**CPD Activity Accreditation Service - (General Instructions)**

The Saudi Commission for Health Specialties Provides the Accreditation Service for Continuing Professional Development Activities and Programs for its Accredited Providers to Apply According to the Following:

* That the Subject of the Activity or Program is within the Scope of the Health Professional Practice, or what it Supports from Skills and Knowledge, and that the Health Practitioner Serves to Develop the Needs of his Professional Practice.
* Ensure that all Data are Entered Correctly and Accurately.
* Submit theRequirementsfor **King Saud University Approval No Less** than **(4) Months** fromthe **Activity Date** withthe attached **Forms Only in Arabic Version** (Electronic Printing):
* **استمارة طلب عقد لقاء علمي**
* **نموذج بيانات طلب مسح أمني جديد**
* For International Speakers attach Passport Copy. **(for On-Site Activities).**
* An **Initial Reservation for** the **Conference** is Required to be Completed **No Less** than **(4) Months** from the **Date** of the **Conference**.
* Continuing Professional Development **Activities Must be Submitted** **No Less** than **(4) Months** in Advance of the **Start Date**.
* Repeated Activity Requests are Required to be Presented Separately for Each Date.
* Parallel Activities are Required in Separate Requests.
* **Advertising of any Activity is Prohibited before Obtaining the Decision to Accredit the Activity from the Saudi Commission for Health Specialties.**
* **Any Modification for An Accredited Activity is Required to be No Less than 10 Days from the Date of the Activity.**

**Once your request is received by SCFHS you will receive an email to pay the service fees to complete your request through SADAD (ISHAAR).**

**For More Information & Details on CPD Activity Accreditation Fees at SCFHS Link:**

**\*\* It’s only Available in Arabic Version** (**CPD/Regulations) اللائحة التنظيمية للتطوير المهني المستمر**

[**Https://www.scfhs.org.sa/Facilities/CPD/Regulations**](https://www.scfhs.org.sa/Facilities/CPD/Regulations)

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| **\*\* Please Note to Attach the Following Mandatory Forms to Complete your Request:*** **Activity Accreditation Request Letter**
* **ECMU Requested Forms: 1/Request Form, 2/Requested Services Form, 3/Requested Services from Companies Form & 4/Sponsoring Companies Form**
* **Full & Detailed CV & CV Summary of Speakers**
* **Scientific Program**
* **In ARABIC Only استمارة طلب عقد لقاء علمي**
* **In ARABIC Only نموذج طلب مسح أمني جديد**
 |

**الهيئة السعودية للتخصصات الصحية SCFHS**

**اللائحة التنظيمية للتطوير المهني المستمر**

**المادة الثامنة والعشرون**

**الـمـقـابـل الـمـخـالـفـات**

**تفرض الهيئة الإجراءات الموضحة في الجدول التالي حسب نوعية المخالفة:**

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| **قائمة المخالفات**  |
| 1. **إعلان عن نشاط واستخدام شعار الهيئة بدون تقديم النشاط للاعتماد من الهيئة.**
2. **إعلان عن عدد ساعات النشاط وهو مازال تحت الدراسة.**
3. **تقديم نشاط بشكل (غير مطابق لشهادة اعتماد النشاط).**
4. **مخالفة الممارس الصحي والأفراد بتقديم وثائق غير صحيحة.**
5. **مخالفة الممارس الصحي والأفراد لأي من ضوابط تسجيل حضور النشاط.**
 |

**الـمـقـابـل الـمـالـي**

**تطبق الرسوم في الجدول أدناه على الخدمات والاعتمادات التي تقدمها الهيئة أمام كل منها مع مراعاة أن يكون احتساب الرسوم في الخدمات المتعددة على أساس مجموع قيمة رسوم الخدمات. الرسوم المذكورة في هذا الجدول غير مستردة.**

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| **المقابل المالي لاعتماد الأنشطة**  |
| **1** | **الخدمة** | **المقابل المالي** | **ملاحظة**  |
| **2** | **استقبال طلب اعتماد نشاط تطوير مهني مستمر** | **1000 ريال سعودي** | **للخدمات الإدارية**  |
| **3** | **اعتماد نشاط التطوير المهني المستمر**  | **200 ريال سعودي** | **لكل ساعة معتمدة**  |
| **4** | **اعتماد النشاط الإلكتروني**  | **2000 ريال سعودي** | **لكل ساعة نشاط**  |
| **5** | **اعتماد النشاط الداخلي**  | **500 ريال سعودي** | **لكل طلب**  |
| **رسوم الخدمات** |
| **6** | **طلب تأجيل أو إلغاء أو تعديل النشاط المعتمد**  | **300 ريال سعودي** | **لكل طلب** |
| **7** | **رسوم التعديل على النشاط المعتمد فيما يخص المحتوى العلمي والمتحدثين** | **1000 ريال سعودي** | **لكل طلب** |
| **8** | **الاعتراف بساعات التعلم الذاتي والأنشطة من خارج المملكة للمارسين** | **100 ريال سعودي** | **رسوم إدارية لكل طلب** |

**CPD Activity Accreditation Request Form**

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| **Activity Information** |
| **Activity Title in English \*** |  |
| **Activity Title in Arabic \*** |  |
| **Activity Type \*** | **Please CHOOSE One Only:**  | **Activity Max Participants** |
| * Lecture
 |  99000 |
| * Course
 |  99000 |
| * Medical Updates
 |  99000 |
| * Academic Day
 |  99000 |
| * General Workshop
 |  99000 |
| * Specialized Workshop
 |  100 |
| * Clinical Simulation Course
 |  99000 |
| * Health Club Meeting
 |  99000 |
| * Simulation Session
 |  50 |
| * Web-Based / Live Transmission
 |  99000 |
| **Delivery Methods \*** |  Group Learning and Interactive |  Web-Based/Live Transmission |
| **Professional Medical Field \*** | **Please CHOOSE One Only:*** Medicine and Surgery
* Nursing and Midwifery
* Therapy and Rehabilitaion
* Dentistry and Related Specialties
* Technicians and Health Assistants
* Laboratories and Medical Technology
* Pharmacists and Pharmacy Technicians
* Health Administration and Community Health
 |
| **Specialty \*** |  |
| *Sub-Specialty (Optional)* |  |
| **Activity Language \*** |  English Arabic |
| **Activity Start Date \*** |  |
| **Activity End Date \*** |  |
| **Requested CME Hours \*** |  |
| **Country \*** |  |
| **City \*** |  |
| **Activity Venue and Address \*** |  |
| **Venue Capacity \*** |  |
| **Estimated # of Participants \*** |  |
| **Can't Exceed Hall Capacity or Activity Max Participants Size (as Mentioned Above for Each Activity Type)** |

**(Please fill up this Form Completely to avoid delays for your application, {\*} is a Mandatory Field)**

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| **Organizational Activity Information** |
| ***Scientific Content Development*** |
| Is there a Collaboration with Other Organization? \*If **YES Mention Below:****Collaborator Organization Name \*** |  **Yes No** |
|  |
| **Collaborator Type \*** |  |
| Was the Content Developed by the Applying Provider? \***If NO Mention Below:****Who Developed the Content? \***(Organization / Person Name) |  **Yes No** |
|  |
| **Activity Scientific Committee** |
| **Activity Scientific Committee Chair****Registration & Classification Number (SCFHS#) \*** |  |
| **English Name \*** |  |
| **E-Mail \*** |  |
| **Mobile No. \*** |  |

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| **Activity Scientific Committee** |
| **Activity Scientific Committee Member – 01** |
| **Registration & Classification Number (SCFHS#) \*** |  |
| **Arabic Name \*** |  |
| **English Name \*** |  |
| **Professional Medical Field \*** | **Please CHOOSE One Only:*** Medicine and Surgery
* Nursing and Midwifery
* Therapy and Rehabilitaion
* Dentistry and Related Specialties
 | * Technicians and Health Assistants
* Laboratories and Medical Technology
* Pharmacists and Pharmacy Technicians
* Health Administration and Community Health
 |
| **Rank \***  | * Consultant
* Dentist
* Dental Assistant
* General Dentist
* Non Practitioner Dentist
* Fellow
* General
* Health Assistant
 | * Non Practitioner
* Nurse-in-Training
* Pharmacist
* Senior Pharmacist
* Pharmacist-in-Training
* Non Pharmacist
* Resident in Training \_ Pharmacist
* Resident
* Training Resident
 | * Registrar
* Senior Registrar
* Specialist
* Senior Specialist
* Assistant Specialist
* Specialist-in-Training
* Technician
* Visitor
 |
| **Specialty \*** |  | **Sub-Specialty** |  |
| **E-Mail \*** |  |
| **Mobile No. \*** |  |
| **Activity Scientific Committee** |
| **Activity Scientific Committee Member – 02** |
| **Registration & Classification Number (SCFHS#) \*** |  |
| **Arabic Name \*** |  |
| **English Name \*** |  |
| **Professional Medical Field \*** | **Please CHOOSE One Only:*** Medicine and Surgery
* Nursing and Midwifery
* Therapy and Rehabilitaion
* Dentistry and Related Specialties
 | * Technicians and Health Assistants
* Laboratories and Medical Technology
* Pharmacists and Pharmacy Technicians
* Health Administration and Community Health
 |
| **Rank \*** | * Consultant
* Dentist
* Dental Assistant
* General Dentist
* Non Practitioner Dentist
* Fellow
* General
* Health Assistant
 | * Non Practitioner
* Nurse-in-Training
* Pharmacist
* Senior Pharmacist
* Pharmacist-in-Training
* Non Pharmacist
* Resident in Training \_ Pharmacist
* Resident
* Training Resident
 | * Registrar
* Senior Registrar
* Specialist
* Senior Specialist
* Assistant Specialist
* Specialist-in-Training
* Technician
* Visitor
 |
| **Specialty \*** |  | **Sub-Specialty** |  |
| **E-Mail \*** |  |
| **Mobile No. \*** |  |

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| **Educational Part** |
| **What Learning Needs or Gap(S) in Knowledge, Attitudes, Skills or Performance of the Intended Target Audience Did the Scientific Planning Committee Identify for this Activity? \*** |
| **What the Type(s) of Needs Assessment Tools that the Scientific Committee Used to Identify Learning Needs or Gap? \*** (choose as many)* Surveys
* Questionnaire
* Consultation with Planning Committee Member
* Focus Groups
* Direct Requests from the Target Audience
 |
| **Activity Objectives** |
| **What is the Aim(s) and Learning Outcome(s) of the Activity? \*** |
| **What are the Goals and Learning Objective(s) of the Activity?** **(Please Write them in SMART Format) \*** (see attachment) |
| **What Learning Methods/ Delivery Format were Selected to Help the CPD Activity Meet the Stated Learning Objectives? \*** |
| **How will the Overall Group Learning Activity and Individual Sessions be Evaluated by Participants? \*** |

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| **Educational Part** |
| **What is the Intended Target Audience of the Activity? \*Mandatory****(Choose as Many)** |
| **# Target Audience List** |

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| **Medicine and Surgery:** |
|  | Allergy and Immunology |
|  | Anatomic Pathology |
|  | Anesthesia |
|  | Bariatric Medicine |
|  | Blood Transfusion Medicine |
|  | Cardiac Surgery |
|  | Cardiovascular Medicine |
|  | Clinical Pathology  |
|  | Critical Care Medicine |
|  | Dermatology |
|  | Developmental Pediatrics  |
|  | Diagnostic Radiology |
|  | Emergency Medicine |
|  | Endocrinology |
|  | Epidemiology |
|  | Family Medicine |
|  | Fetal Echocardiography |
|  | Forensic Medicine |
|  | Gastroenterology |
|  | Gastrointestinal Surgery |
|  | General Practice |
|  | General Surgery |
|  | Geriatric Medicine |
|  | Hand and Wrist Surgery |
|  | Hematology  |
|  | Hematology Pathology |
|  | Hip and Knee Arthroplasty Surgery |
|  | Infectious Disease |
|  | Internal Medicine |
|  | Medical Genetics  |
|  | Medical Microbiology  |
|  | Medical Oncology |
|  | Neonatal Intensive Care |
|  | Neonatology  |
|  | Nephrology |
|  | Neurology |
|  | Neuropathology |
|  | Neurosurgery |
|  | Nuclear Medicine  |
|  | Obstetrics and Gynecology |
|  | Occupational Medicine |
|  | Ophthalmology |
|  | Orthopedic Surgery |
|  | Otorhinolaryngology (ENT) |
|  | Pediatric Complex Care - Palliative Care |
|  | Pediatric Emergency Medicine Trauma |
|  | Pediatric Neurology |
|  | Pediatric Oncology |
|  | Pediatric Surgery |
|  | Pediatrics |
|  | Perinatal Neonatal Medicine |
|  | Physical Medicine and Rehabilitation  |
|  | Plastic Surgery |
|  | Preventive Medicine and Public Health |
|  | Psychiatry |
|  | Public Health  |
|  | Pulmonology |
|  | Radiation Oncology  |
|  | Renal Transplant |
|  | Rheumatology |
|  | Thoracic and Cardiac Surgery |
|  | Thoracic Surgery |
|  | Urology  |
|  | Vascular and Endovascular Surgery |
|  | Vascular Surgery |

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| **Nursing and Midwifery:** |
|  | Adult Critical Care Nursing |
|  | Anesthesia Nursing |
|  | Cardiovascular Nursing |
|  | Community and Public Health Nursing |
|  | Diabetic Care Nursing |
|  | Diabetic Podiatry Care Nursing |
|  | Disaster and Emergency Nursing |
|  | Emergency Care Nursing |
|  | Fornesic Technician |
|  | Geriatric Nursing |
|  | Hemodialysis Nursing |
|  | Maternity and Child Health Nursing |
|  | Medical and Surgical Nursing |
|  | Midwifery |
|  | Neonatal Critical Care Nursing |
|  | Nursing |
|  | Nursing Administration |
|  | Nursing Education |
|  | Obstetrics and Gynecologic Nursing |
|  | Oncology and Palliative Care Nursing |
|  | Pain Management Nursing |
|  | Pediatric Nursing |
|  | Pediatric Nursing Critical Care |
|  | Pre. Intra and Postoperative Nursing Care |
|  | Primary Health Care Nursing |
|  | Psychological and Mental Health Nursing |
|  | Wound Care Nursing |

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| **Laboratories and Medical Technology:** |
|  | Anesthesia Technology |
|  | Biomedical Technology |
|  | Cardiovascular Technology |
|  | Clinical Biochemistry - Clinical Toxicology |
|  | Clinical Biochemistry - Forensic Toxicology |
|  | Clinical Immunology - Histocompatibility |
|  | Clinical Physiology |
|  | Forensic Laboratories |
|  | Genetic Counselling |
|  | Genetic Engineering |
|  | Genetics - Bioinformatics of Clinical Genetics |
|  | Genetics - Cytogenetics |
|  | Health Bioinformatics |
|  | Hematology - Histocompatibility |
|  | Laboratory |
|  | Laboratory - Clinical Biochemistry |
|  | Laboratory - Clinical Immunology |
|  | Laboratory - Cytopathology |
|  | Laboratory - Embryology |
|  | Laboratory - Genetics |
|  | Laboratory - Hematology |
|  | Laboratory - Histopathology |
|  | Laboratory - Microbiology |
|  | Laboratory – Molecular Gentics |
|  | Laboratory - Transfusion & Blood Bank |
|  | Medical Devices |
|  | Medical Physics |
|  | Medical Physics - Medical Nuclear Physics |
|  | Medical Physics - Radiation Protection |
|  | Medical Physics - Radiotherapy |
|  | Microbiology - Molecular Microbiology |
|  | Microbiology - Mycology |
|  | Microbiology - Parasitology |
|  | Microbiology - Virology |
|  | Nuclear Medicine |
|  | Phlebotomy |
|  | Polysomnography |
|  | Prosthetics & Orthotics |
|  | Radiological Technology |
|  | Radiological Technology – Magnetic Resonance Technology |
|  | Radiological Technology - Medical Imaging Informatics |
|  | Radiological Technology - Radiation Dosimetrist |
|  | Radiological Technology - Radiation Protection |
|  | Radiological Technology - Ultrasound |
|  | Radiotherapy |

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| **Technicians and Health Assistants:** |
|  | Biology ( Genomics & Biotechnology ) |
|  | Biomedical Statistics |
|  | Cardiac Catheterization |
|  | Echocardiography |
|  | Environmental Health and Safety |
|  | Food Science and Technology |
|  | Food Science and Technology ( Food Safety )  |
|  | Health Assistant - Laboratory |
|  | Health Insurance |
|  | Health Service Administration and Hospitals |
|  | Hemodialysis |
|  | Infection Control |
|  | Laboratory - Biochemistry |
|  | Laboratory ( Microbiology ) |
|  | Lithotripsy |
|  | Medical Coding |
|  | Medical Secretary |
|  | Medical Sterilization |
|  | Medical Supply |
|  | Medical Transcription |
|  | Neurophysiology |
|  | Operation Rooms |
|  | Ophthalmology |
|  | Optics |
|  | Paramedic Science |
|  | Plastering |
|  | Preventive Health |

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| **Pharmacist and Pharmacy Technicians:** |
|  | Biopharmaceutics |
|  | Clinical Pharmacy |
|  | Clinical Pharmacy - Infectious Diseases |
|  | Clinical Pharmacy ( Cardiology Pharmacotherapy ) |
|  | Clinical Pharmacy ( Critical Care Pharmacotherapy ) |
|  | Clinical Pharmacy ( Emergency Medicine ) |
|  | Clinical Pharmacy ( Infectious Disease Pharmacotherapy ) |
|  | Clinical Pharmacy ( Internal Medicine Pharmacotherapy ) |
|  | Clinical Pharmacy ( Nephrology Medicine Pharmacotherapy ) |
|  | Clinical Pharmacy ( Oncology Pharmacotherapy ) |
|  | Clinical Pharmacy ( Parental Nutrition ) |
|  | Clinical Pharmacy ( Pediatrics ) |
|  | Clinical Pharmacy ( Transplant ) |
|  | Forensic Pharmacy |
|  | Healthcare Policy and Management |
|  | Industrial Pharmacy |
|  | Medicine Economics |
|  | Pharmaceutical Administration |
|  | Pharmaceutical Administration and Outcomes |
|  | Pharmaceutical Analysis |
|  | Pharmaceutical Care |
|  | Pharmaceutical Care ( Ambulatory ) |
|  | Pharmaceutical Chemistry |
|  | Pharmaceutical Microbiology |
|  | Pharmaceutical Sciences |
|  | Pharmaceutics |
|  | Pharmacogenetics |
|  | Pharmacognosy |
|  | Pharmacology |
|  | Pharmacology & Toxicology |
|  | Pharmacy |
|  | Quality Control of Pharmaceutical  |
|  | Quality Management of Pharmaceutical Services |
|  | Radiopharmaceutics and PET Radiochemistry |
|  | Toxicology |

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| **Dentistry and Related Specialties:** |
|  | Advanced General Dentistry |
|  | Conservative Dentistry |
|  | Dental |
|  | Dental Anaesthesiology |
|  | Dental Assistant |
|  | Dental Esthetics |
|  | Dental Hygiene |
|  | Dental Public Health |
|  | Dental Technology |
|  | Endodontics |
|  | Family Dentistry |
|  | Forensic Dentistry |
|  | General Dentistry |
|  | Geriatric Dentistry |
|  | Hospital-Based Dentistry |
|  | Implantology |
|  | Oral and Maxillofacial Radiology |
|  | Oral and Maxillofacial Surgery |
|  | Oral Biology |
|  | Oral Histology |
|  | Oral Medicine |
|  | Oral Pathology |
|  | Oral Surgery |
|  | Orofacial Pain |
|  | Orthodontics |
|  | Orthodontics and Dentofacial Orthopdics |
|  | Orthognathic and Facial Plastic Surgery |
|  | Pediatric Dentistry |
|  | Periodontics |
|  | Preventive Dentistry |
|  | Prosthodontics |
|  | Restorative Dentistry |
|  | Special Needs Dentistry |
|  | Temporomandibular Joint Disorders |

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| **Therapy and Rehabilitation:** |
|  | Audiology |
|  | Cardiac Perfusion |
|  | Clinical Nutrition |
|  | Emergency Medical Services |
|  | Emergency Medical Services - Critical Care |
|  | Emergency Medical Services - Emergency Management |
|  | Food and Nutrition Services |
|  | Occupational Therapy |
|  | Operation Rooms |
|  | Optometry |
|  | Optometry - Contact Lens |
|  | Optometry - Cornea |
|  | Optometry - Opthalmology Technology |
|  | Optometry – Orthoptics |
|  | Optometry- Cornea & Clinical Contact Lens |
|  | Physiotherapy |
|  | Physiotherapy - Cardiovascular |
|  | Physiotherapy - Geriatrics |
|  | Physiotherapy – Musculoskeletal |
|  | Physiotherapy - Neurological |
|  | Physiotherapy - Pediatrics |
|  | Physiotherapy - Sport Physical Therapy |
|  | Physiotherapy - Vestibular |
|  | Physiotherapy - Women Health |
|  | Podiatry |
|  | Psychology |
|  | Psychology – Clinical Child Psychology |
|  | Psychology - Clinical Neuropsychology |
|  | Psychology - Clinical Psychology |
|  | Psychology - Counseling Psychology |
|  | Psychology - Family Therapy |
|  | Psychology - Forensic Psychology |
|  | Respiratory Therapy |
|  | Social Service |
|  | Sociology |
|  | Speech and Hearing Therapy |

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| **Health Administration and Community and Community Health:** |
|  | Epidemiology |
|  | Health Administration |
|  | Health Administration – Quality Management  |
|  | Health Administration – Risk Management  |
|  | Health Education |
|  | Health Informatics |
|  | Health Information Management  |
|  | Infection Control |
|  | Medical Education |
|  | Occupational Safety and Health  |
|  | Public Health |
|  | Public Health - Community Health |
|  | Public Health – Environment Health |
|  | Public Health – Health Promotion |
|  | Public Health - Hospitals Administration |
|  | Public Health - Nutrition  |