD KENYA <cpd@synergyinformatics.co.ke>
to me

9:29 AM (0 minutes ago) ☆

ICPD KENYA

Hello!

Please click the button below to verify your email address.

Verify Email Address

If you did not create an account, no further action is required.

Regards,
ICPD KENYA

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: <https://cpd.icpdkenya.org/email/verify/4759/5f89fcd15636cffcbe0d5d53b7229f5e4bb54649?expires=1683703740&signature=b27936056fb79e36bf19fd6fad2574b4603af2807890b2e0a03ce2ae52564532>

STEP 2

You should have received an email to verify your account

Be sure to check for the email in your junk/spam folder

It will appear as such when opened in your inbox.

Should you not receive the email within 1 hour kindly contact us through email providing your registration number and concerned email

Click on the Verify Email Address tab to proceed to the next step.



Search CPD Activities

Featured CPD Activities

Treatment options for MDR-ve infections in LRTIs

Treatment options for MDR-ve infections in LRTIs

Venue: Zoom

May 18, 2023 CPD Lectures Credits: 3.00 Proceed to activity

Mental Health for the Caregiver

Discuss the mental challenges faced by Caregivers

Venue: Online

May 12, 2023 CPD Lectures Credits: 3.00 Proceed to activity

CLINICAL RESEARCH IN BREAST CANCER

CLINICAL RESEARCH IN BREAST CANCER

Venue: Sarova Panafric Hotel



Resources

- The Disease Management Project
- Downloads
- Guidelines

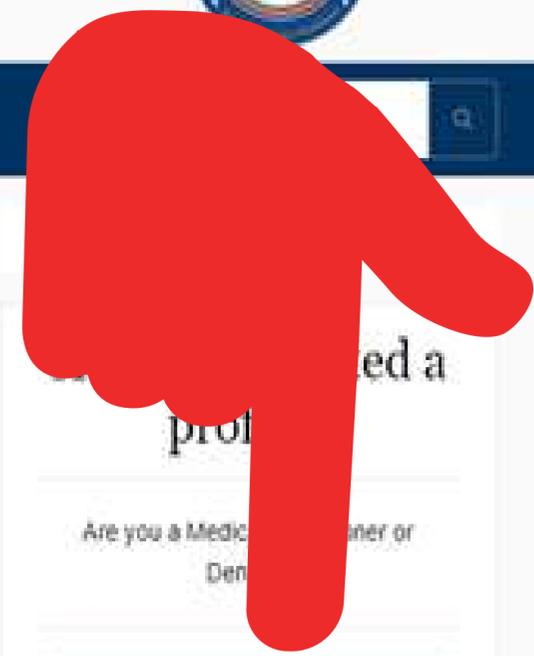
Proceed to create a profile

Are you a Medical Practitioner or Dentist?

Keep Informed

Get the latest updates on ICPD

Connect With Us



STEP 3

Click on the 'Proceed to create your profile' button

The tab is green in colour and on to the left of your screen as indicated.

Ensure that all section of your profile are filled in by clicking the tabs presented.

Sections to be filled in include:

- Profile details
- Photo
- Academics
- Specialization
- Workplace

Failure to fill in ALL the sections completely will invalidate any attempts to proceed to complete the account set up process.

STEP 4

Registration of Practitioner

Home / Profile

Profile Details Photo Academics Specialization Workplace Preview and Submit

Profile Details:

*Mandatory Fields

Registration Number *

Enter Reg Number

Physical Address *

Enter physical address.

Title * First Name *

Select Dr.

Postal Address

Enter postal address

Middle Name Last name *

Enter Middle name KMPDC

Postal Code City *

Enter postal code Enter city

ID/Passport *

Enter ID/Passport

Telephone * E-mail *

+254 712 123456 kmpdcofficial@gmail.com

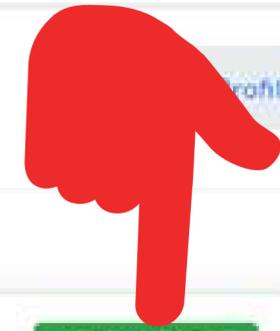
Nationality * Country of residence *

Select Select

Submit & Continue

Back Next

Registration of Practitioner KMPDC User - B10000



Profile Details Photo Academics Specialization Workplace **Preview and Submit**

PERSONAL DETAILS

Name: KMPDC User

Registration Number: B10000



Change Photo

Edit

EDUCATION

Highest Academic: Degree

Year Qualified: 2022

Awarding Institution: University of Nairobi

Edit

SPECIALIZATION

Specialization:

Edit

WORK PLACE

Country: Kenya

Organization/Institution:
Kenya Medical Practitioners and
Dentists Council

Edit

REF: - R10094

SUBMIT DETAILS

CONTACT DETAILS

Email: kmpdcofficial@gmail.com

Physical Address:

Phone: +254 727 666444

Country of Residence: Kenya

Edit

Submit application

STEP 5

After filling in ALL the sections as required in the previous step, click on the Preview and Submit tab.

Review the details input to ensure their accuracy.

Once satisfied with the entries, click on the 'SUBMIT DETAILS' button to submit your details for verification.

Registration of Practitioner KMPDC User - B10000

[Home](#) / [Profile](#)

Application submitted successfully. ✕

[Profile Details](#) [Photo](#) [Academics](#) [Specialization](#) [Workplace](#) [Preview and Submit](#)

PERSONAL DETAILS

Name: KMPDC User

Registration Number: B10000



[Change Photo](#)

[Edit](#)

REF: - R10094

STATUS: **SUBMITTED**



CONTACT DETAILS

Email: kmpdcofficial@gmail.com

Physical Address:

Phone: +254 727 666444

Country of Residence: Kenya

[Edit](#)

EDUCATION

Highest Academic: Degree

Year Qualified: 2022

Awarding Institution: University
of Nairobi

[Edit](#)

SPECIALIZATION

Specialization: --not specialist--

[Edit](#)

WORK PLACE

Country: Kenya

Organization/Institution:
Kenya Medical Practitioners and
Dentists Council

[Edit](#)

STEP 6

If details are submitted successfully, it will be indicated 'SUBMITTED' as indicated.

Thereafter, CPD Team shall verify the account and approve it within 72 hours.

You will then be able to log in and claim your points once this approval is done

MIGRATING TO THE NEW CONTINUOUS
PROFESSIONAL DEVELOPMENT (CPD) ONLINE
PLATFORM



STEP 1

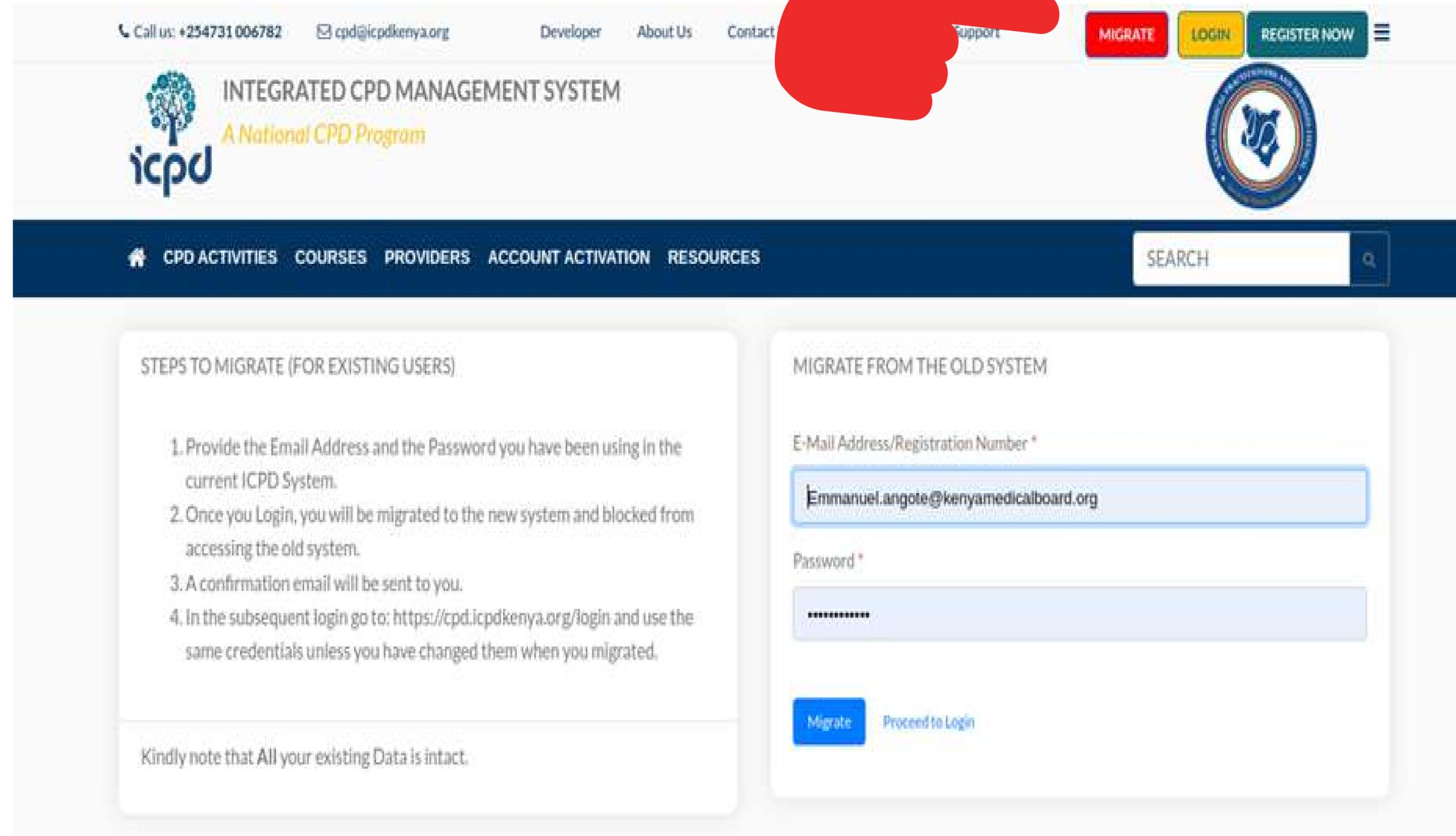
Visit <https://cpd.icpdkenya.org/>

Click on the red button the top right of the page written migrate as indicated.

The page on the right hand side will appear.

Input your email address and password.

Click on the 'Migrate' button.



Call us: +254731 006782 | cpd@icpdkenya.org | Developer | About Us | Contact | Support

MIGRATE | **LOGIN** | **REGISTER NOW**

icpd INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES | COURSES | PROVIDERS | ACCOUNT ACTIVATION | RESOURCES

SEARCH

STEPS TO MIGRATE (FOR EXISTING USERS)

1. Provide the Email Address and the Password you have been using in the current ICPD System.
2. Once you Login, you will be migrated to the new system and blocked from accessing the old system.
3. A confirmation email will be sent to you.
4. In the subsequent login go to: <https://cpd.icpdkenya.org/login> and use the same credentials unless you have changed them when you migrated.

Kindly note that All your existing Data is intact.

MIGRATE FROM THE OLD SYSTEM

E-Mail Address/Registration Number *

Password *

Migrate Proceed to Login

STEP 2

A confirmation email will be sent for verification.

Your details will be moved from the old system to your new account account.

Should you not receive the email use the Resend Verification Email tab indicated.

Should the problem persist contact us through email noting your registration number and the concerned email

The screenshot displays the 'INTEGRATED CPD MANAGEMENT SYSTEM' website. The header includes contact information (Call us: +254731 006782, cpd@icpdkenya.org) and navigation links (Developer, About Us, Contact Us, Migrate, Help & Support). The user 'Emmanuel Angote' is logged in, with a 'Log Out' button. The main navigation bar contains links for CPD ACTIVITIES, COURSES, PROVIDERS, MY PROFILE, MY PORTFOLIO, and RESOURCES, along with a search bar. The central content area shows a 'VERIFICATION EMAIL' confirmation message: 'Thanks for signing up! Before getting started, could you verify your email address by clicking on the link we just emailed to you. If you didn't receive the email, we will gladly send you another.' A large red hand icon points to a green 'Resend Verification Email' button, with a yellow 'Logout' button below it. The footer contains logos for ICPD, KMPDC, SYNERGY INFORMATICS, and FOR SPONSORS, with corresponding sub-links for each.



CLAIMING POINTS ON THE NEW CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ONLINE PLATFORM

CATEGORIES OF CLAIMING POINTS

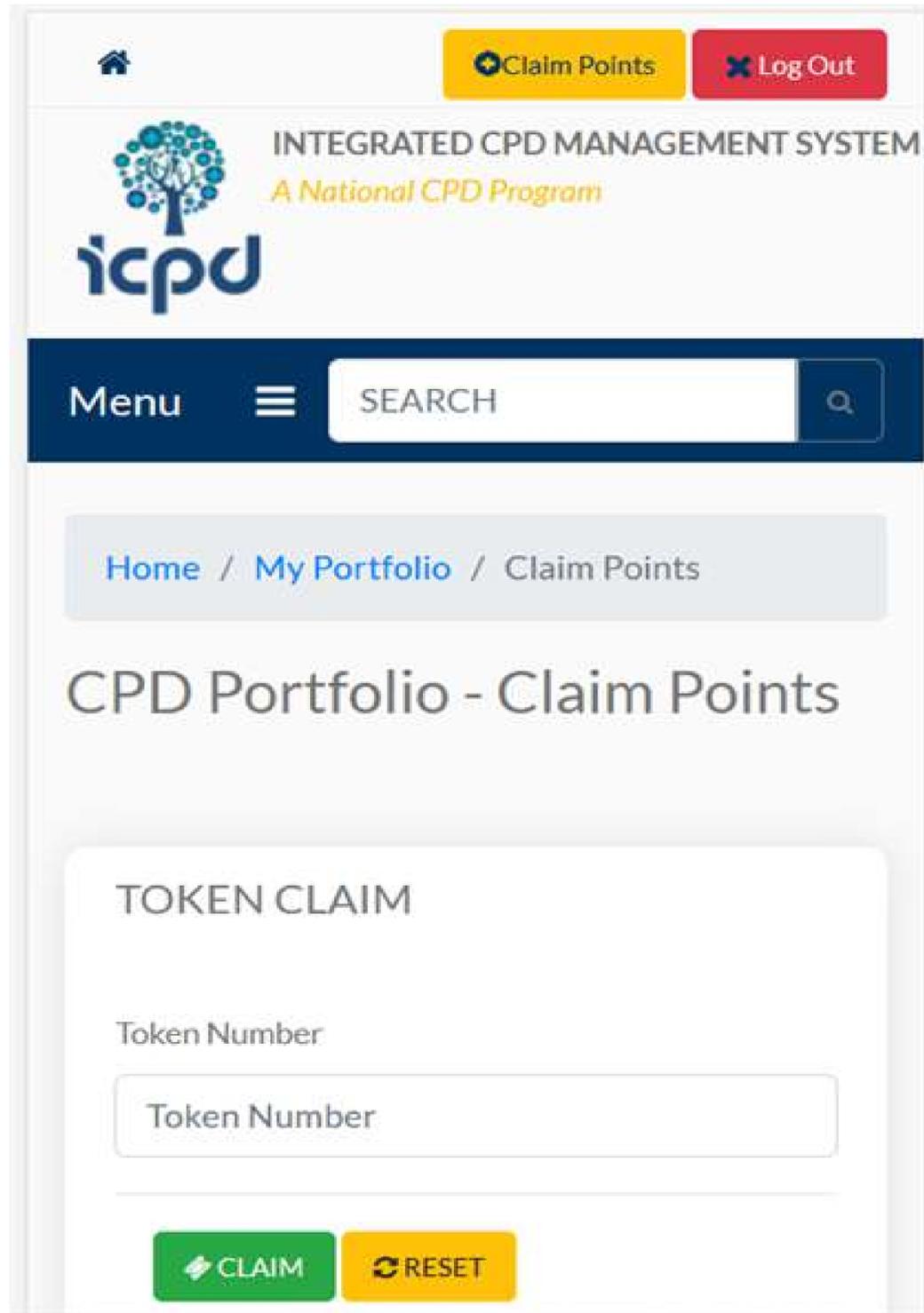
Who is required to claim points

- a. **Newly registered doctors** – evidence required would be Internship Completion Certificate or registration certificate to be claimed as a Non-Token Claim (indicate the Start date as when you started the course and end date as the last date of the current year of claim).
- b. **Registrars** - Admission Letter or School ID to be claimed as a Non-Token Claim (indicate the Start date as when you started the course and end date as the last date of the current year of claim). **You shall be required to repeat this process until you have completed your training.**
- c. **Senior Registrars** – Completion Letter or Post graduate degree certificate to be claimed as a Non-Token Claim
- d. **Registered Medical and Dental practitioners** – evidence of participation in accredited CPD Activities

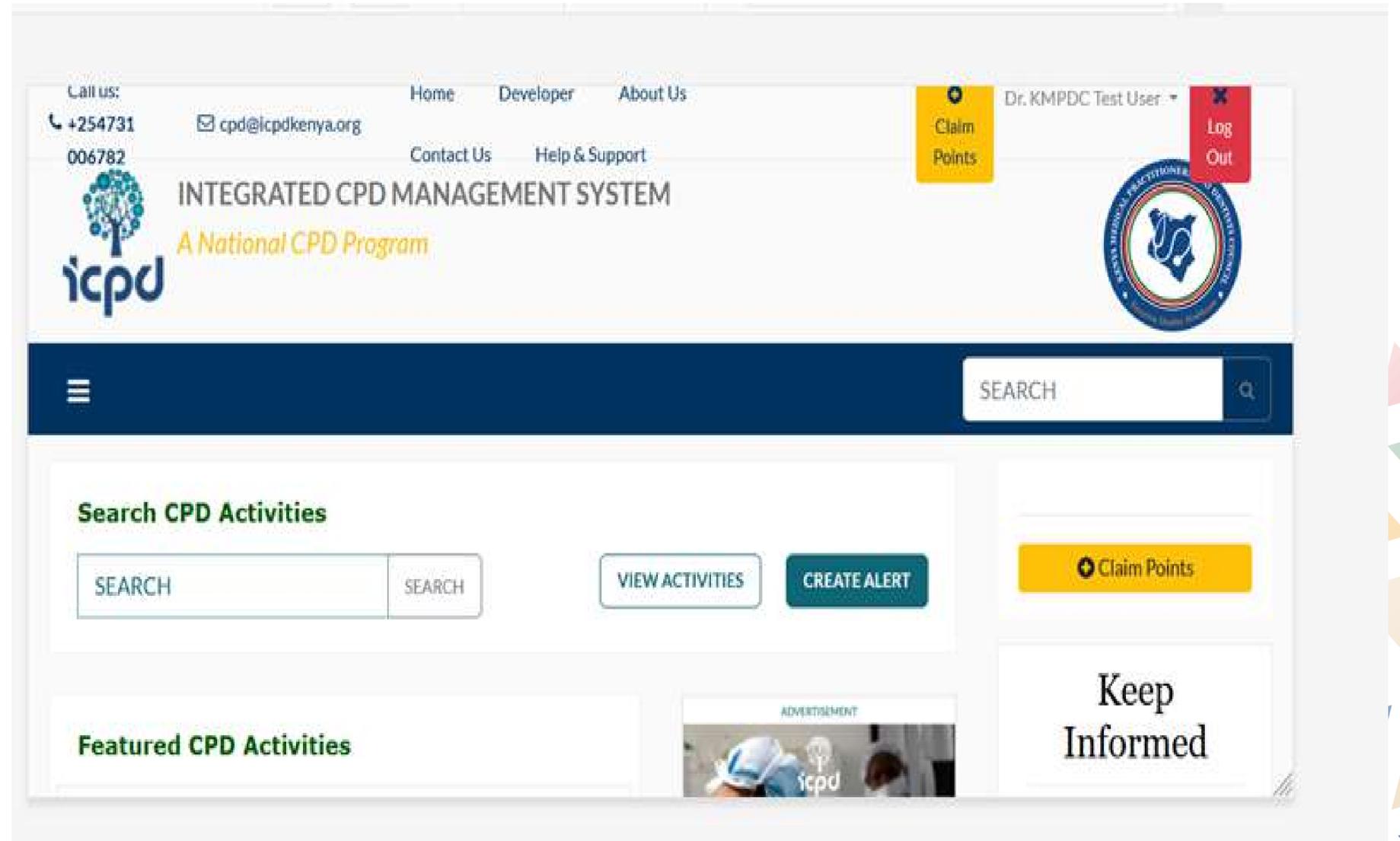
CLAIMING POINTS

Points can be claimed in 5 easy steps

- a. Click on "Claim Points"
Screen views for the location of the button are shown in the subsequent slides
- b. Choose either the "Token-Based Claims" or "Non-Token Based Claims"
- c. Fill Appropriately
- d. Click "submit" or "claim"
- e. Once submitted, the "non-token" claims shall be approved within 72hours.
Token claims reflect immediately



MOBILE PHONE VIEW



TABLET VIEW



CPD Portfolio - Claim Points

[Home](#) / [My Portfolio](#) / [Claim Points](#)

TOKEN CLAIM

Token Number

CLAIM

RESET

NON TOKEN CLAIMS

Activity type *

Activity Title *

Description *

Start Date *

End Date *

Venue

Attach the Evidence

Formats allowed: PDF | Max Size: 2MB

SUBMIT

RESET

DESKTOP VIEW

My Performance

PENDING VERIFICATION AND APPROVAL

Show 10 entries Search:

DATE	ACTIVITY	STATUS	
2023-05-10	KMPDC Test CPD Claim	No	

Showing 1 to 1 of 1 entries Previous 1 Next

PENDING CLAIM

PENDING VERIFICATION AND APPROVAL

Show 10 entries Search:

DATE	ACTIVITY	STATUS	
2023-05-10	KMPDC Test CPD Claim	Rejected	

Showing 1 to 1 of 1 entries Previous 1 Next

Click here to see reason for rejection

REJECTED CLAIM

REJECTED AND PENDING CLAIMS

The claims rejected will indicate the reason for rejection and give you an opportunity to resubmit your claim for consideration and approval.

The status of both rejected claims and pending claims will appear as indicated.

CPD ACTIVITIES

- To earn more CPD points, you can choose to undertake any of the CPD activities provided by the various providers.
- Click on “CPD Activities” and Select the activity of your choice.
- The Activities can be filtered by Specialty and Providers from the Newest, Oldest & Most Viewed

The screenshot displays the homepage of the Integrated CPD Management System. At the top, there is a navigation bar with contact information (Call us: +254731 006782, Email: cpd@icpdkenya.org) and links for Developer, About Us, Contact Us, Migrate, and Help & Support. The user is logged in as ABDALLAH ZUBEDI. The main header features the ICPD logo and the text "INTEGRATED CPD MANAGEMENT SYSTEM - A National CPD Program". Below this is a dark blue navigation bar with menu items: CPD ACTIVITIES, COURSES, PROVIDERS, MY PROFILE, MY PORTFOLIO, and RESOURCES. A search bar is located on the right side of this bar.

The main content area is divided into several sections:

- Search CPD Activities:** A search bar with a "SEARCH" button and a "VIEW ACTIVITIES" button.
- Featured CPD Activities:** A list of activities with details such as title, venue, date, and credits. Examples include:
 - Treatment options for MDR-ve infections in LRTIs (Venue: Zoom, May 18, 2023, CPD, Lectures, 02 Credits: 3.00, Proceed to activity)
 - Mental Health for the Caregiver (Venue: Online, May 12, 2023, CPD, Lectures, 02 Credits: 3.00, Proceed to activity)
 - DCMT MINI ROUND MAY WEEK 2 (Venue: DCMT MINI ROUND WEEK 2, May 10, 2023, CPD, Grand rounds C..., 02 Credits: 3.00, Proceed to activity)
 - 3rd Annual Foot and Wound Symposium (Venue: SAROVA PANAFRIC HOTEL)
- Resources:** A section with a title and a list of links: The Disease Management Project, Downloads, and Guidelines.
- Keep Informed:** A section with a "Claim Points" button, a "Get the latest updates on ICPD" message, input fields for "Enter your name" and "Enter your email", a "SUBSCRIBE" button, and social media icons for Facebook, Twitter, LinkedIn, and Instagram.

HISTORICAL POINTS

Click on the 'My Portfolio' tab at the top of the page.

Click on the drop down option as show on the image alongside and select the relevant year.

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A National CPD Program

CPD ACTIVITIES COURSES PROVIDERS MY PROFILE MY PORTFOLIO RESOURCES

SEARCH

My Portfolio

Home / Portfolio

MY DIARY

Show 10 entries Search

CLAIM DATE	ACTIVITY	POINTS	Year
2023-03-17	1.3.2023 KMH UOH GS MDI	3.00	2023

Showing 1 to 1 of 1 entries

Year: Total Points: 3 Points (Minimum Required 50 Points)

PERFORMANCE

Year

Total CPD Points: 3 Points (Minimum Required 50 Points)

My Performance

PENDING VERIFICATION AND APPROVAL

PRINTING CPD DIARY

From the 'My Portfolio' page click on the print diary tab. It is blue and on the right hand of the screen.

The page along side will load.

Select the relevant year.

Proceed to print your diary.

INTEGRATED CPD MANAGEMENT SYSTEM
A National CPD Program

CPD ACTIVITIES COURSES PROVIDERS MY PROFILE MY PORTFOLIO RESOURCES

SEARCH

Print Diary

Home / My Portfolio / CPD Diary

YEAR

Calendar Year *

- 2023
- Select Year
- 2021
- 2022
- 2020
- 2019

PREVIEW

SELECT CALENDAR YEAR TO PREVIEW AND PRINT

CLAIM DATE	ACTIVITY	POINTS	Year	
13.07.2023	13.2023 KNH UONG GS MDT	3.00	2023	Token

Total Points: 3 Points (Minimum Required 50 Points)

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