2023

CONTINUOUS PROFESSIONAL DEVELOPMENT
ONLINE ACCOUNT GUIDE

Kenya Medical Practitioners and Dentists Council

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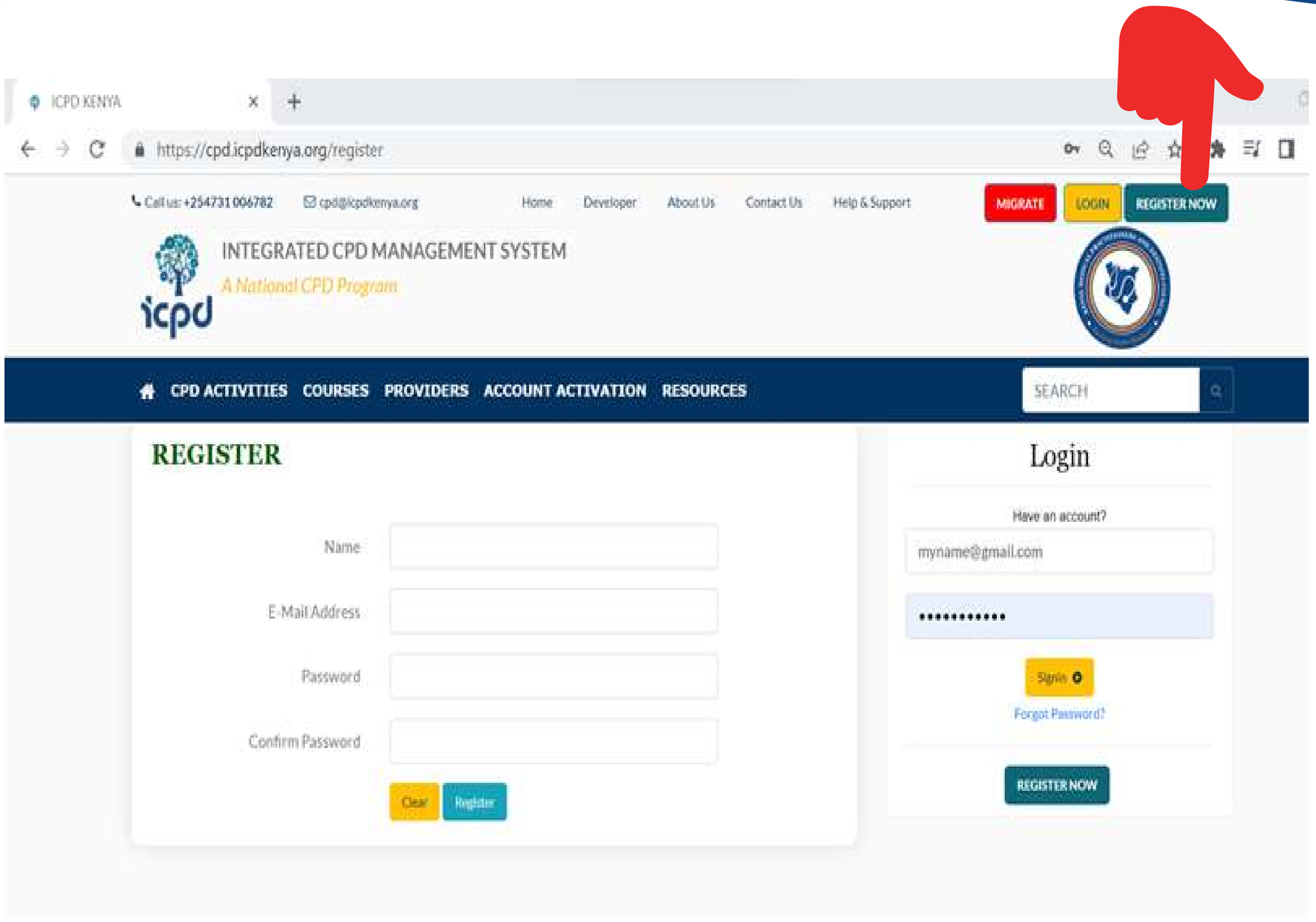
CREATING A NEW CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)ONLINE ACCOUNT



STEP 1

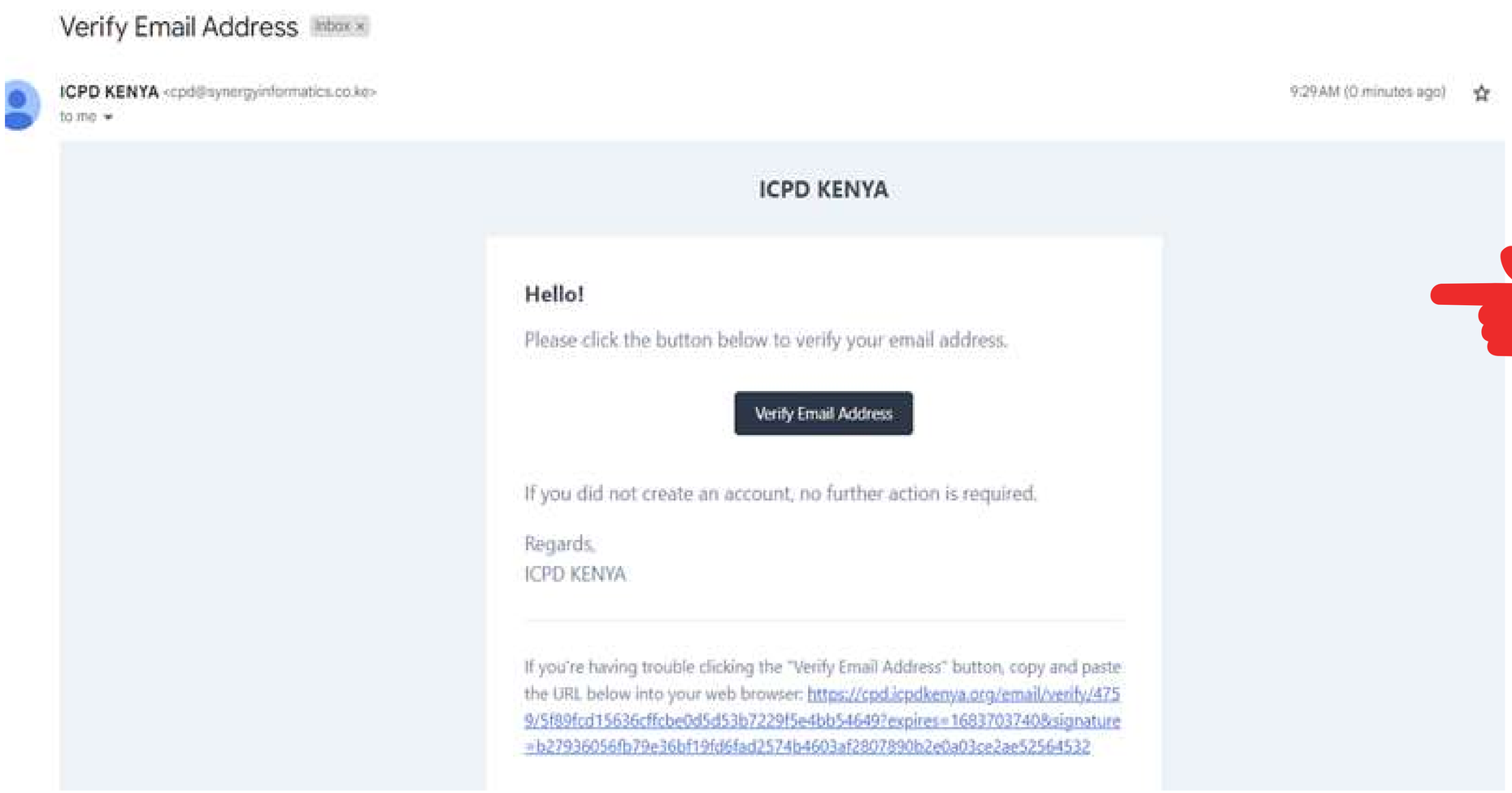
Visit https://cpd.icpdkenya.org/

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.



STEP 2

You should have recived an emial 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.

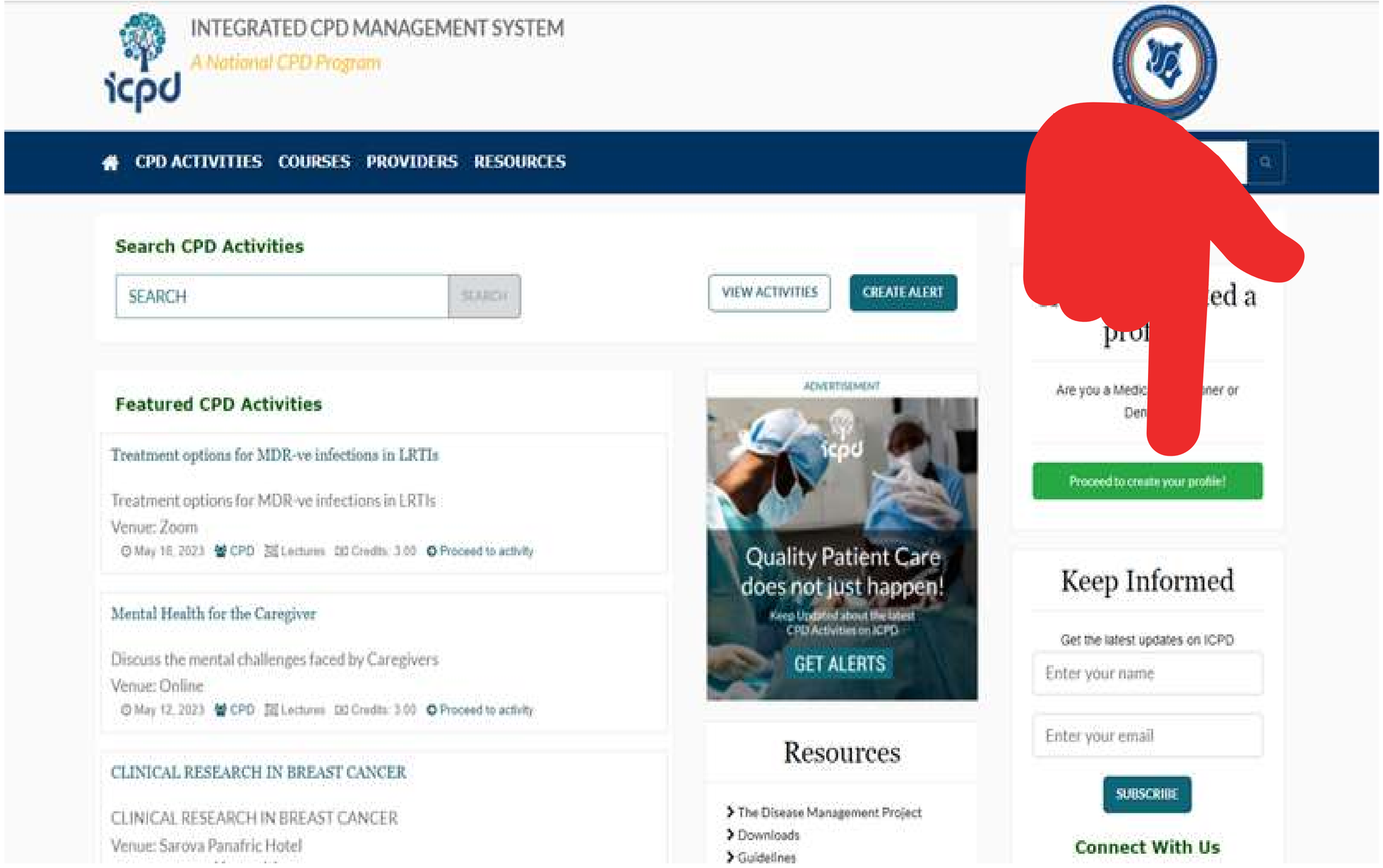
Should you not receive the email within 1 hour kindly contact us through email providing your registration number and concerned email

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

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.

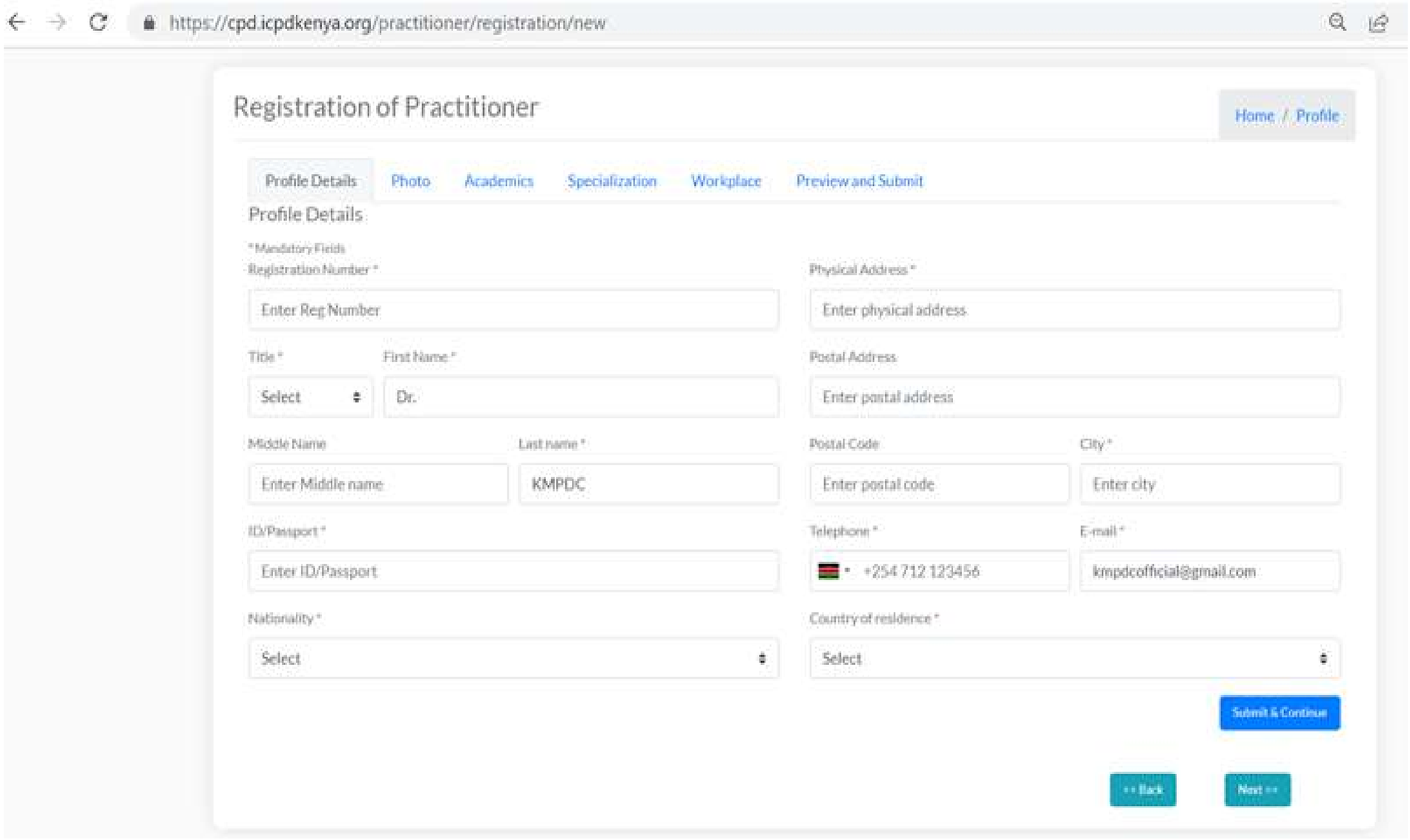


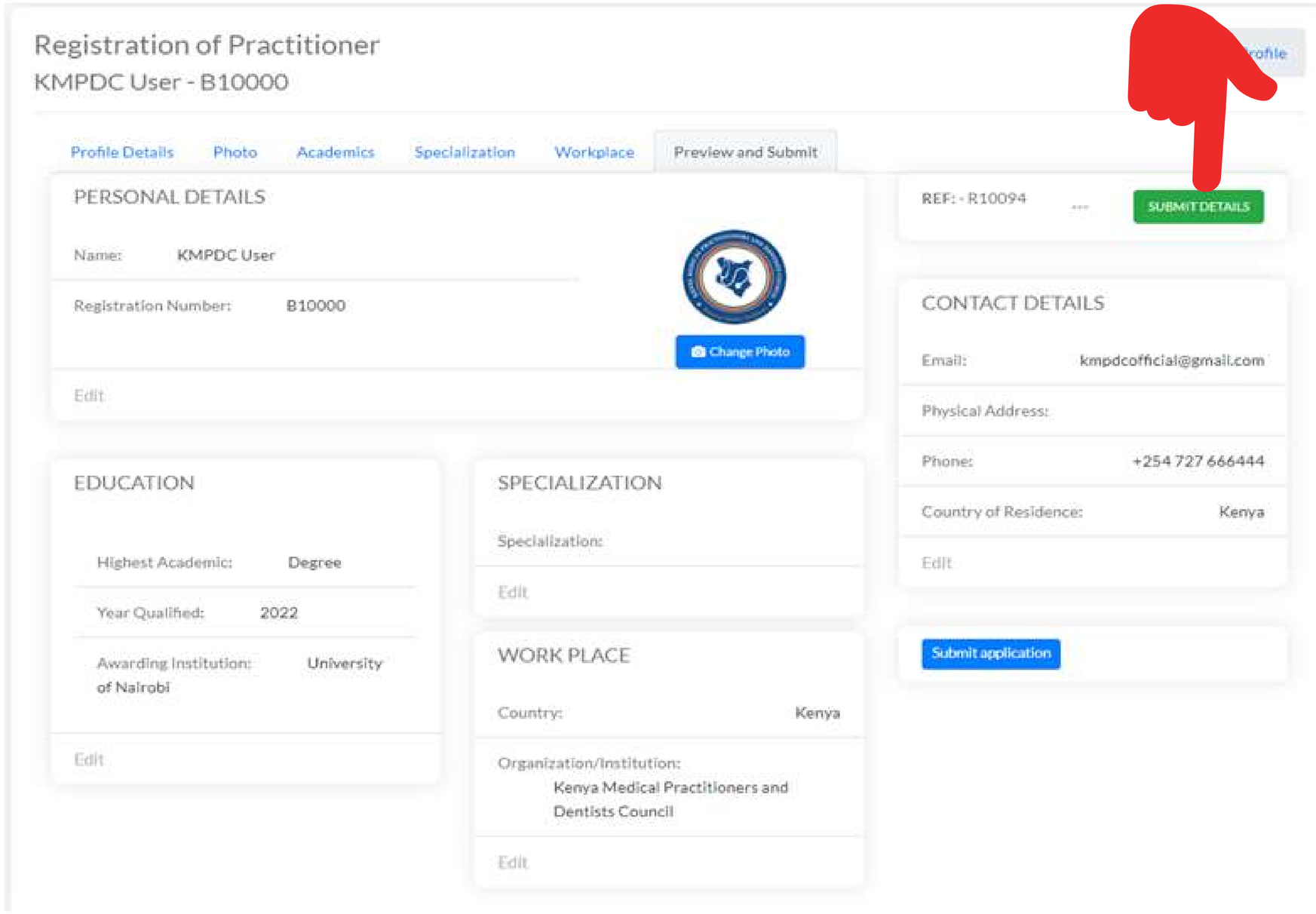
Ensure that all section of your profile are filled in by clicking the tabs presented.

Sections to be filled in include:
Profile details
Photo
Academics
Specialization
Workplace

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

STEP 4





STEP 5

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

Review the detials input to esnure their accuracy.

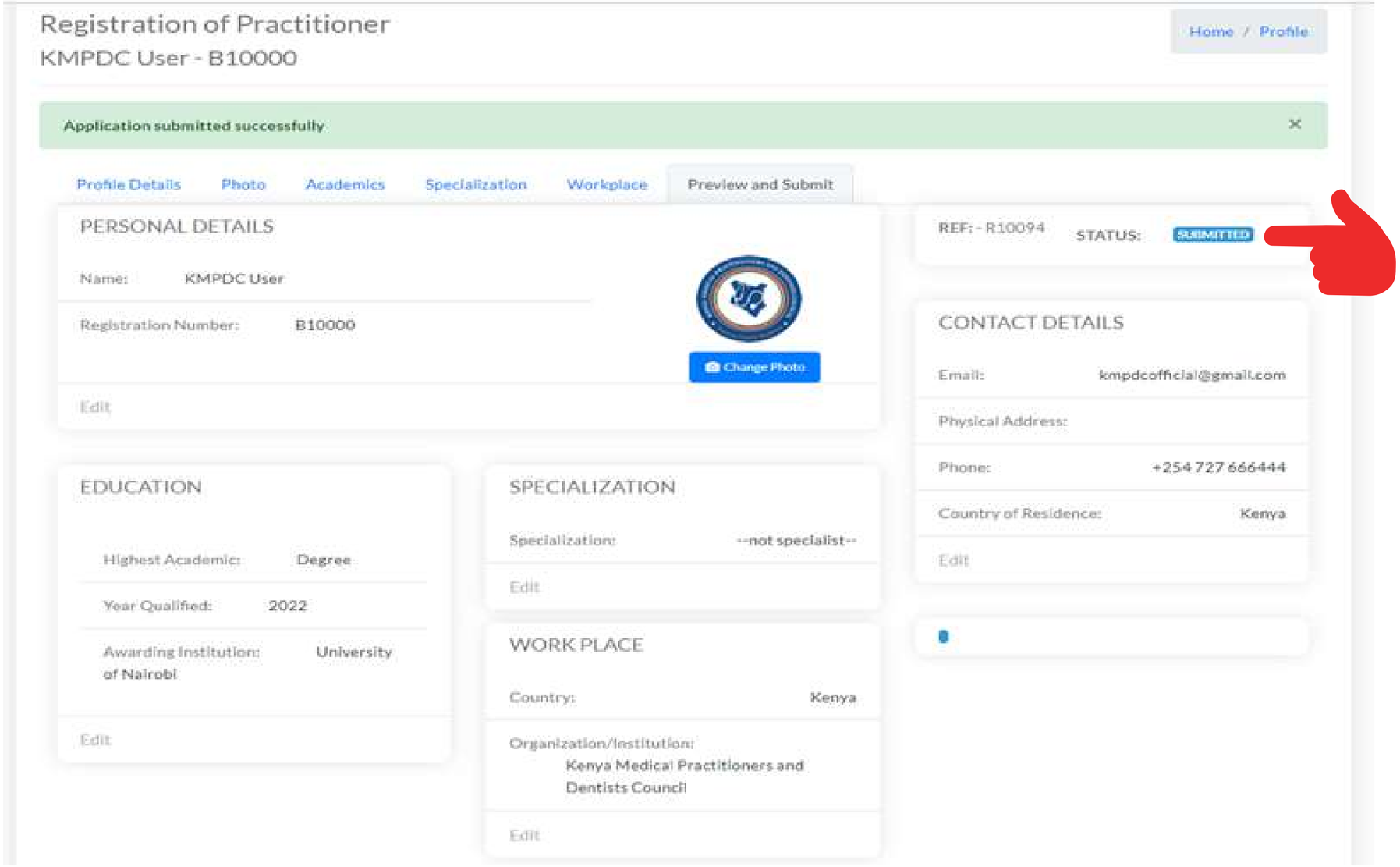
Once satisfied with the entries, click on the 'SUBMIT DETAILS' button to submit your details for verification.

STEP 6

If detials are submitted succesffuly, it will be inidicated 'SUBMITTED' as indicated.

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

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 PLATFROM

STEP 1

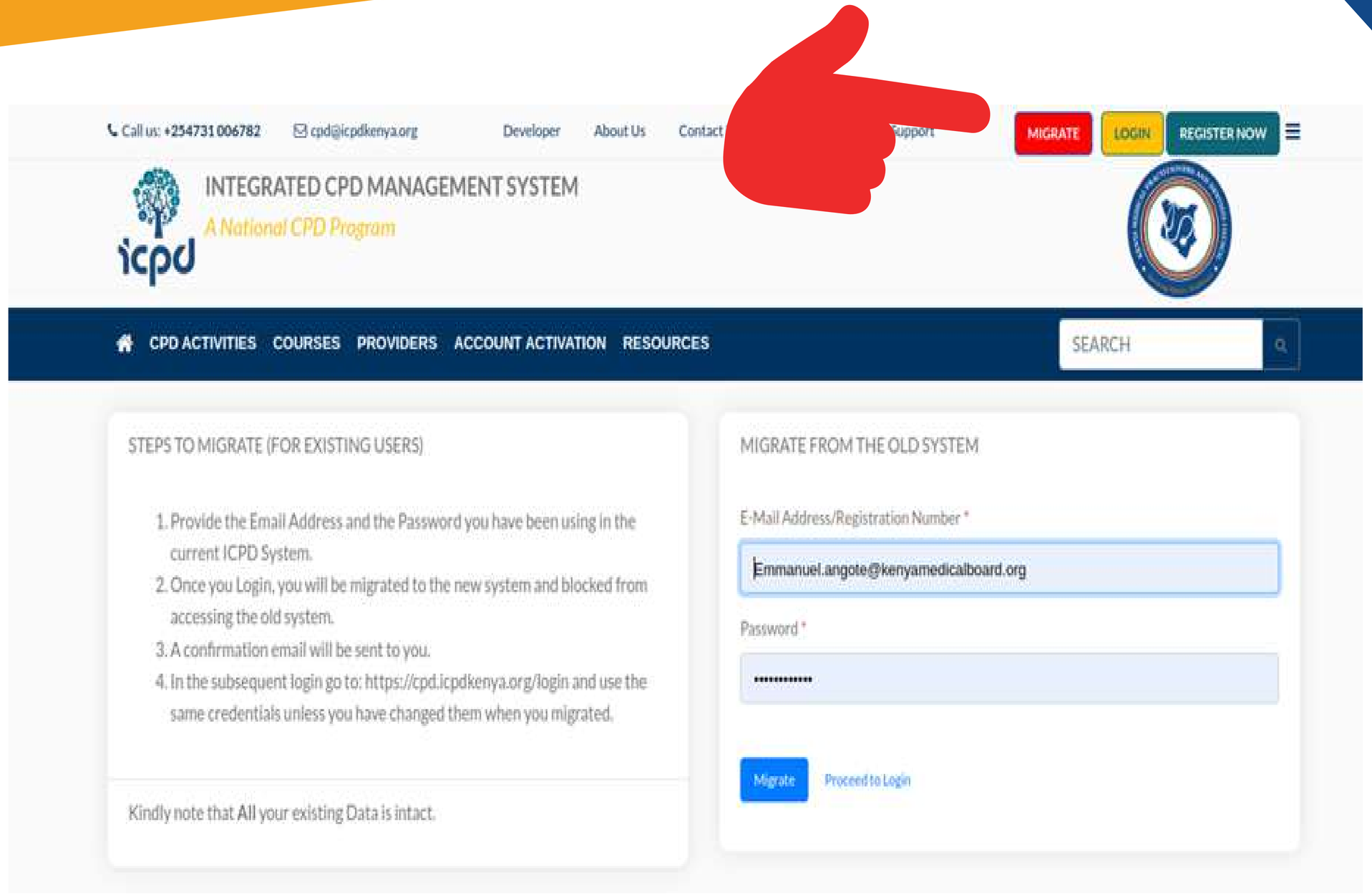
Visit https://cpd.icpdkenya.org/

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 addresss and password.

Click on the ‘Migrate’button.



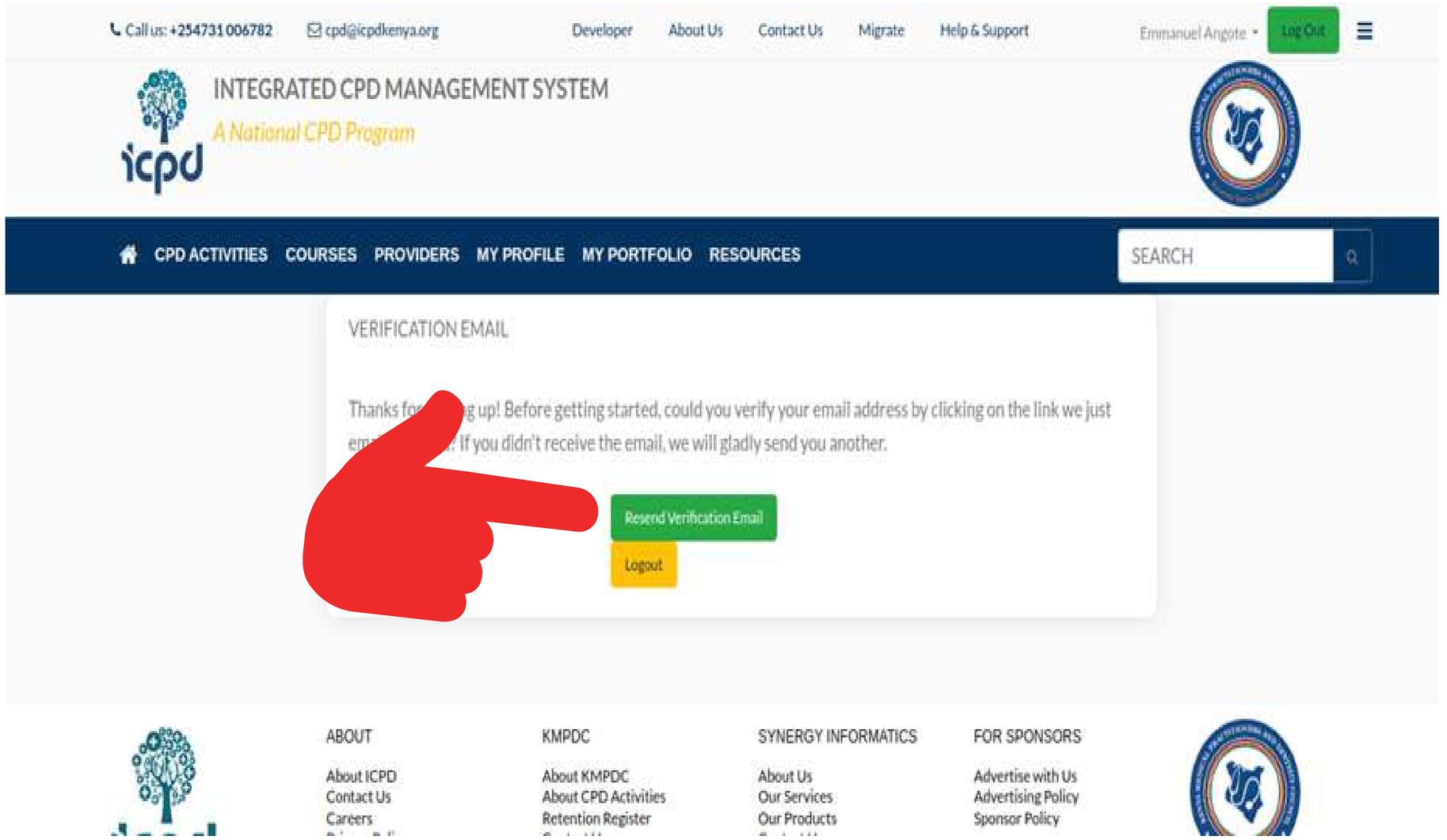
STEP 2

A confirmation email will be sent for verification.

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

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

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



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

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 tra-ining.**

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

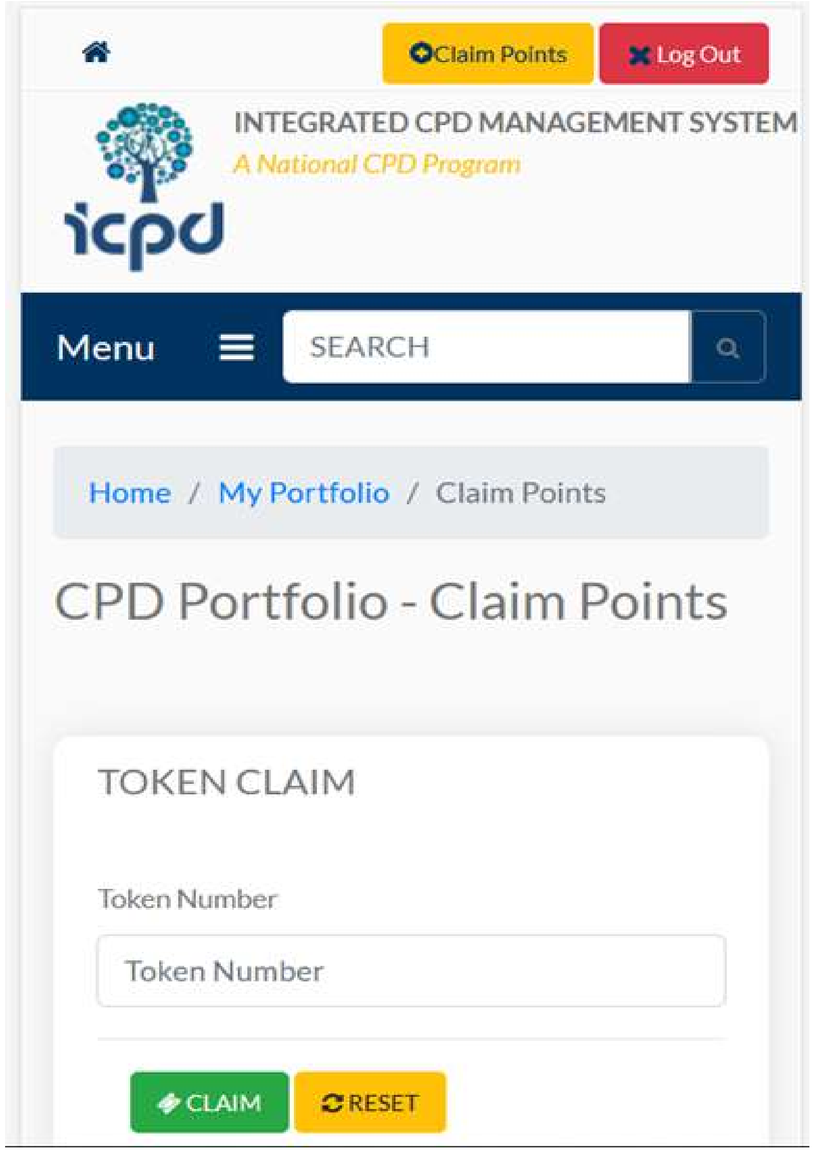
a. Click on “Claim Points”
   Screen views for the location of the button are shown in the subsequent slides

b. Choose either the “Token-Based Claims” or “Non-Token Based Claims”

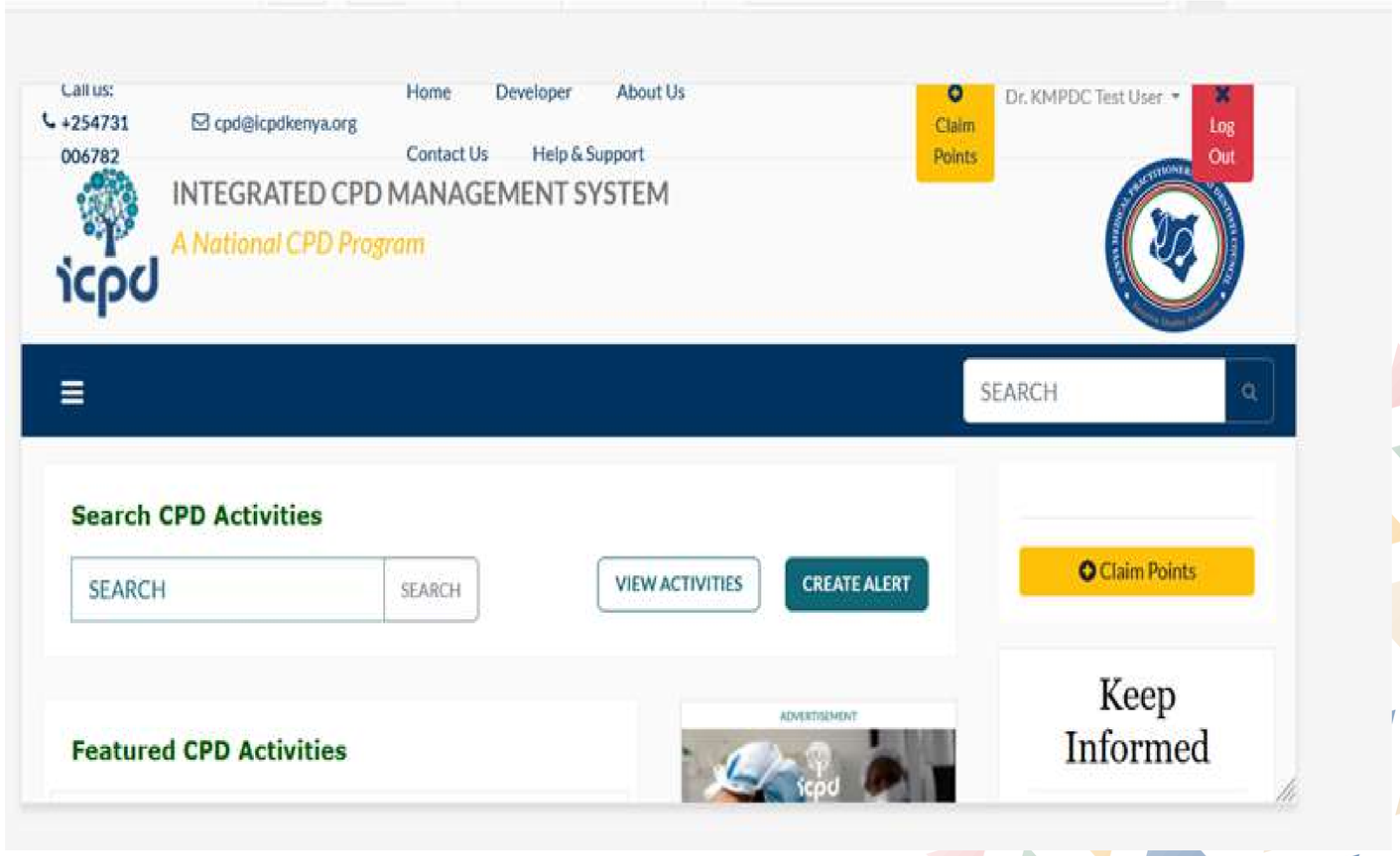
c. Fill Appropriately

d. Click “submit” or “claim”

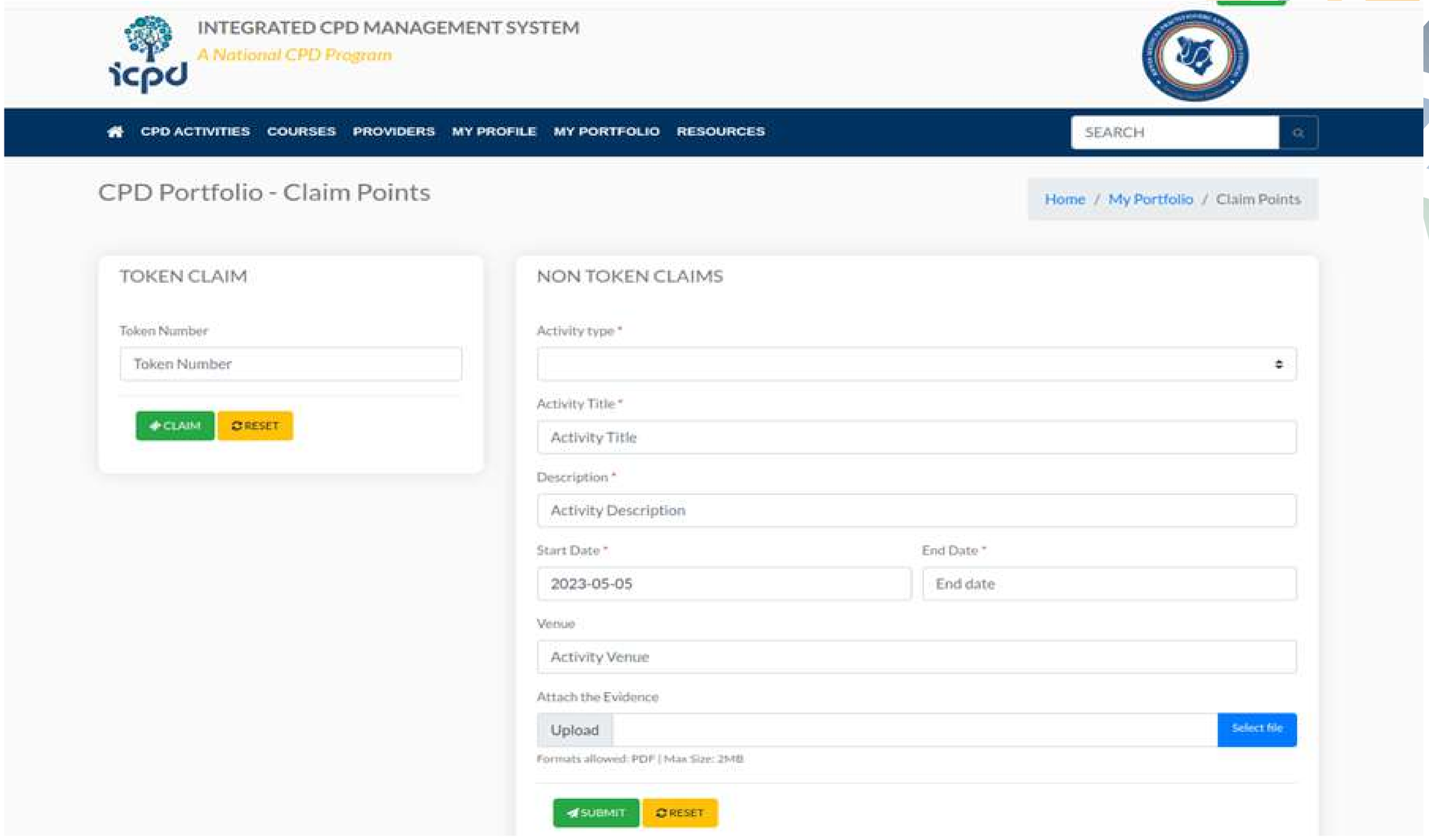
e. Once submitted, the “non-token” claims shall be approved within 72hours.
   Token claims reflect immediately



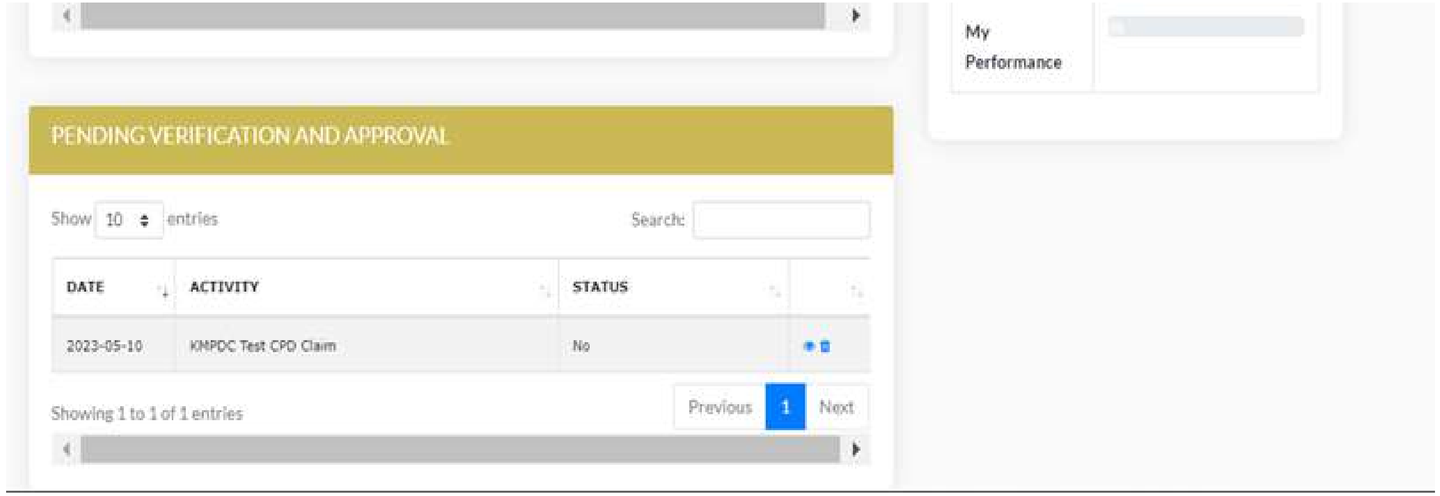
MOBILE PHONE VIEW



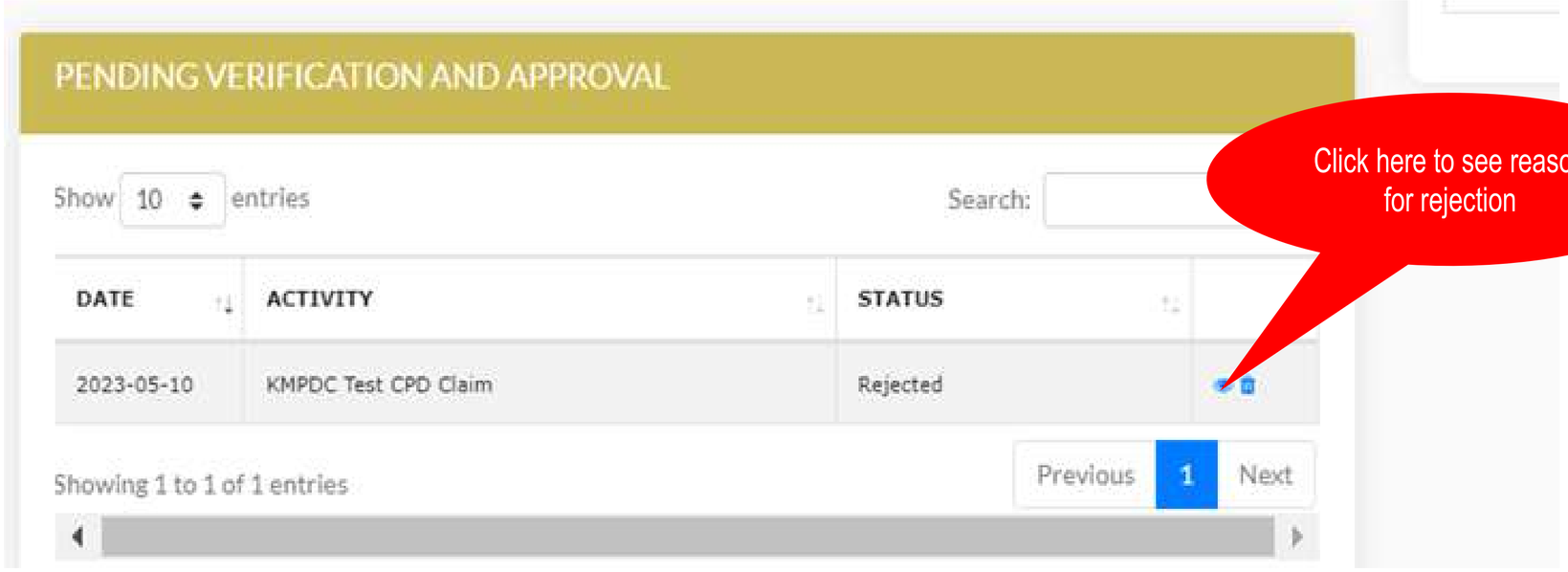
TABLET VIEW



DESKTOP VIEW



PENDING CLAIM



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.

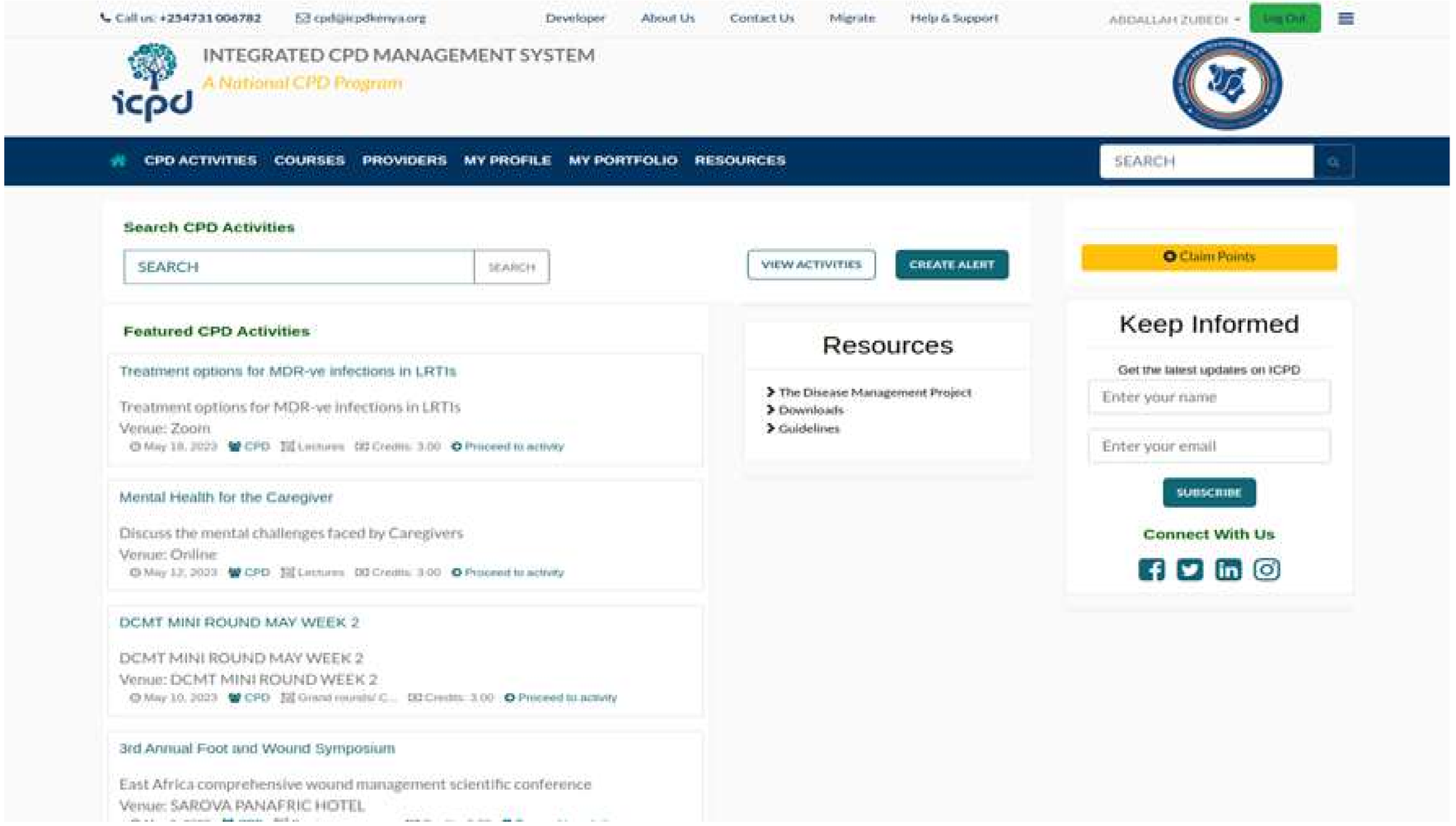
The status of both rejected claims and pending claims will appeaar as indicated.

CPD ACTIVITIES

a. To earn more CPD points, you can choose to undertake any of the CPD activities provided by the various providers.

b. Click on “CPD Activities” and Select the activity of your choice.

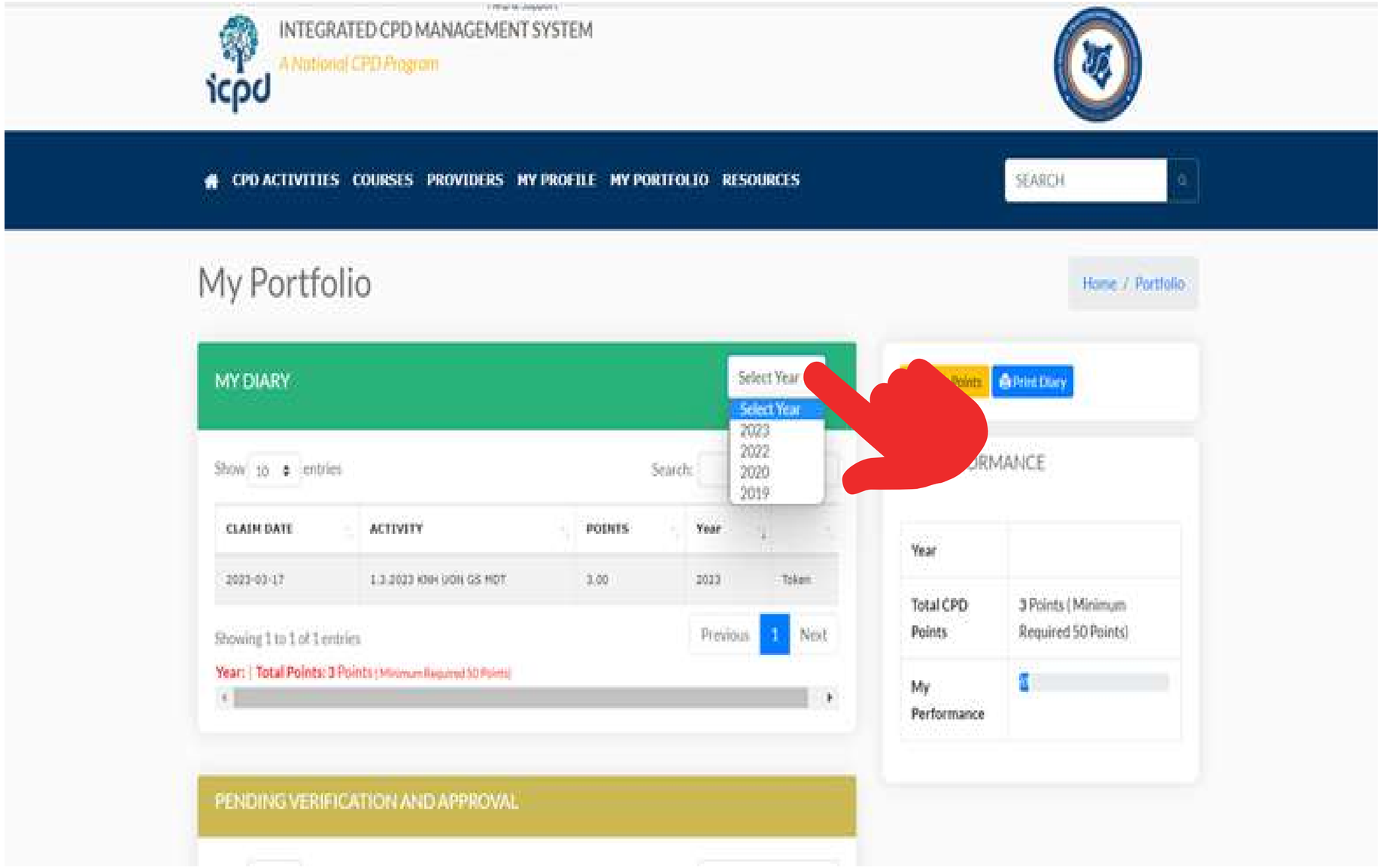
c. The Activities can be filtered by Specialty and Providers from the Newest, Oldest & Most Viewed



HISTORICAL POINTS

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

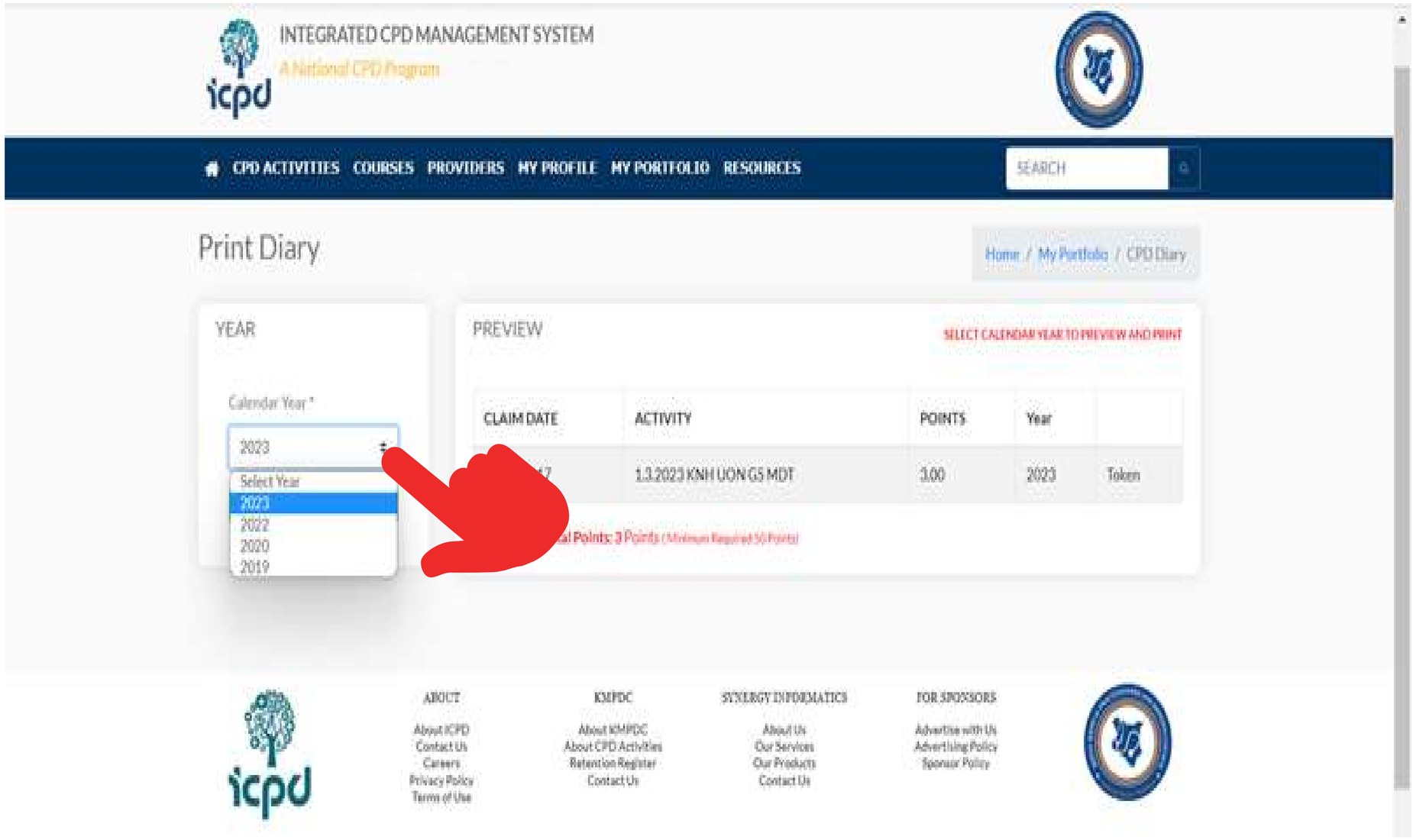
Click on the drop down option as show on the image alongside and select the relevant year.



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 relavant year.

Proceed to print your diary.