



Continuous Professional Development Platform

Date: 22/03/2021



**User Guide for
Professional Development Providers**

CPD Platform

CPD Platform serves as an avenue of CPD stakeholders, namely, the Saudi Commission for Health Specialists (SCFHS), CPD Activities Providers, and health practitioners. CPD activities refer to health and medical training courses, conferences, seminars, or lectures tailored to develop health practitioners' skills and help them obtain CME hours. SCFHS expects health practitioners to meet a specific threshold of CME hours every year, and upholds a crucial monitoring role over CPD activities to ensure adhering to the best quality and effectiveness possible .

CPD Platform enables the current system to operate smoothly and effectively by allowing CPD activity providers to apply and track accreditations of their establishment, training center, and activities electronically, without requiring correspondences and or visits to SCFHS. The Platform supports CPD activity providers to view activities' statistics and register CME hours for trainees, i.e. health practitioners .

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Introduction:

About Platform Services

All Platform activities available for CPD activity applicants can be summarized as follows:

- 1- Personal registration for CPD Provider Director account
- 2- Submit CPD Providers accreditation application request
- 3- Submit CPD Activity accreditation request
- 4- CME hours registration of health practitioner in CPD activities
- 5- Management of user accounts affiliated to the CPD Providers (coordinators)

Users:

Users affiliated to CPD providers can be categorized into two types as the following:

CPD Providers Directors:

Refers to a person who registers in the platform as a CPD provider's directors, and accordingly, holds several responsibilities:

1. Filing CPD providers accreditation application request
2. Tracking the application until it is accredited or rejected
3. Managing CPD providers coordinators
4. Tracking CPD activities of the accredited providers

CPD Providers Coordinator:

It refers to a person who holds several responsibilities related to CPD activity accreditation as the following:

1. Filing CPD provider accreditation applications request
2. Tracking CPD activity accreditation applications until they are accredited or rejected
3. Registering CME hours of health practitioners registered in the provided activity
4. Amending or canceling an accredited CPD activity

Content Overview

The table below illustrates User Guide main titles content to facilitate the utilization of Guide and understanding of the content.

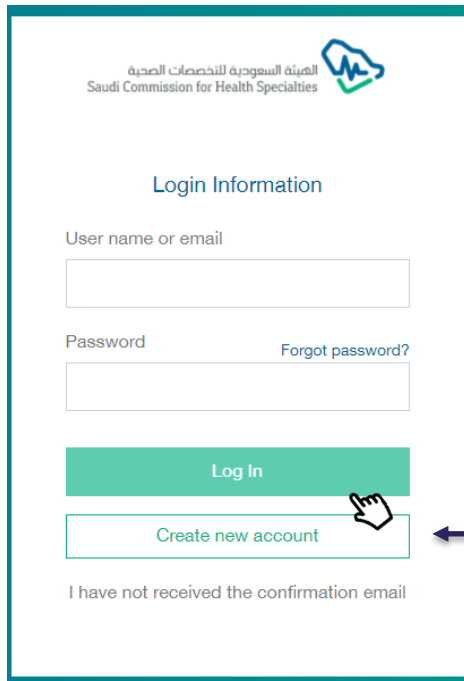
Content title	User	Content Overview
Shared Windows between Providers Directors and Coordinator	All users	This title involves all shared windows among system users, which include first steps required to log in the Platform
CPD Providers Accreditation	CPD providers directors	<p>Within this title, further information of the following is available</p> <ul style="list-style-type: none"> • How to register as CPD providers directors • How to file CPD providers accreditation application
CPD Activity Accreditation	<ul style="list-style-type: none"> • CPD providers directors • CPD providers coordinator 	<p>Within this title, further information of the following is available</p> <ul style="list-style-type: none"> • How to file CPD activity accreditation application • Tracking CPD activity applications • Registering CME hours by the providers coordinator
Coordinators Management	<ul style="list-style-type: none"> • CPD providers directors 	In this title, information about all responsibilities required from the providers directors on how to manage coordinators is available
System Support	The support information displayed in each page footer of this document	


Platform Services

Shared Windows between the providers directors and coordinator

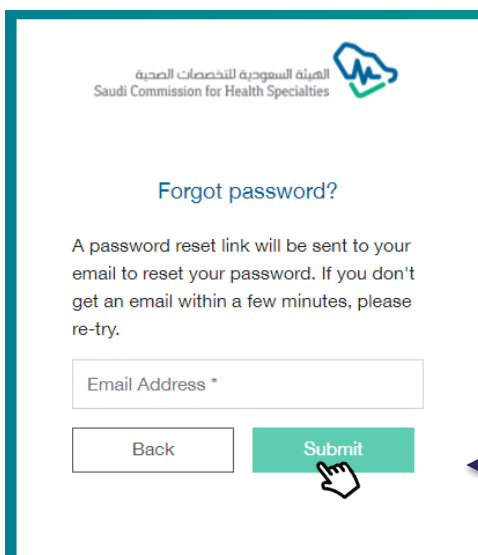
Some CPD windows are shared between the provider's directors and coordinator, as the following:

Login



- 1- Enter username and password
- 2- Tick the verification box
- 3- Click on login 

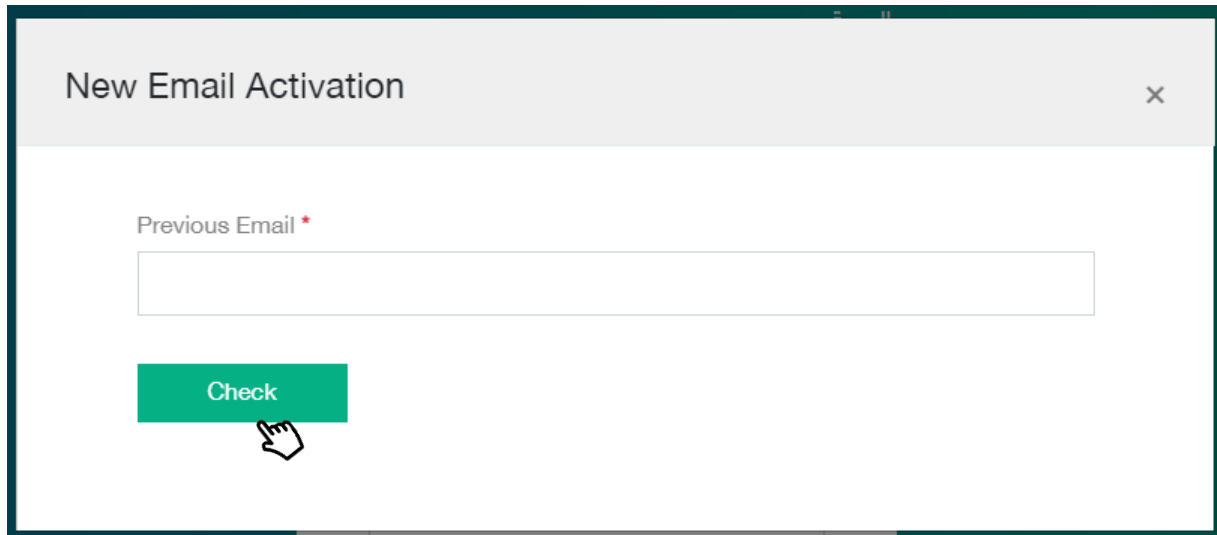
Resetting the Password




User can reset the password by clicking on "[forgot password](#)". After that, a window will pop-up asking users to enter their email to send password reset link.

Updating Emails in Case of not Receiving a Verification Message

In some cases, users do not receive a verification message for security reasons related to the providers itself. As a result, the Platform enables its users to update or change their emails and receive an OTP through the following steps:



- 1- Click on ["did not receive account verification message"](#)
- 2- A pop-up window will appear asking user to enter the pre-registered email
- 3- The system will send a text message with one-time password "OPT" and will, in synchronization, allow user to enter the code in a text field
- 4- User must enter the code and then click on 
- 5- After verification, a text field will appear asking user to enter the email again which will be used as a username and to which a verification message will be sent
- 6- The system will verify user's email once verification link is clicked

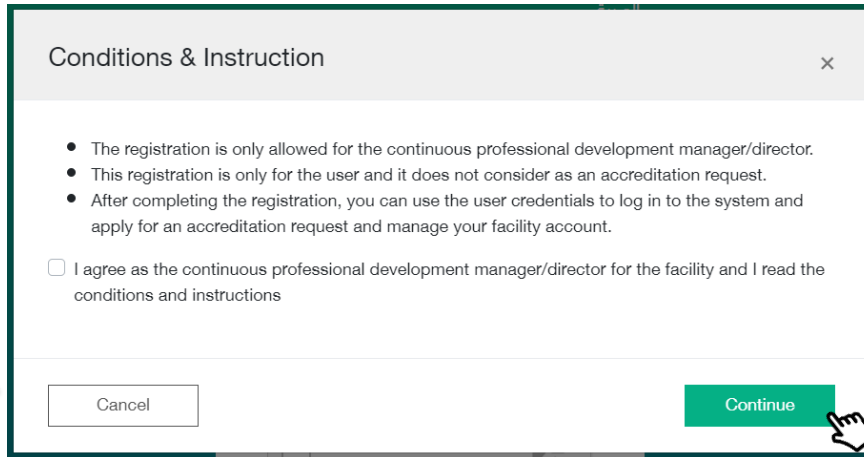
Accreditation of CPD Providers

Registration of CPD Providers Director


Platform requires CPD Provider directors to register in the system by clicking
In the Login Page.

Create new account

Note: The platform does not allow the Provider director to be added again as a coordinator



A pop-up window will appear as a reminder of terms and conditions that must be adhered to and agreed on before proceeding to creating a new account. The Provider director is required to:

- 1- Agree on these terms and conditions
- 2- Click on 


After clicking on 'continue', user (provider's directors) will be redirected to the registration page to fill in the required fields and the following will be carried on:

- 1- Verifying personal information via the National Information Center
- 2- Entering contact details, email, password, and upload CV
- 3- Successful Registration Page
- 4- Receiving a verification email and click on activation link
- 5- Registration Confirmation Page

User must enter the following information in order to allow verification via the National Information Center

- 1- ID type
- 2- ID Number
- 3- Date of birth
- 4- Click on verification

The screenshot shows a web form with a teal header. Below the header, there is a section titled "CPD Facility Place" with a horizontal line underneath. Underneath this line are two radio buttons: "Inside KSA" (which is selected) and "Outside KSA". Below this is another section titled "Individual Verification" with a horizontal line underneath. This section contains four input fields: "Identity Type" (a dropdown menu with "Select Id Type" and a downward arrow), "Identity/Iqamah Number" (a text input field), "Date of birth" (a text input field with the placeholder "YYYY-MM-DD" and a calendar icon), and "Classification & registration No" (a text input field). At the bottom of the form, there are two buttons: "Cancel" on the left and "Verify" on the right. A mouse cursor is pointing at the "Verify" button.

- 1- Establishment manager must select the location CPD establishment affiliated to
 - Inside Saudi Arabia
 - Outside Saudi Arabia
- 2- Once personal information is verified via the National Information Center, establishment manager information will be restored
- 3- Filing in establishment manger contact information
- 4- Uploading establishment manager CV
- 5- Clicking on  to complete the process

CPD Facility Place

Inside KSA Outside KSA

Facility CPD Director Information

Name (Ar)	Name (En)	Date of Birth
رشا صالح احمد	RASHA SALEH AHMED	01/02/1411

Nationality
Saudi Arabia

Communication Information

Mobile Number *

+966 5xxxxxxxx


E-mail *

Email Confirmation *


Create Password*

Confirm Password *

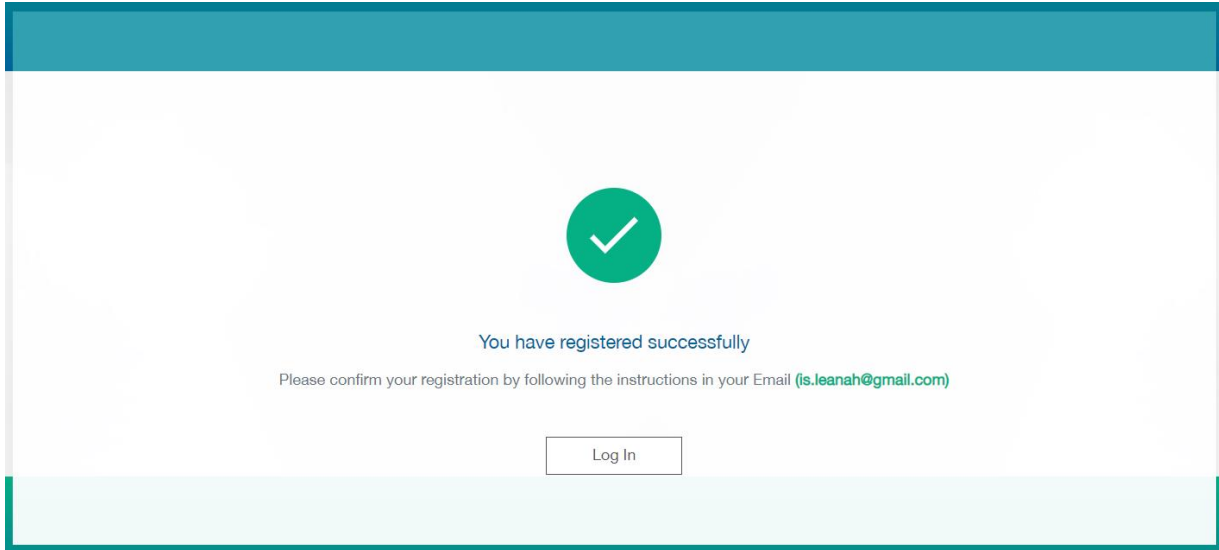
C.V

Attach 

Back

Register 

User will be redirected to "Successful Registration" Page and will be asked to check sent items in the registered email to activate the user account



User must activate his/her account by clicking on "Login verification" or by copying the link and pasting it on the browser



Filing CPD Providers Accreditation Application

Once providers directors is registered and verified, he/she can log in the platform. The first page that will appear is the Term and Conditions Page. The directors must click on [Create new accreditation](#)

In order to be redirected to the Page of Filing CPD Providers Accreditation Application.

Home Invoices list

General terms and conditions

I acknowledge and pledge the following

1. I acknowledge that I am responsible for submitting a completed application to the Saudi Commission for Health Specialties, after reviewing all the regulations of the Saudi Authority for Health Specialties, knowing that the systems and regulations for professional development and their requirements are announced on the website of the authority.
2. I certify that I am aware that acceptance of my application with the Saudi Commission for Health Specialties will be after attaching all the documents requested by the authority, and that the authority - as it sees it after reviewing my request - has the right to request any additional documents.
3. I pledge to provide any document required by the Saudi Commission for Health Specialties for the purpose of completing my submitted application and the authority has the right to take what it deems appropriate about my request in the event that the required document (s) are not provided within the specified period.
4. I certify that the scientific certificate in the health specialization and all the information and documents delivered to the Saudi Commission for Health Specialties are true and identical to their original, and that the scientific certificate / certificates obtained by it are from an educational institution / scientific or professional body that is fully recognized and valid and not forged in any way.
5. I certify that I bear full responsibility if it becomes clear otherwise, including rejecting my request with the Commission and taking all legal measures in accordance with the regulations in force in the Authority and the Kingdom.
6. I authorize the Saudi Commission for Health Specialties or whoever it authorizes to verify the information and documents attached to my request and any relevant information or documents.
7. I authorize the educational institution / scientific or professional body in which it has studied or its reference authorities to provide the Saudi Commission for Health Specialties or whoever authorizes it with the information it wishes. I acknowledge that all persons or entities requesting or using this information are free of any legal liability that may arise from that.
8. I agree to pay the application processing fee which is non-refundable as per the regulations.
9. I pledge and acknowledge that I am fully responsible for my account on the website of the Saudi Commission for Health Specialties, and I acknowledge that no one other than me has access to it.
10. I acknowledge that the e-mail address and mobile phone number entered in my account with the Saudi Commission for Health Specialties represents my private contact information, which I constantly consult. The Authority does not bear any responsibility if I am not informed in time of the messages sent through these channels.
11. I pledge to update all data related to the record of this service with you, such as e-mail and mobile phone number, as soon as any change has occurred to ensure the arrival of requests, messages and inquiries of the Saudi Commission for Health Specialties, and I bear responsibility for that, as I bear the full consequences and consequences of not doing so, and the authority is entitled to take What you deem appropriate in the event of my failure to do so.
12. I acknowledge my knowledge and knowledge of the regulations and instructions governing health practice in the Kingdom, such as the system for the practice of health professions and the regulations of the Saudi Commission for Health Specialties related to registration, occupational classification and other relevant legislative systems.
13. I declare that in the event of the difference between the Arabic and English text in this declaration, it works with the Arabic text and adopts a basic text.
14. I know with full knowledge that if any of the previous undertakings are not valid, or do not abide by what they promised, or if I hide any information that I pledged to disclose, or if I try to influence the Authority's employees or threaten them to obtain an illegal matter, it will apply to my right It is stipulated by the regulations in the Kingdom such as the anti-bribery system and the penal system for counterfeiting crimes and other regulations and instructions.

By creating an accreditation request I agree and accept the above terms and conditions

[Create New Accreditation](#) 

The Terms and Conditions Page will appear only once before application creation and will not appear again.

The process of application filing involves six steps that must be completed by providers directors before filing accreditation application.

Step 1: Providers Information

If the providers directors is located inside Saudi Arabia, he/she will be asked to select the sector affiliated to

- 1- Government: by validating the 700.. Number
- 2- Private: By validating the CR Number
- 3- Societies: who has no 700 Number

Home Invoices list

New Accreditation Request to CPD Provider

1 2 3 4 5 6

Facility Coordinators Scientific Committee Criteria Review Payment

Provider Information

Provider Sector

Government Private Societies and Providers with duplicated MOI Number

MOI Number ⁱ*

Close Verify

As for Provider information such as its name, it will be verified by Yakeen and CR by Yasser. Provider Director must fill in the rest of the information such as:

- 1- Establishment area and type in terms of parent or branch establishment
- 2- Parent establishment name if the registered establishment is branch
- 3- Fill in activity type information
- 4- Fill in establishment contact information
- 5- Click on **Save and continue** to move to the next step

Home Invoices list

New Accreditation Request to CPD Provider

- 1 Facility
- 2 Coordinators
- 3 Scientific Committee
- 4 Criteria
- 5 Review
- 6 Payment

Provider Information

Provider Name in Arabic*
مستشفى

Provider Name in English*

Region*
Select region

City*
Select city

Provider Type
 Main Branch Branch

Provider Classification*
Select facility classification

Provider Activities Types
 E-learning Activities Regular Activities

Mobile No.*
+966 5xxxxxxxx

Email Address*

Website (Optional)

Close Back Save & Continue

Step 2: Coordinators

In this step, Provider director will be asked to add information of the coordinators by clicking on

Add CPD Coordinator

Home Invoices list

New Accreditation Request to CPD Provider

1 Facility 2 **Coordinators** 3 Scientific Committee 4 Criteria 5 Review 6 Payment

Coordinator List CPD Coordinator Addition

CPD Coordinator Addition

Close Back Save & Continue

After clicking on 'add' button, a pup-up window will appear asking for coordinator's information to be verified by the ID and after verification the information will be displayed .

CPD Coordinator Addition

Coordinator Information

Name (Ar)	Name (En)	Date of Birth
رشا صالح احمد	RASHA SALEH AHMED	01/02/1411

Nationality
Saudi Arabia

Communication Information

Mobile Number * +966 535353535

Email Address * coor12@gmail.com

Permissions

- Apply for Activities\ Programs Accreditations
- Registration of Attendance Hours for Activities and Programs for health practitioners



Back Register

Once verification is made via the National Information Center, coordinator's information will be restored.

Establishment manager must fill in the information of the added coordinator

- 1- Contact information
- 2- Powers: one or more powers can be selected for each coordinator

After adding one or more coordinators, establishment manager can:



- 1- Delete a coordinator by clicking on "delete" icon 
- 2- Amend coordinator data by clicking on amendment icon 
- 3- Continue adding more coordinators
- 4- Clicking on **Save and continue** move to next step

Home Invoices list

New Accreditation Request to CPD Provider

1 Facility 2 **Coordinators** 3 Scientific Committee 4 Criteria 5 Review 6 Payment

Coordinator List CPD Coordinator Addition

Coordinator Name	Mobile Number	Email Address	Permissions	Actions
RASHA SALEH AHMED	+966 535353535	C12@gmail.com	Apply for Activities\ Programs Accreditations Registration of Attendance Hours for Activities and Programs for health practitioners	 

Close Back **Save & Continue**

Step 3: Scientific Committee

Providers directors must fill in the fields of Scientific Committee information in terms of:

- 1- Scientific Committee: filling in all fields related to Committee's name in Arabic and English, date of providers, and number of members in a digital form
- 2- Scientific Committee Chair: must be a health practitioner; accordingly, the directors has to fill in occupational classification No.
 - a. Fill in Scientific Committee Chair personal information
- 3- Scientific Committee Secretary: should not be necessarily a health practitioner; accordingly, the directors is not required to fill in the field of occupational classification No.
 - a. Fill in Scientific Committee Secretary personal information

Home Invoices list

New Accreditation Request to CPD Provider

✓ Facility — ✓ Coordinators — **3** Scientific Committee — 4 Criterions — 5 Review — 6 Payment

Scientific Committee Information

Committee Name*
 Date of setting up the committee*

Committee Members No*
 A copy of the decision to form the committee*

Chairman of Scientific Committee Information Re-Verify

Arabic Name*
 English Name*

Identity/Iqamah Number*
 Classification Number

Nationality*
 Mobile Number*

Email Address*

Secretary of the Committee Information

Arabic Name*
 English Name*

Identity/Iqamah Number*
 Classification Number

Nationality*
 Mobile Number*

Email Address*

After filing in the Scientific Committee information previously mentioned, establishment manager must click on **Save and continue** to move to the

Step 4: Criteria

There are twenty mandatory criteria that must be applied and adhered to by the providers directors in order to receive CPD providers accreditation. These criteria are divided into main and sub criteria, which must be completed by the directors sequentially, as the next criteria, will be only opened after the previous one is completed.

Criteria 1: Eligibility Criteria (Mandatory Criteria)

Within this standard, there four criteria; three of which are verified in the previous steps, and the last one is verified by uploading training certificates. Two documents must be uploaded at the very least.

In the 4th Criteria

Home Invoices list

New Accreditation Request to CPD Provider

Provider Coordinators Scientific Committee **4** Criteria Review Payment

Standards All criteria are mandatory 2 / 20

Eligibility and Acceptance standards (Mandatory Standards) 2 / 4

A valid official license issued by an official authority according to the field of specialization

The Ministry of Interior Number has been verified successfully

Attach the additional licenses according to the field of specialization (Example: private training centers license)*

Attach

Next

The Continuing Professional Development provider's Manager must be a registered healthcare practitioner ✓

Scientific committee ✓

Continuing Professional Development Providers' Managers and coordinators should complete their Training Program that is provided by the Saudi Commission for Health Specialities.

Disclosure and professional ethical standards

Regulatory Standards

Training process management and quality assurance standards

Close Back Save & Continue

Continuing Professional Development Providers' Managers and coordinators should complete their Training Program that is provided by the Saudi Commission for Health Specialities. ✓

Attach training Certificates of provider director and coordinators in separate files *

Training Certificate - 1

Training Certificate - 2

Attach

Upload at least two files and then click on upload to save the file

Criteria 2: Disclosure and Professional Ethics Criteria

Within this standard, there are four different criteria that involve acknowledgements to be agreed by the providers directors before completing other standards. All these different acknowledgments follow the same agreement mechanism.

Home Invoices list

New Accreditation Request to CPD Provider

Provider Coordinators Scientific Committee **Criteria** Review Payment

Standards All criteria are mandatory 4/20

Eligibility and Acceptance standards (Mandatory Standards) 4/4

Disclosure and professional ethical standards

Adherence to the standards and requirements of the regulations for continuous professional development

Commit to comply with the Continuing Professional Development provider's accreditation standards and requirements in accordance with the stipulated provisions of the Continuing Professional Development Regulation and its Executive Rules.

To complete the standard click on the link [Pledge](#)

Next

Commit to comply with the provision of the Continuing Professional Development Providers code of ethics.

Commitment to disclose conflict of interest and commercial support

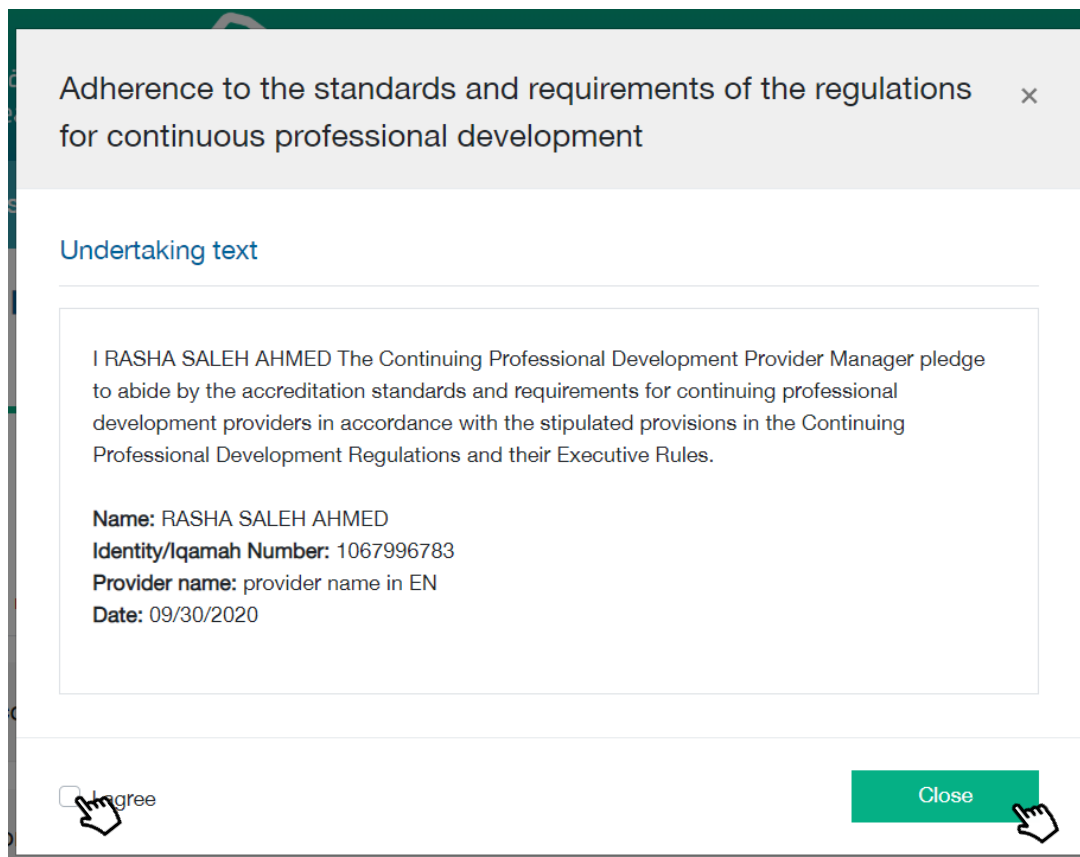
Commitment to adhere to the regulations of delegating a third party form


Regulatory Standards

Training process management and quality assurance standards

Close Back Save & Continue

Provider Director must click on Pledge link to receive a pup-up window with the Pledge.



All Pledges will appear in a pup-up window and Provider Director has to click on "I agree" to complete the Pledge and then click on  to save the Pledge.

Pledge

✓ Pledge has been taken

Once the acknowledgment is completed, a pup-up window will appear informing the manager that the acknowledgment has been done, and there is no need to go back and read the acknowledgment again.

Criteria 3: Regulatory Criteria

Within this standard, there are seven different criteria concerning providers vision and mission. These criteria must be filled in by the directors. As for the rest, they require uploading certain documents.

Home Invoices list

New Accreditation Request to CPD Provider

Progress: 1 (Provider) ✓, 2 (Coordinators) ✓, 3 (Scientific Committee) ✓, 4 (Criteria) ●, 5 (Review) ○, 6 (Payment) ○

Standards *All criteria are mandatory* 9 / 20

- Eligibility and Acceptance standards (Mandatory Standards) ✓ 4 / 4
- Disclosure and professional ethical standards ✓ 4 / 4
- Regulatory Standards
 - The Continuing Professional Development Provider has an announced vision and mission ✓
 - Vision*
Write the Vision
 - Mission*
Write the Mission

Next
 - Educational Environment
 - Organizational structure of the Continuing Professional Development Department in the Provider
 - Policies, procedures and operational requirements for managing the training and educational process.
 - Provide a description of advertisement and registration mechanisms for activities and programs, also the provider mechanism in securing the attendance registration process.
 - Monitoring and periodic review mechanism
 - Identify communication channels
- Training process management and quality assurance standards

Close Back Save & Continue

Criteria 4: Training Process Management and Quality Assurance Criteria

Within this standard, there are five different criteria concerning certain documents that must be uploaded by the providers directors.

While criteria are being filled in, Provider Director will be updated about the number of the completed criteria against criteria total number. The Director will be also allowed to check the completion of main and sub criteria via a detailed icon.

Home Invoices list

New Accreditation Request to CPD Provider

Provider Coordinators Scientific Committee **Criteria** Review Payment

Standards *All criteria are mandatory* 20 /20

- Eligibility and Acceptance standards (Mandatory Standards) 4 /4
- Disclosure and professional ethical standards 4 /4
- Regulatory Standards 7 /7
 - Defining the training needs mechanism for educational activities. ✓
 - Evaluate educational activities ✓
 - Provide the training process information Electronically. ✓
 - mechanism for Selection of the scientific programs faculties ✓
 - Faculties /Speakers evaluation mechanism ✓
 - Existence of a mechanism to regularly evaluate the faculties /speakers based on a specific criteria, and providing them feedback that assist their performance improvement in managing a scientific content if required.*
 - Speaker evaluation mechanism
 - Attach

Close Back Save Criteria Save & Continue

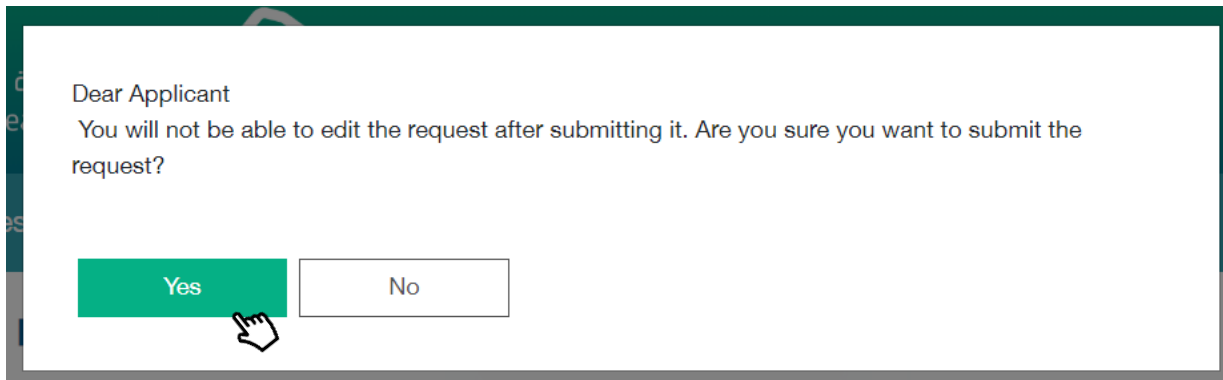
Once all required documents are uploaded, Provider Director must click on Save Criteria to save all Criteria in this step


Step 5: Review

This step involves reviewing all previous information that was filled in by the providers directors. Review is conducted before the last process which involves filing the application and paying application studying fees.

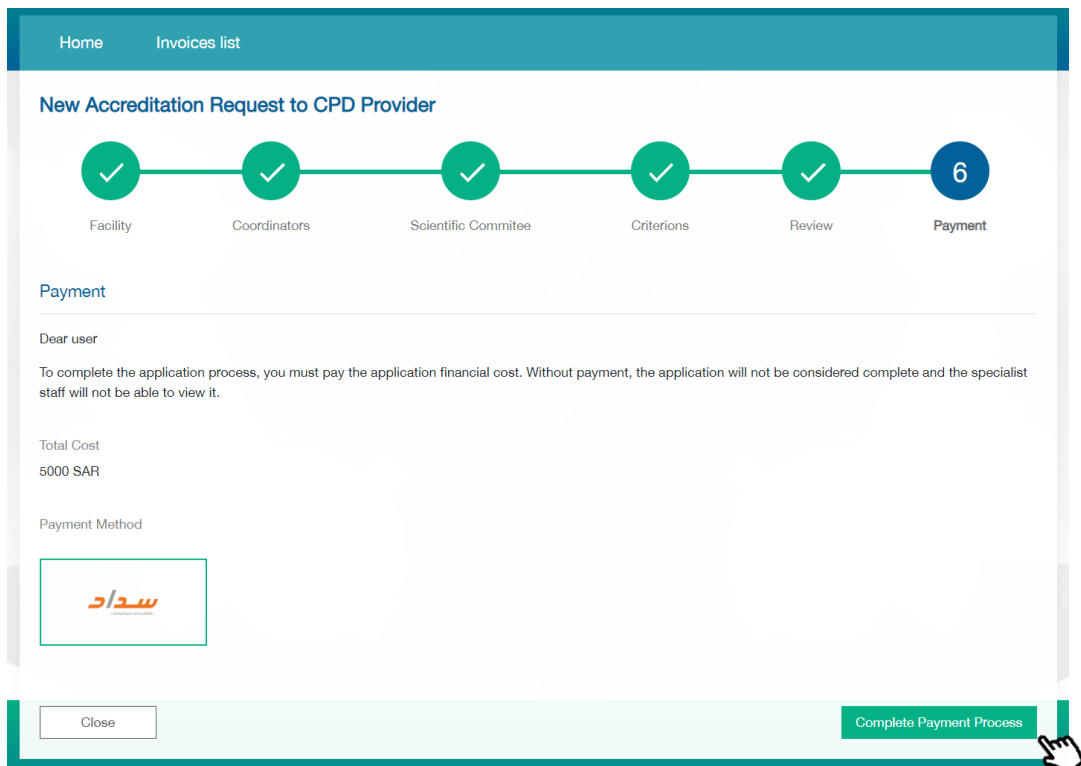
The screenshot shows a web interface for a 'New Accreditation Request to CPD Provider'. At the top, there are navigation links for 'Home' and 'Invoices list'. Below this is a progress bar with six steps: Facility, Coordinators, Scientific Committee, Criteria, Review, and Payment. The 'Review' step is currently active, indicated by a blue circle with the number '5', while the others are green with checkmarks. The 'Payment' step is greyed out with the number '6'. Below the progress bar, the form is divided into sections: 'Provider Information', 'Provider Director Information', 'Coordinator', 'Scientific Committee', and 'Criteria'. The 'Provider Information' section is expanded, showing fields for: Provider Name in Arabic (مستشفى), Provider Name in English (provider name in EN), Region (Riyadh), City (SDER), Provider Sector (Government), Provider Classification (Hospital), Provider Activity (Regular Activities), Telephone Number (+966 565656565), and Email Address (hospitaltest@gmail.com). A Website field (www.RiyadhMED.com) is also present. At the bottom of the form, there are three buttons: 'Close', 'Back', and 'Submit'. A mouse cursor is pointing at the 'Submit' button.

Once review is completed, Provider Director has to send the application by clicking on Submit and a pop-up window will appear confirming that the application has been sent.



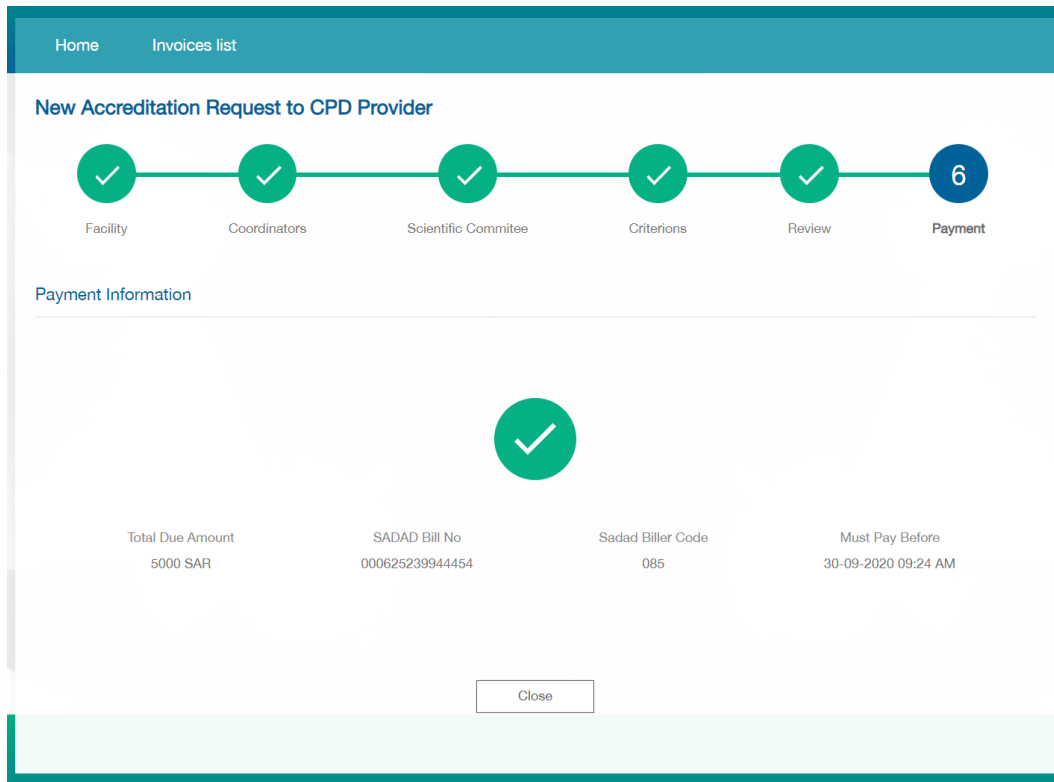
By clicking on  , Provider Director will be redirected to the last step which involves paying the required fees in order to send the application to the Saudi Commission for Health Specialists (SCFHS) to examine the accreditation application.

Step 6: Payment

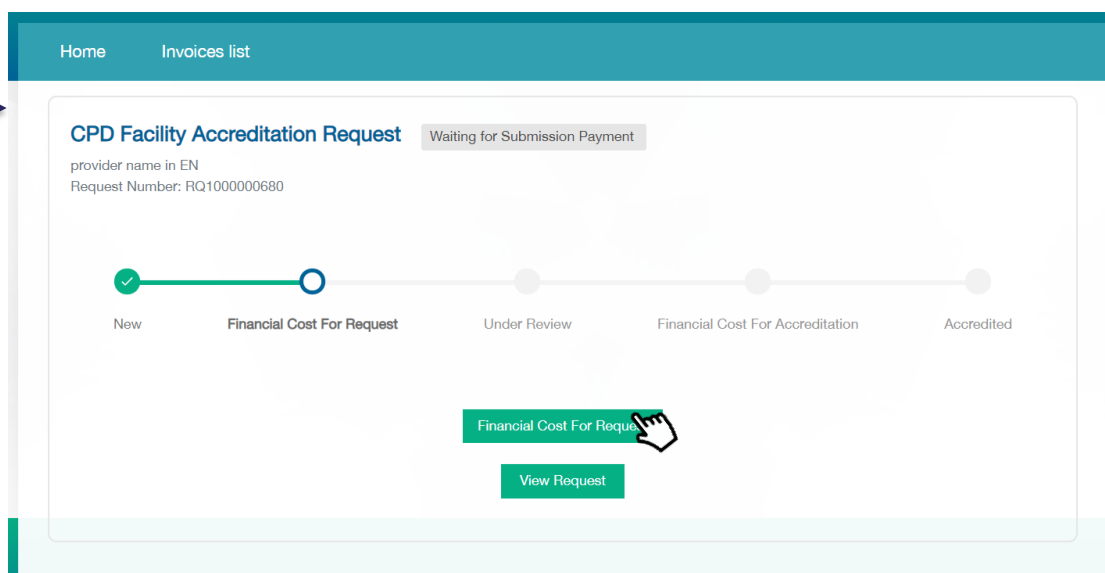


Upon completion of payment process,
a receipt will be issued.

Upon completion of payment process, the CPD manager will be directed to the payment page to process the receipt.



Upon completing the application and before completing the payment process, the system will label application status as "Pending Payment". The payment term is 30 days and, if not paid within this term, the system will cancel the application.



Tracking CPD Accreditation Application Home Page

Under Review

Application timeline will be shown in the main page and Provider Director will be able to follow-up application as all stages of reviewing application by CPD employees will be listed as "under review". Application status will appear in case of return, cancellation, rejection...etc.

Home Invoices list

CPD Facility Accreditation Request Under Review

provider name in EN
Request Number: RQ1000000680

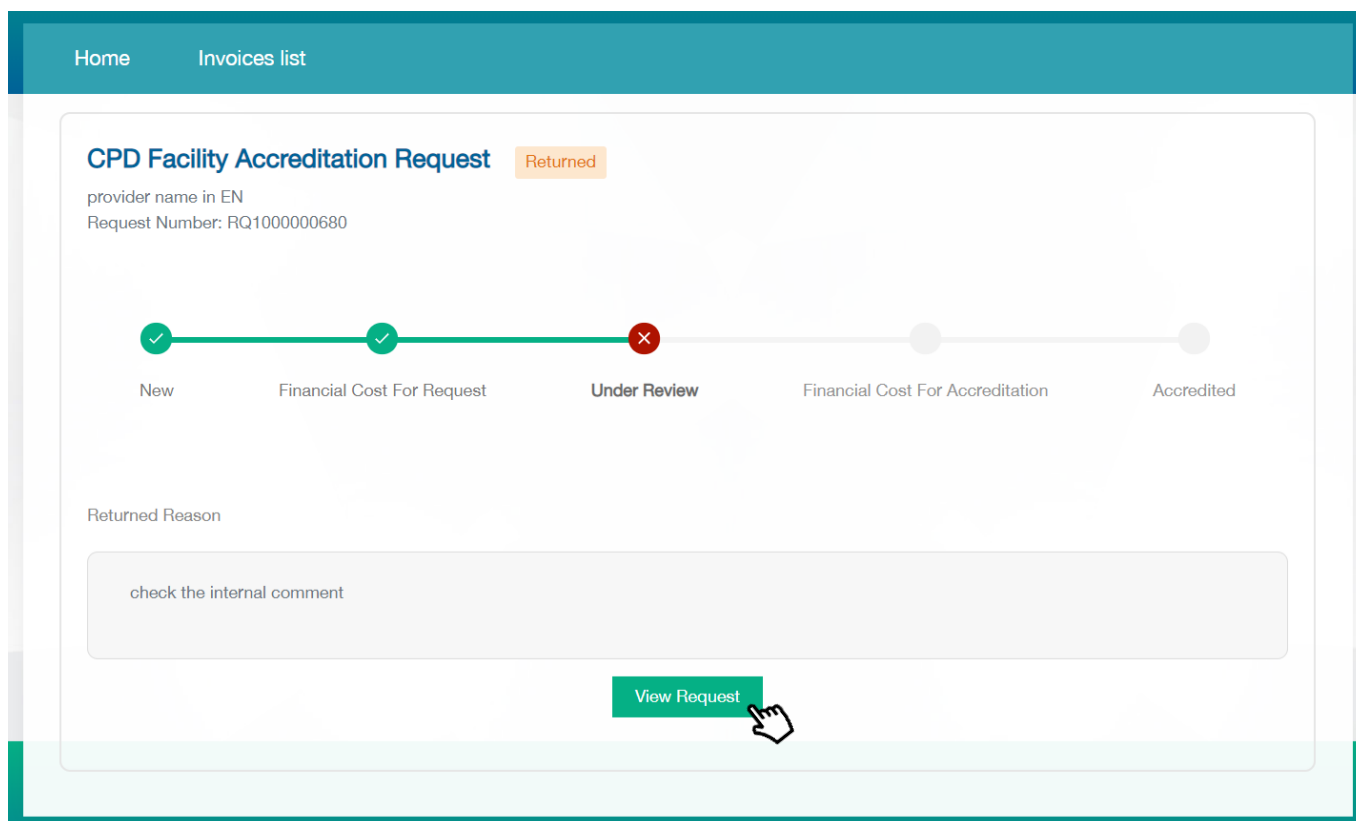
New Financial Cost For Request **Under Review** Financial Cost For Accreditation Accredited

[View Request](#)

Returned to Client

In case of returning application by specialist to CPD providers directors, status will appear to CPD directors who will also be able to edit application in accordance with the specialist observations by clicking [View Request](#) to continue.

After returning an application, CPD Provider Director will be able to review the application and edit only the points highlighted by specialist.



Accreditation Fees

After the executive directors accepts the application, a [Accreditation](#) button will enable CPD providers directors to complete payment process of accreditation fees.

Accredited

Upon payment of accreditation fees, CPD providers directors will be able to download certificate.

Home Manage Activites Coordinators Invoices list

CPD Facility Accreditation Request Accredited

Healthcare Leadership Academy - Delivery Team
Request Number: RQ100000628

New Financial Cost For Request Under Review Financial Cost For Accreditation Accredited

Arabic Certificate English Certificate View Request

Cancelled

An application is under "cancelled" status in three cases and the CPD providers directors will be able to refile the application:

1. Expiration of payment term identified to pay application revision fees, which is 30 days.
2. Expiration of payment term identified to pay accreditation fees, which is 30 days.
3. Expiration of application lifecycle, which is 90 days.

Rejected

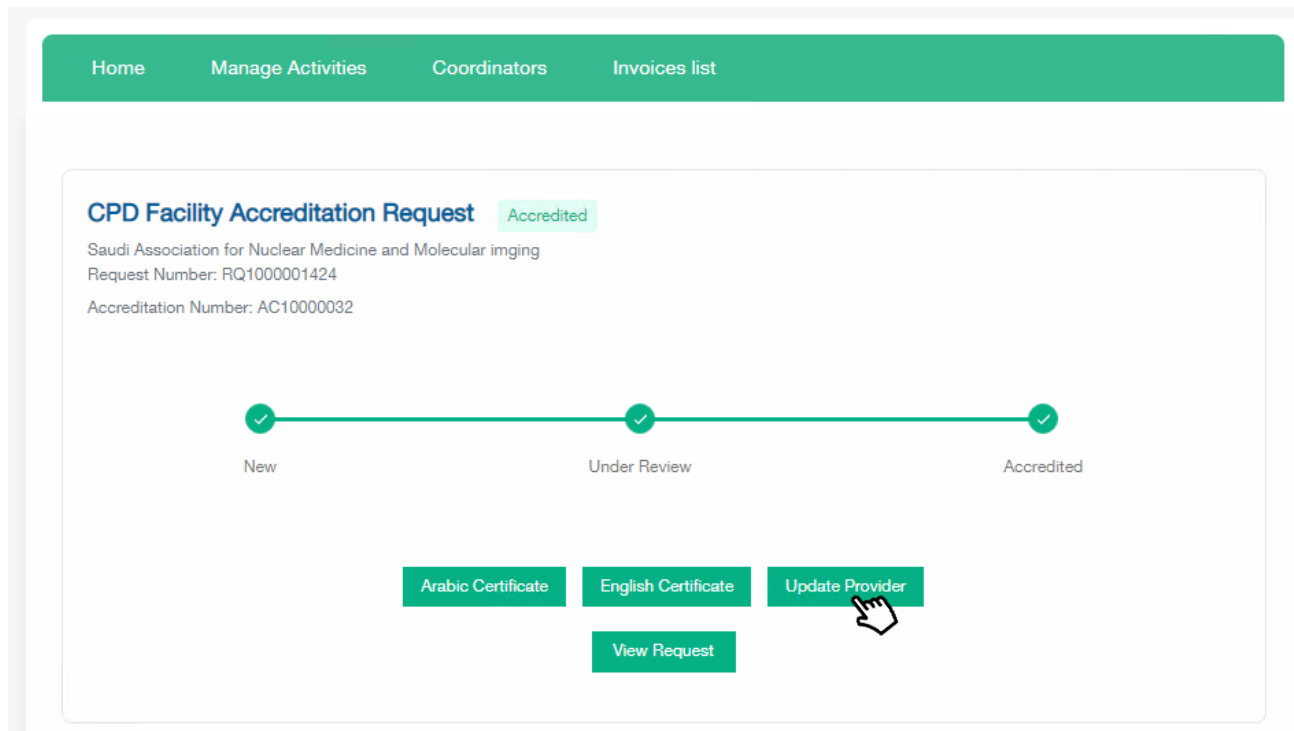
Rejected applications can be refiled again by the CPD providers directors after a year is passed from filing the previous application.

The screenshot displays a web interface for a CPD Facility Accreditation Request. At the top, there are navigation links for 'Home' and 'Invoices list'. The main heading is 'CPD Facility Accreditation Request' with a 'Rejected' status tag. Below this, the provider name is listed as 'provider name in EN' and the request number is 'RQ100000680'. A progress bar shows five stages: 'New' (checked), 'Financial Cost For Request' (checked), 'Under Review' (marked with a red 'X'), 'Financial Cost For Accreditation' (unchecked), and 'Accredited' (unchecked). A 'Rejection Reason' section contains a message: 'Rejected for not completing the files'. Below this, there is a link to 'A copy of the decision to form the committee' with a hand cursor icon. A red warning message states: 'You can't create a new provider accreditation request until 30/09/2021 according to accreditation decision number'. At the bottom, there is a 'View Request' button with a hand cursor icon.

Upon completion of an application, CPD providers directors will be able to review the application status, stage and applicant details.

CPD Accreditation update information request

Provider director can request to update CPD accreditation information, by clicking on “Update Provider information”



Provider user will be able to update the accreditation information, and then submit the request to the professional development employee. Status of the request after submission will be “under review”. If the request is approved by the professional development employee, the changes will be reversed.

CPD Accreditation update provider director request

Provider director can request to update the provider director information, by entering the classification number of the new director.

Home Manage Activities Coordinators Invoices list

Update Provider

1 Facility 2 Scientific Committee 3 Criteria 4 Review

Update Provider

Provider Information

Provider Director Information

Classification Number

Verify

Provider Director Name	Classification & Registration No	Identity/Iqamah Number
RASHA SALEH AHMED	18BM0037888	1535355757
Nationality	E-mail	Curriculum Vitae
Saudi Arabia	c@c.com	Uploaded C.V

Close Cancel Request Save & Continue

In order to change the director, the professional classification number must be entered and click "Verify". The new director must be registered in the platform and have an activate email.

The provider director will be changed automatically after the approval from professional development employee.

The requests of update information can be followed up by clicking on “View Request” from the main page, then open “Provider Update Information History” tab, where you can review all accepted and rejected requests and review the professional development employee’s comments.

Home
Manage Activities
Coordinators
Invoices list

CPD Facility Accreditation Request Accredited

Saudi Association for Nuclear Medicine and Molecular imaging
 Request Number: RQ1000001424
 Accreditation Number: AC10000032

Accreditation Provider Details

Provider Information ▼

Provider Director Information ▼

Scientific Committee ▼

Criteria ▼

Provider Update Information History ▲

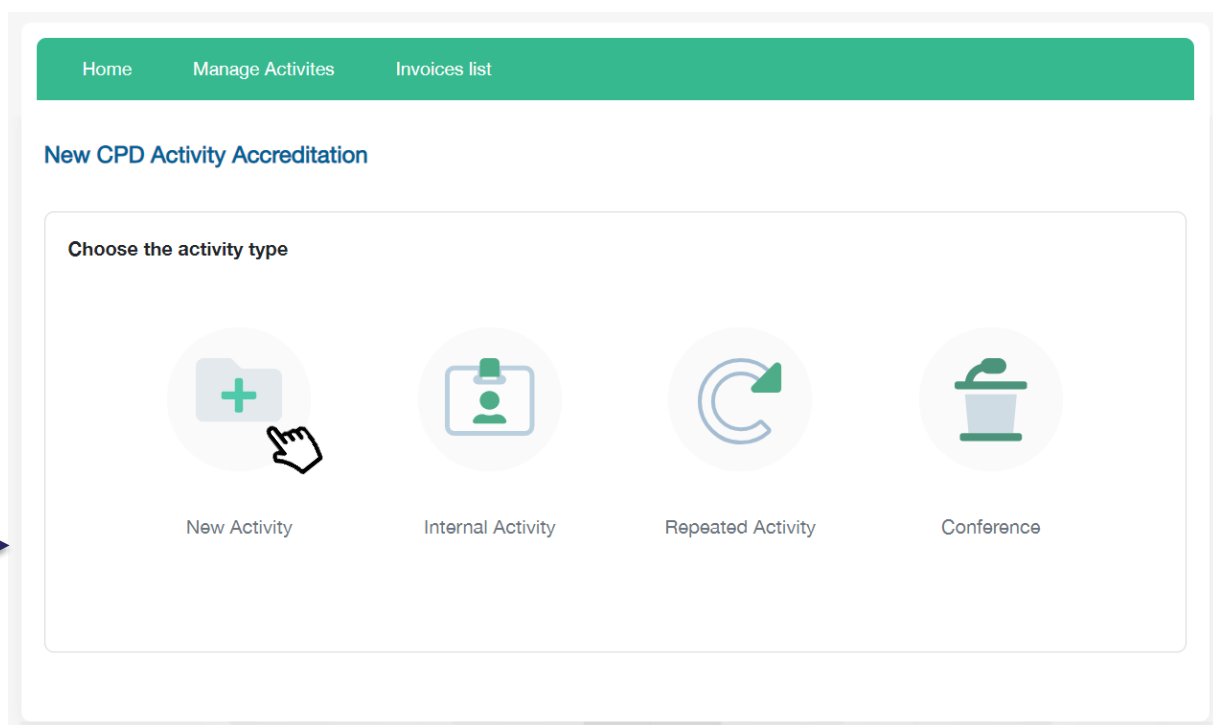
Request Number	Provider name	Provider Sector	Request Date	Request Type	Request Status	Last Update	Comments	View
RQ1000001415	Saudi Association for Nuclear Medicine and Molecular imaging	Society	22-03-2021	Establishment Accreditation	Accredited	22/03/2021		
RQ1000001424	Saudi Association for Nuclear Medicine and Molecular imaging	Society	22-03-2021	Accredited Establishment Information Update	Accredited	22/03/2021		

CPD Activities Accreditation

After accrediting the providers as a CPD providers, users (directors – coordinators) will be able to use the list of "activities review" shown in the menu bar and will be able to apply for accrediting CPD activities.

CPD Activities List

When the CPD providers login for the first time to apply for providing CPD activity, a page will appear with icons illustrating types of activities that providers users can provide. After the first activity, a list of the provided activities will appear.



Types of Activities:

1. New Activity
2. Internal Activity.
3. Repeated Activity
4. Conference.

By clicking [New CPD Activity Accreditation Request](#) the system will direct users to the types of activities icons to apply for CPD accreditation application

Request Number	Activity Title	Request Type	Activity Category	Specialty	City	Request Status	Activity start date	View
RQ1000001233	first workshop	Update Activity Information	Sub Activity	Dental	Riyadh	Waiting for Issuing Payment	27-01-2021	
RQ1000001230	First conference	Update Activity Information	Conference	Dental	Riyadh	Accredited	28-01-2021	

The Activities List is divided into two sections:


1. **Activities Accreditation Requests:** includes all incomplete activities applications, either the application status is "before payment of application review fees" or "under process".
2. **Accredited Activities:** Includes all accredited applications where users can edit or cancel their applications.

Submit CPD Activity Application

Providers must apply for an activity 21 days prior to the activity commencement date.

Home Manage Activites Invoices list

Conditions & Instruction



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.
- ✓ An initial reservation for the conference is required to be completed no less than 1 month from the date of the conference.
- ✓ The conference initial reservation number is required for the conference approval request to be accepted in the system.
- ✓ Continuing professional development activities must be submitted 21 business days in advance of the start date.
- ✓ In the event of repeated activity, it must be identical in terms of scientific content and speakers.
- ✓ The accredited activity number is required when submitting a request to repeat the activity again.
- ✓ 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.

[Back](#) [Start](#)

After selecting activity type, a list of conditions and instructions that applicant follow will appear and applicant should accept it by clicking

[Start](#)

Submit New Activity Accreditation Request

New activity (ordinary) approval application is made of 7 steps. User should complete the current step to move to the next step.

Step1: Activity Information:

In this step, all general information on the activity should be listed as clarified and activity approval letter should be attached.

Home Manage Activities Coordinators Invoices list

Create New Activity Accreditation Request

1 Activity Info 2 Organizational Info 3 Educational Part 4 Speakers 5 Scientific Program 6 Review 7 Payment

Activity Information

Activity Title in English *
Activity title

Activity Title in Arabic *
عنوان النشاط

Activity Type*
Simulation session
Activity Max Participants is 50

Delivery Method *
 Group learning and interactive
 Web-based/live transmission

Professional Medical Field*
Dentistry and Related Specialties

Specialty*
Advanced General Dentistry

Sub-specialty
Select subspecialty

Activity Language *
 English
 Arabic

Activity start date and End Date *
29/10/2020 - 31/10/2020

Country *
Saudi Arabia

City *
Riyadh

Activity Venue And Address *
olia

Venue Capacity *
50

Estimated # of participants *
50

Activity Accreditation Request Letter *

Activity Accreditation Request Letter

Attach

Close

Save & Continue

No less than 21 days of the activity commencement date

Clicking on "save and continue" to move to the next step

Step2: Organizational Information

Home Manage Activites Coordinators Invoices list

Create New Activity Accreditation Request

- Activity Info
- Organizational Info**
- Educational Part
- Speakers
- Scientific Program
- Review
- Payment

Organizational Activity Information

Scientific Content Development

Is there a collaboration with other organization?
 Yes No

Was the content developed by the applying provider? *
 Yes No

Who developed the content? *
Organization/Person name

Activity Scientific Committee

Activity Scientific Committee Chair

[New Check](#)

Registration & Classification Number *
01RM9821

Arabic Name: عثمان عبده عثمان
English Name: OTHMAN ABDO OTHMAN
Professional Medical Field: Medicine and Surgery

Rank: Consultant
Specialty: Pediatrics
Sub-specialty: Pediatric Intensive Care

Mobile No.*: +966 535343544
E-mail*: OTMAN@GMAIL.COM

Activity Scientific Committee Members

[Add Scientific Committee Member](#)

Full Name English	Full Name Arabic	Rank	Actions
AHMED	احمد	Assistant Specialist	View Delete

[Close](#) [Previous](#) [Save & Continue](#)

Step3: Educational Part

This section identifies the target categories in this activity. User can add more than one category to the activity. Moreover, this step identifies the objectives, educational outcomes and all aspects related to the organization of the provided activity.

Home Manage Activities Coordinators Invoices list

Create New Activity Accreditation Request

Activity Info Organizational Info **Educational Part** Speakers Scientific Program Review Payment

Educational Part

Target Audience

What is the intended target audience of the activity? *

Do you want to select all medical fields

x Dental Technology x

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? *

learning needs

What the type(s) of Needs Assessment tools that the scientific committee used to identify learning needs or gap? *

Surveys
 Questionnaires
 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? *

learning outcome

What are the Goals and learning objective(s) of the activity? (Please write them in SMART format) *

Goal 1

Goal 2

Save


What learning methods/ delivery format were selected to help the CPD activity meet the stated learning objectives? *


learning methods

How will the overall group learning activity and individual sessions be evaluated by participants? *

overall group learning activity

Close Previous Save & Continue



Adding objectives in points. After adding every point, user should click on  Save

User can also delete by clicking on "delete" icon. 

Step4: Speakers

Click on "Add Speakers" to add speakers to the scientific program


The screenshot shows a multi-step process for creating a new activity accreditation request. The steps are: 1. Activity Info, 2. Organizational Info, 3. Educational Part, 4. Speakers (current step), 5. Scientific Program, 6. Review, and 7. Payment. The 'Speakers' step is highlighted with a blue circle and the number 4. Below the progress bar, there is a table with the following data:

Full Name English	Full Name Arabic	Actions
Khalid	خالد	 

At the bottom right of the table, there is a green button labeled "Add Speaker" with a hand cursor pointing to it. At the bottom of the form, there are three buttons: "Close", "Previous", and "Save & Continue".

Here you can provide speaker's related information. Attaching speaker's CV is an optional step.

The screenshot shows a form titled "Speaker" with the following fields and options:

- Arabic Name*: خالد
- English Name*: Khalid
- Professional Medical Field*: Dentistry and Related Specialties
- Rank*: Assistant Specialist
- Specialty*: Advanced General Dentistry
- Sub-specialty: Restorative Dentistry
- Employer*: ngha
- CV Attachment: [Curriculum Vitae](#)
- Attach 
- Related Experiences for the past three years*: 3 years

At the bottom of the form, there are two buttons: "Cancel" and "Save". A hand cursor is pointing to the "Save" button.

Step5: Scientific Program

User can Add - Display – Edit – Delete the scientific Program

The screenshot shows a multi-step process for creating a new activity accreditation request. The steps are: 1. Activity Info, 2. Organizational Info, 3. Educational Part, 4. Speakers, 5. Scientific Program (current step), 6. Review, and 7. Payment. The 'Scientific Program (Agenda)' section is active, showing a date of 01/11/2020 Sunday. A table lists the program details: Start Time (09:36 - 12:36), Title (ورشة عمل / Live Surgery), and Speaker (Khalid). There are icons for view and delete. The CME Hours are listed as 03:00. At the bottom, there are buttons for 'Close', 'Previous', and 'Save & Continue'. A mouse cursor is pointing at the 'Add Scientific Program (Agenda)' button.

Selecting the speakers of scientific program from the previously added list of speakers

The screenshot shows a modal form titled 'Scientific Program'. It contains several input fields: 'Start Time' (09:36 AM), 'End Time' (09:36 AM), 'Scientific Material Type*' (a dropdown menu), 'Scientific Material Title*' (a text input field), 'Speakers' (a dropdown menu with 'Choose Speaker' selected), and 'Date*' (a date input field with the format DD/MM/YYYY). At the bottom, there are 'Cancel' and 'Save' buttons. A mouse cursor is pointing at the 'Save' button.

Step6: Review

In this step, user can review all previously added information. The review process should be done before submitting the application and payment of application review fees.

Home Manage Activities Coordinators Invoices list

Create New Activity Accreditation Request

Activity Info Organizational Info Educational Part Speakers Scientific Program **Review** Payment

Activity Information

Organizational Activity Information

Scientific Content Development

Is there a collaboration with other organization?
No

Was the content developed by the applying provider?
Yes

Activity Scientific Committee

Activity Scientific Committee Chair

Arabic Name عثمان عبده عثمان	English Name OTHMAN ABDO OTHMAN	Professional Medical Field Medicine and Surgery
Rank Consultant	Specialty Pediatrics	Sub-specialty • Pediatric Intensive Care
Mobile No. +966 565656565	E-mail OTMAN@GMAIL.COM	

Activity Scientific Committee Members

Full Name English	Full Name Arabic	Rank	View
test	تست	Assistant Specialist	

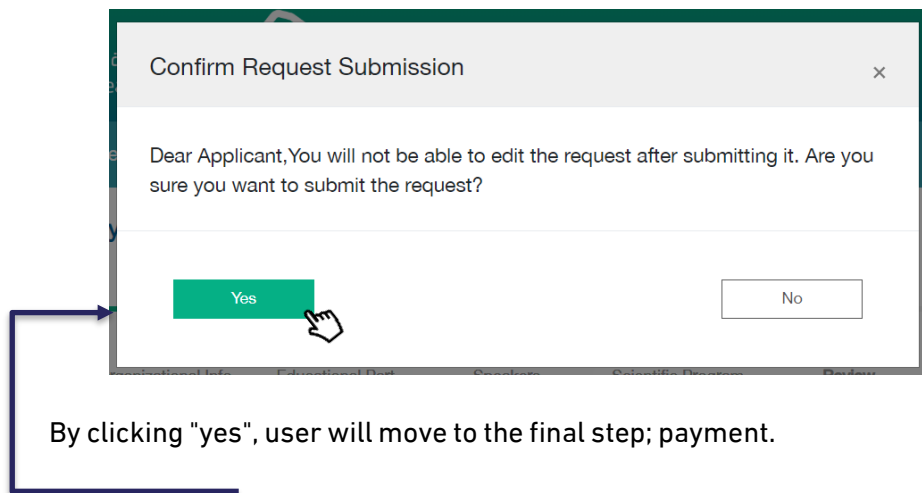
Educational Part

Speakers

Scientific Program

Close Previous **Submit Request**

After clicking on **Submit Request** , a pop-up window will appear to confirm application receipt and to notify that user cannot edit application after submitting.



Step7: Payment

SADAD receipt information will appear with the payment expiration date. In case payment is not made before this date, application will be cancelled.

Home Manage Activites Coordinators Invoices list

Create New Activity Accreditation Request

Activity Info Organizational Info Educational Part Speakers Scientific Program Review **7** Payment

Payment Information

Dear user

To complete the application process, you must pay the application financial cost. Without payment, the application will not be considered complete and the specialist staff will not be able to view it.

Close

Total Due Amount	SADAD Bill No	Request Number	Sadad Biller Code	Must Pay Before
1000 SAR	000625239995608	RQ100000682	085	30-09-2020 11:43 PM

Submit Internal Activity Accreditation Request

Step1: Activity Information

Add all information related to the activity as illustrated in the previous activity

Home Manage Activites Coordinators Invoices list

New CPD Internal Activity Accreditation Request

- 1** Activity Information
- 2 Target Audience
- 3 Lectures
- 4 Review
- 5 Payment

Activity Information

Activity Title in English *	Activity Title in Arabic *
<input type="text"/>	<input type="text"/>
Activity Type* Internal	Delivery Method* <input type="checkbox"/> Group learning and interactive <input type="checkbox"/> Web-based/live transmission
Professional Medical Field* Select Professional Medical Field	Specialty* Select speciality
Sub-specialty Select subspecialty	Activity Language* <input type="checkbox"/> English <input type="checkbox"/> Arabic
Activity Year* Select Activity Year	Country* Saudi Arabia
City* Select city	Activity Venue And Address* <input type="text"/>
Activity Accreditation Request Letter* Attach	

Step 2: Target Audience

Add one or more target group by selecting them from the list

The screenshot shows a progress bar with five steps: 1. Activity Information (checked), 2. Target Audience (active), 3. Lectures, 4. Review, and 5. Payment. Below the progress bar, the 'Target Audience' section contains a question: 'What is the intended target audience of the activity? *'. There is a checkbox labeled 'Do you want to select all medical fields' which is unchecked. Below this is a tag-based input field containing 'Dental Technology' and 'Oral Surgery'. At the bottom, there are three buttons: 'Close', 'Previous', and 'Save & Continue' (with a hand cursor pointing to it).

Step 3: Lectures

Add, edit and delete one or more lectures of the internal activity

The screenshot shows the progress bar with three steps completed: 1. Activity Information (checked), 2. Target Audience (checked), and 3. Lectures (active). Below the progress bar, the 'Lectures' section has an 'Add Lectures' button with a hand cursor. Below this is a table with the following data:

Start Date	End Date	Lecture Topic	Speaker	Actions
01-10-2020	03-10-2020	المحاضرة الدولية	دكتور عبدالله أحمد	


At the bottom, there are three buttons: 'Close', 'Previous', and 'Save & Continue' (with a hand cursor pointing to it).

Add internal lectures and the speaker of every lecture

Add Lectures ×

The topic could be case discussion, case display, journal clubs, medical updates

Start and End Date *

Scientific Material Title *

Speaker

Step 4: Review

Home Manage Activites Coordinators Invoices list

New CPD Internal Activity Accreditation Request

✓ ✓ ✓ **4** 5
Activity Information Target Audience Lectures **Review** Payment

Activity Info ▾

Activity Title in English test	Activity Title in Arabic تست
Activity Type Internal	Delivery Method Group learning and interactive
Activity Language English	Activity Year 2020
Country Saudi Arabia	City SDER
Professional Medical Field Dentistry and Related Specialties	Specialty Advanced General Dentistry
Sub-specialty	Activity Venue And Address NGHA hospital

Activity Accreditation Request Letter
[Activity Accreditation Request Letter](#)

Target Audience ▾

Lectures ▾

Close Previous Submit Request

Step5: Payment

SADAD receipt information will appear with the receipt expiration date. If payment is not made before this date, the application will be cancelled

Home Manage Activites Coordinators Invoices list

New CPD Internal Activity Accreditation Request

Activity Information Target Audience Lectures Review **5** Payment

Payment Information

Dear user

To complete the application process, you must pay the application financial cost. Without payment, the application will not be considered complete and the specialist staff will not be able to view it.

Total Due Amount	SADAD Bill No	Request Number	Sadad Biller Code	Must Pay Before
500 SAR	000625240015583	RQ1000000683	085	30-10-2020 08:59 AM

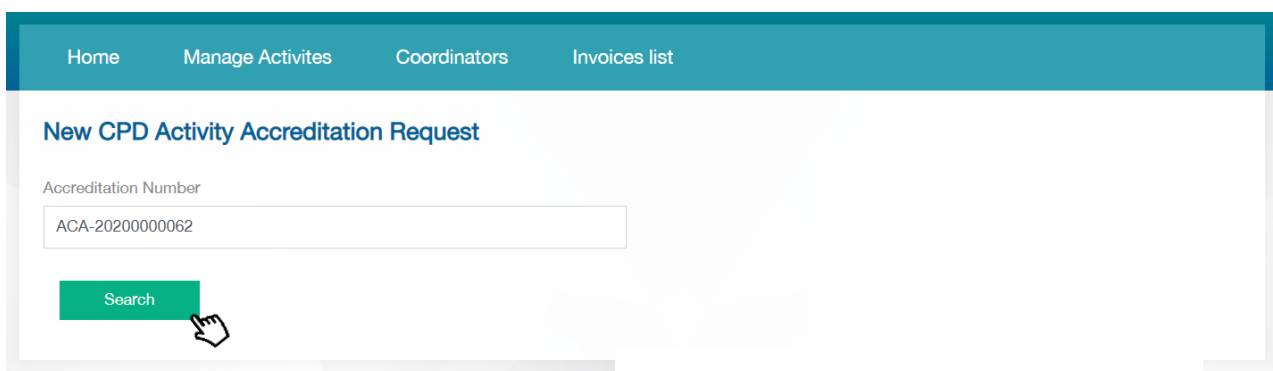
Close

Submit Repeated Activity Accreditation Request

It is required to accredit a previous ordinary or recurring activity to enable assigned users to apply for activity accreditation.

Step1: Entering a Previous Accreditation Number

Add a previous Accreditation number of a previous activity (regular or repeated) to retrieve its information, and to update only the dates and location for the activity



The screenshot shows a web application interface with a teal header bar containing navigation links: Home, Manage Activites, Coordinators, and Invoices list. Below the header, the page title is "New CPD Activity Accreditation Request". There is a form with a label "Accreditation Number" and a text input field containing the value "ACA-2020000062". Below the input field is a green "Search" button with a hand cursor icon pointing to it.

Step2: Retrieving the Activity Information

Home Manage Activites Coordinators Invoices list

New CPD Activity Accreditation Request

New Check

Previous Activity Information

Activity Title in English	Activity Title in Arabic
test	اختبار 88
Activity Type	More
Medical Updates	

Activity Date & Location

Activity start date and End Date	Activity Venue & Address
01/11/2020 - 04/11/2020	العليا
Estimated # of participants	Venue Capacity
100	100
Country	City
Antigua and Barbuda	الرياض

Scientific Program

01/11/2020

Start Time-End Time	Scientific Material Title
10:16:00 - 12:16:00	اختبار 1
Scientific Material Type	Speaker
Case Presentation	KHALID RADHI ALHAGEALI

Edit Date

Back Submit

By clicking the icon "more", user can access the details of the previously accredited activity. Also, by clicking [Edit Date](#), a pop-up window will appear to edit the dates of the scientific program of the new recurring activity

تعديل التاريخ

التاريخ

07/06/2020

حفظ

Step3: Payment

After editing the date of the scientific program of the new recurring activity, user submits the application by clicking **Submit Request** to move to the payment step . SADAD receipt information will appear with the expiration date of the receipt. If payment is not made prior to this date, the application will be cancelled

Total Due Amount	SADAD Bill No	Request Number	Sadad Biller Code	Must Pay Before
1400 SAR	000625240028135	RQ1000000684	085	30-09-2020 11:04 PM

Close

Submit Conference Initial Reservation

The Provider must submit an initial reservation for the date of the conference for the purpose of the organizational management of the SCFHS, based on the following conditions:

- 1- The initial reservation must be submitted 3 months before the conference start date
- 2- That there is a 30-day difference between the dates of two conferences in the same field of specialization in the Kingdom of Saudi Arabia

Submitting the initial reservation does not mean accrediting the conference, and the Provider must submit the conference accreditation request at least 21 working days prior to the conference start date

Step 1: Conference Information

After adding the initial reservation information, the information will be retrieved at the conference accreditation request.

Home Manage Activities Coordinators Invoices list

Initial Conference Reservation Request

1 Conference Info 2 Educational Part 3 Review

Conference Information

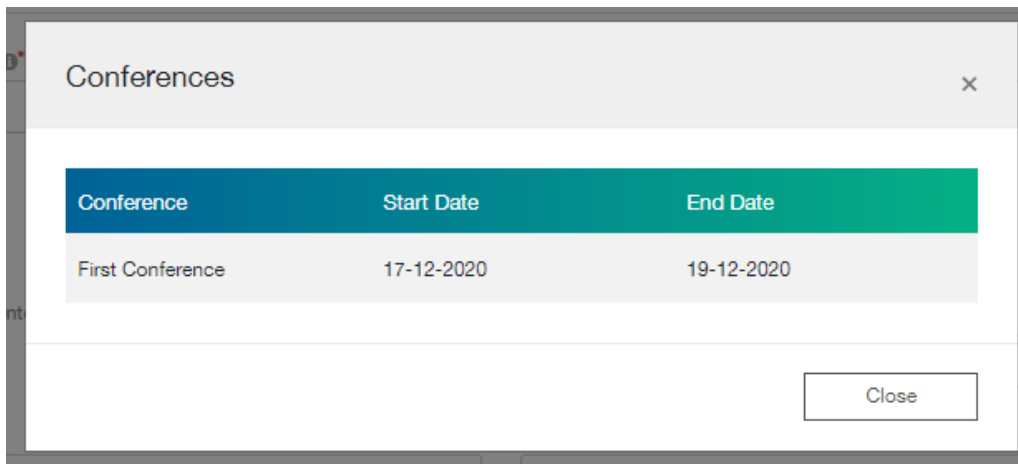
Conference Title in English *
Conference Title in Arabic *
Activity Type *
Conference
Conference Language *
 English
 Arabic
Is there a cooperation with international Speakers? *
 Yes No
Estimated number of international speakers *
Professional Medical Field *
Dentistry and Related Specialties
Specialty *
Advanced General Dentistry
Sub-specialty
Select subspecialty
Country *
Saudi Arabia
City *
Select city

Conference Date

Conference start date and End Date *
Conference start date and End Date
Conference Venue & Address *
Venue Capacity *
Estimated # of participants *
Conferences Schedule
Close Save & Continue

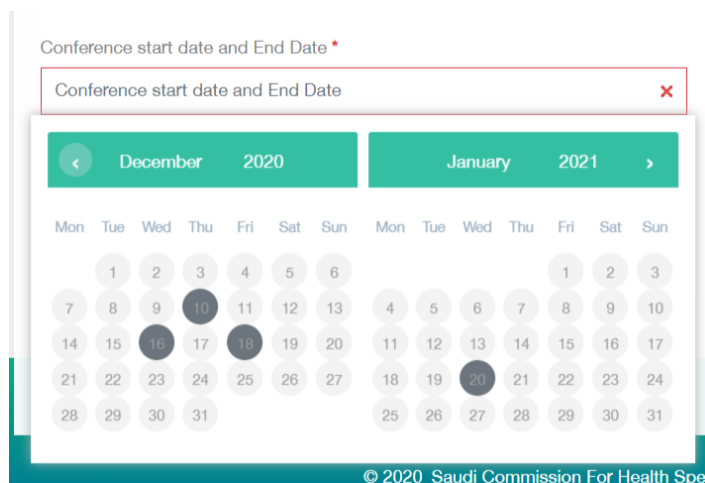
User can view the conference schedule list

User can view the conference schedule list



Conference	Start Date	End Date
First Conference	17-12-2020	19-12-2020

Only the dates available for booking will appear in the conference date calendar, according to the conditions and dates of the conferences, as the dates of the conferences will be shaded in dark color, and their details will be viewed by clicking on the conference schedule



Step 2: Educational Part

Initial Conference Reservation Request



Conference Info



Educational Part



Review

Educational Part

Target Audience

What is the intended target audience of the activity? *

Do you want to select all medical fields

x Dental Technology x ▾

What are the Goals and learning objective(s) of the activity? (Please write them in SMART format) *

Goal 1

Goal 2

Save

Close

Previous

Save & Continue

Step 3: Review

The screenshot shows a web interface for an 'Initial Conference Reservation Request'. At the top, there is a navigation bar with links for 'Home', 'Manage Activites', 'Coordinators', and 'Invoices list'. Below this, a progress indicator shows three steps: 'Conference Info' (completed with a checkmark), 'Educational Part' (completed with a checkmark), and 'Review' (current step, indicated by a blue circle with the number '3').

The 'Conference Info' section is expanded and contains the following details:

Conference Title in English conference	Conference Title in Arabic مؤتمرات
Is there a cooperation with international Speakers? No	Estimated number of international speakers 0
Delivery Method	Conference Language Arabic English
Conference start date 01-03-2021	Conference end date 05-03-2021
Professional Medical Field Dentistry and Related Specialties	Specialty Advanced General Dentistry
Sub-specialty Restorative Dentistry	Country Saudi Arabia
City SDER	Conference Venue & Address olia
Estimated # of participants 300	Venue Capacity 300
Activity Type Conference	

At the bottom of the form, there are three buttons: 'Close' (with a hand cursor over it), 'Previous', and 'Submit Request'.

No date will be reserved for the conference without submitting the application for initial reservation. After submitting the conference reservation request, the user can complete the application and go to submit a CPD conference accreditation request

Update Conference Initial Reservation

User can update the initial reservation request by clicking "Update Reservation" after submitting the initial reservation and before submitting the conference Accreditation request.

After clicking "Update Reservation", the status of the request will be "New", the initial reservation date will be edited, and the previous date will be available and not reserved for all users of the system.

Home Manage Activites Invoices list

New CPD Activity Accreditation

Waiting For Accreditation Request

First Conference

New Waiting For Accreditation Request Financial Cost For Request Under Review Financial Cost For Accreditation Accredited

Resume Update Reservation

Initial Reservation reference: ICR-20200000798

Submit Conference Accreditation Request

Step 1: Conference Information

Retrieving the initial reservation information without modifying some information, and it is shaded in gray

Home Manage Activites Coordinators Invoices list

New CPD Conference Accreditation Request

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Conference Info Organizational Info Educational Part Speakers Scientific Program Related Activities Review Payment

Conference Information

Conference Title in English *	Conference Title in Arabic *
conference	مؤتمرات
Activity Type *	Conference Language *
Conference	<input checked="" type="checkbox"/> English
	<input checked="" type="checkbox"/> Arabic
Delivery Method *	
<input type="checkbox"/> Group learning and interactive	
<input type="checkbox"/> Web-based/live transmission	
Is there a cooperation with international Speakers? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Professional Medical Field*	Specialty*
Dentistry and Related Specialties	Advanced General Dentistry
Sub-specialty	Country *
Restorative Dentistry	Saudi Arabia
City *	
SDER	

Conference Date

Conference start date and End Date *	Conference Venue & Address *
01/03/2021 - 01/03/2021	olia
Conferences Schedule	
Venue Capacity *	Estimated # of participants *
300	300
Activity Accreditation Request Letter *	
Attach	

Close Save & Continue

Step 2: Organizational Information

List the organizational information for the conference and state whether there is cooperation with another party or not

Adding a Chairman of a scientific committee, and they need to be classified and is verified and his information retrieved by a practitioner

Adding members of a scientific committee and the possibility of modifying and deleting their information

The screenshot shows a web application interface for a 'New CPD Conference Accreditation Request'. The top navigation bar includes 'Home', 'Manage Activites', 'Coordinators', and 'Invoices list'. A progress indicator at the top shows 8 steps: 1 (Conference Info), 2 (Organizational Info - current step), 3 (Educational Part), 4 (Speakers), 5 (Scientific Program), 6 (Related Activities), 7 (Review), and 8 (Payment). The main form is titled 'Organizational Conference Information' and contains several sections:

- Scientific Content Development:** Includes two questions with radio button options: 'Is there a collaboration with other organization?' (Yes/No) and 'Was the content developed by the applying provider?' (Yes/No).
- Conference Scientific Committee:** A section header.
- Conference Scientific Committee Chair:** Includes a 'New Check' link and a 'Registration & Classification Number' field with the value '01RM9821'.
- Personal Information:** Fields for 'Arabic Name' (عثمان عبده عثمان), 'English Name' (OTHMAN ABDO OTHMAN), 'Professional Medical Field' (Medicine and Surgery), 'Rank' (Consultant), 'Specialty' (Pediatrics), 'Sub-specialty' (Pediatric Intensive Care), 'Mobile No.' (+966 535353434), and 'E-mail' (TEST@COMMT.COM).
- Conference Scientific Committee Members:** A table with columns 'Full Name English', 'Full Name Arabic', 'Rank', and 'Actions'. It lists one member: LEANAH AHMED (ليانة احمد), Assistant Specialist. An 'Add Scientific Committee Member' button is visible above the table. The 'Actions' column for the member includes an eye icon and a delete icon.

At the bottom of the form, there are 'Close', 'Previous', and 'Save & Continue' buttons.

By clicking on the button **Add Scientific Committee member** a popup window will appear for adding information

Step 4: Speakers



Home Manage Activites Coordinators Invoices list

New CPD Conference Accreditation Request

1 2 3 4 5 6 7 8

Conference Info Organizational Info Educational Part **Speakers** Scientific Program Related Activities Review Payment

Speakers Add Speaker

Full Name English	Full Name Arabic	Actions
SPEAKER	متحدث	 

Close Previous Save & Continue

Step 5: Scientific Program

Home Manage Activites Coordinators Invoices list



New CPD Conference Accreditation Request

1 2 3 4 5 6 7 8

Conference Info Organizational Info Educational Part Speakers **Scientific Program** Related Activities Review Payment

Scientific Program (Agenda) Add Scientific Program (Agenda)

05/03/2021 Friday

06:00 - 10:00	ورشة عمل Live Surgery Speaker : SPEAKER	 
---------------	---	---

CME Hours
04:00

Close Previous Save & Continue

Step 6: Workshops

By clicking on the button Add Workshop a workshop is added, and every time to add a new workshop, the button should be press again

Ability to delete related activity before submission

Add the related activity information before moving to the next step

Home Manage Activites Coordinators Invoices list

New CPD Conference Accreditation Request

Progress: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 (Active) 7 8

Conference Info Organizational Info Educational Part Speakers Scientific Program **Related Activities** Review Payment

Related Activity-1 🗑️

Activity Information ✓

Activity Title in English * Activity Title in Arabic *

Activity Type* Estimated # of participants *

Activity start date and End Date * 📅

👤

Related Activity-2 🗑️

Activity Information

Activity Title in English * Activity Title in Arabic *

Activity Type* Estimated # of participants *

Activity start date and End Date * 📅

👤

Step 7: Review

Home
Manage Activites
Coordinators
Invoices list

New CPD Conference Accreditation Request

✓
Conference Info

✓
Organizational Info

✓
Educational Part

✓
Speakers

✓
Scientific Program

✓
Related Activities

7
Review

8
Payment

Conference Info ▼

<small>Conference Title in English</small> conference	<small>Conference Title in Arabic</small> مؤتمر
<small>Is there a cooperation with international Speakers?</small> No	<small>Estimated number of international speakers</small> 0
<small>Delivery Method</small>	<small>Conference Language</small> Arabic English
<small>Conference start date</small> 01-03-2021	<small>Conference end date</small> 05-03-2021
<small>Professional Medical Field</small> Dentistry and Related Specialties	<small>Specialty</small> Advanced General Dentistry
<small>Sub-specialty</small> Restorative Dentistry	<small>Country</small> Saudi Arabia
<small>City</small> SDER	<small>Conference Venue & Address</small> oia
<small>Estimated # of participants</small> 300	<small>Venue Capacity</small> 300
<small>Activity Type</small> Conference	

Organizational Conference Information ▼

Educational Part ▼

Speakers ▼

Scientific Program ▼

Related Activities ▼

Close

Previous

Submit Request

Step 8: Payment

Home Manage Activites Coordinators Invoices list


Payment

Payment Information

Dear user

To complete the application process, you must pay the application financial cost. Without payment, the application will not be considered complete and the specialist staff will not be able to view it.

Conference Name Ar	Conference Name En	Financial Cost
مؤتمر	conference	1000
نشاط تابع	sub activity	1000
Total		2000





Total Due Amount	SADAD Bill No	Request Number	Sadad Biller Code	Must Pay Before
2000 SAR	000625239933066	RQ100000677	085	30-10-2020 05:11 AM

SADAD bill information will appear at the end of the invoice date, and if there is no payment before this date, the order will be canceled

After submission, the conference and its workshops will be viewed separately

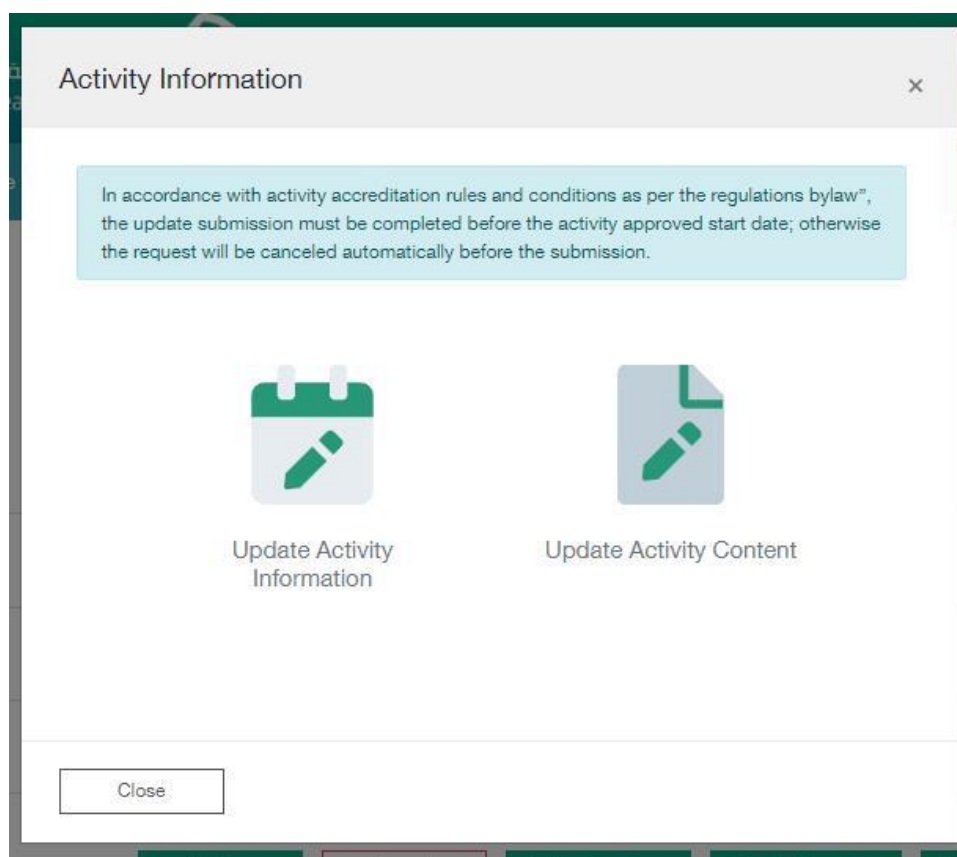
Submit Updating Activity Accredited Request

The provider director or the coordinator will be able to request updated to the activity and update its information or scientific content after accreditation of the activity.

To update the activity, you must go to the accredited activities page, then go to the activity you want to request an update by clicking on "View"  and then clicking on  where a pop-up window will appear to request an update of the activity content or request to update activity information.

Activity information update request: the user will be able to update the activity date - the activity location - the expected number of participants only.

Activity content update request: User will be able to generally update content for the activity.




Submit update activity information

By clicking on Update Activity Information, a window will appear to request the information needed to update

Home Manage Activites Invoices list

Update Activity Information

Activity Date & Location

Activity start date and End Date	Activity Venue & Address
<input type="text" value="01/09/2020 - 01/09/2020"/> 	<input type="text" value="العليا"/>
Venue Capacity	Estimated # of participants
<input type="text" value="100"/>	<input type="text" value="100"/>

Scientific Program

^ 10/12/2020

Submit update conference information

By clicking on Update conference Information, a window will appear to request the information needed to update:

Home Manage Activites Invoices list

Update Activity Information

Activity Date & Location

Activity start date and End Date: 29/01/2021 - 30/01/2021

Activity Venue & Address: العلييا

Venue Capacity: 500

Estimated # of participants: 500

Country: Saudi Arabia

City: Riyadh

Professional Medical Field*: Dentistry and Related Specialties

Specialty*: Dental

Scientific Program

29/01/2021

Update Activity Information

<input type="checkbox"/>	Accreditation Number	Activity Title	Activity start date	Activity end date	Activity Status	View
<input type="checkbox"/>	ACA-20200000261	first workshop	27-01-2021	28-01-2021	Active	
<input type="checkbox"/>	ACA-20200000262	Second conference	28-01-2021	29-01-2021	Active	

All active workshops will be editable

If you want to update information of a workshop with modifying the conference, you must choose the desired workshop and then click on "Update Activity Information"

Update Activity Information

<input type="checkbox"/>	Accreditation Number	Activity Title	Activity start date	Activity end date	Activity Status	View
<input checked="" type="checkbox"/>	ACA-20200000261	first workshop	27-01-2021	28-01-2021	Active	
<input type="checkbox"/>	ACA-20200000262	Second conference	28-01-2021	29-01-2021	Active	

To cancel the workshop update, user shall click on the delete icon so that the update amount is not calculated

The screenshot displays a web interface for managing activities. At the top right, there is a button labeled "Update Activity Information". Below this is a table with the following columns: Accreditation Number, Activity Title, Activity start date, Activity end date, Activity Status, and View. The table contains one row for "Second conference" with accreditation number "ACA-20200000262", start date "28-01-2021", end date "29-01-2021", and status "Active". Below the table, the selected activity "conference workshop-1" is shown in edit mode. The "Activity Information" section includes fields for "Activity Title in English" (first workshop), "Activity Title in Arabic" (ورشة عمل), "Activity Type" (Conference Sub-Activity), "Estimated # of participants" (10), and "Activity start date and End Date" (27/01/2021 - 28/01/2021). A "Next" button is located at the bottom right of this section. Below the "Activity Information" section is a "Scientific Program" section. A blue arrow points from the text above to a trash icon next to the activity name, and another blue arrow points from the text below to the "Next" button.

Accreditation Number	Activity Title	Activity start date	Activity end date	Activity Status	View
ACA-20200000262	Second conference	28-01-2021	29-01-2021	Active	

conference workshop-1

Activity Information

Activity Title in English *
first workshop

Activity Title in Arabic *
ورشة عمل

Activity Type*
Conference Sub-Activity
Activity Max Participants is 100

Estimated # of participants *
10

Activity start date and End Date *
27/01/2021 - 28/01/2021

Next


Scientific Program


The activity information and the scientific program of the workshop can be modified

General conditions for updating activity information:

- The provider director or the coordinator can modify the activity information for accredited activities only.
- Activity information cannot be updated after recording hours of attendance.
- The year of activity cannot be modified for the internal activity after the beginning of the date of the first lecture.

The date of the activity can be modified and the dates of the scientific program updated to coincide with the new date of the activity and the location of the activity and the number of expected participants can be modified.

By clicking on  the order will be submitted and an invoice will be created to update the activity information. Activity information update will not be approved until the update invoice is paid. Upon paying the bill, the activity information will be updated directly.

The invoice for updating activity information can be viewed by entering the activity requests page. Where there will be a new request of the type of "**update activity information**". Then By clicking on "display"  where the user will be able to view the invoice under the status of the **waiting for issuing payment** for the request after paying The invoice will be the status of the request is **accredited** and the activity approval certificate will be updated with the updated information.

Submit update activity content

By clicking on update activity content, all information for the activity will appear, subject to modification, where the user will be able to modify the information for any of the steps:

Home Manage Activities Coordinators Invoices list

Update Activity Content Accreditation Request

- 1 Activity Info
- 2 Organizational Info
- 3 Educational Part
- 4 Speakers
- 5 Scientific Program
- 6 Review
- 7 Payment

Activity Information

Activity Title in English *	Activity Title in Arabic *
test	اختبار
Activity Type*	Delivery Method *
Courses	<input checked="" type="checkbox"/> Group learning and interactive
Activity Max Participants is 300	<input checked="" type="checkbox"/> Web-based/live transmission
Professional Medical Field*	Specialty*
Laboratories and Medical Technology	Clinical Biochemistry - Clinical Toxicology
Sub-specialty	Activity Language *
Select subspecialty	<input checked="" type="checkbox"/> English
	<input checked="" type="checkbox"/> Arabic
Activity start date and End Date *	Country *
24/12/2020 - 26/12/2020	Afghanistan
City *	Activity Venue And Address *
زابل	زابل
Venue Capacity *	Estimated # of participants *
100	100

Activity Accreditation Request Letter *

Activity Accreditation Request Letter

Attach

Close

Save & Continue

Submit update conference content

By clicking on update conference content, all information for the conference will appear, subject to modification, where the user will be able to modify the information for any of the steps:

Home Manage Activites Invoices list

Update Conference Content Accreditation Request

- 1 Conference Info
- 2 Organizational Info
- 3 Educational Part
- 4 Speakers
- 5 Scientific Program
- 6 Workshops
- 7 Review
- 8 Payment

Conference Information

Conference Title in English *	Conference Title in Arabic *
<input type="text" value="First conference"/>	<input type="text" value="المؤتمر الأول"/>
Activity Type *	Conference Language *
<input type="checkbox"/> Conference	<input checked="" type="checkbox"/> English
	<input type="checkbox"/> Arabic
Delivery Method *	
<input checked="" type="checkbox"/> Group learning and interactive	
<input type="checkbox"/> Web-based/live transmission	
Is there a cooperation with international Speakers? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Professional Medical Field*	Specialty*
<input type="text" value="Dentistry and Related Specialties"/>	<input type="text" value="Dental"/>
Sub-specialty	Country *
<input type="text" value="Select subspecialty"/>	<input type="text" value="Saudi Arabia"/>
City *	
<input type="text" value="Riyadh"/>	

Conference Date

Conference start date and End Date *	Conference Venue & Address *
<input type="text" value="28/01/2021 - 29/01/2021"/>	<input type="text" value="الرياض"/>
Venue Capacity *	Estimated # of participants *
<input type="text" value="500"/>	<input type="text" value="500"/>

Activity Accreditation Request Letter *

[Activity Accreditation Request Letter](#)

Attach

Close Save & Continue

To update the workshops, user can update content through the “Workshops” step, then choose the required activity and click [Update Activity Content](#)

Home Manage Activites Invoices list


Update Conference Content Accreditation Request

Conference Info Organizational Info Educational Part Speakers Scientific Program **Workshops** Review Payment

[Update Activity Content](#)

<input type="checkbox"/>	Accreditation Number	Activity Title	Activity start date	Activity end date	Activity Status	View
<input type="checkbox"/>	ACA-20200000261	first workshop	27-01-2021	28-01-2021	Active	
<input checked="" type="checkbox"/>	ACA-20200000262	Second conference	28-01-2021	29-01-2021	Active	

To cancel the workshop update, user shall click on the delete icon so that the update amount is not calculated

conference workshop-1 


Activity Information

Activity Title in English *
Second conference

Activity Title in Arabic *
ورشة العمل الثانية

Activity Type*
Conference Sub-Activity
Activity Max Participants is 100

Estimated # of participants *
66

Activity start date and End Date *
28/01/2021 - 29/01/2021 

[Next](#)

▼ Educational Part


▼ Speakers


▼ Scientific Program

After updating the workshop content, you must click "Next" at each step to save the information

General conditions for updating the activity content:

- The provider director or the coordinator can modify the activity content for accredited activities only.
- It is not possible to update the content of an activity after the start date of the activity.
- Lectures ending on internal activities cannot be deleted or updated.
- The date of the updated activity must be at least 21 business days later.

The information can be modified and then click on  to create an invoice to update the activity content. The activity information update request will not be reviewed until the update request invoice is paid.

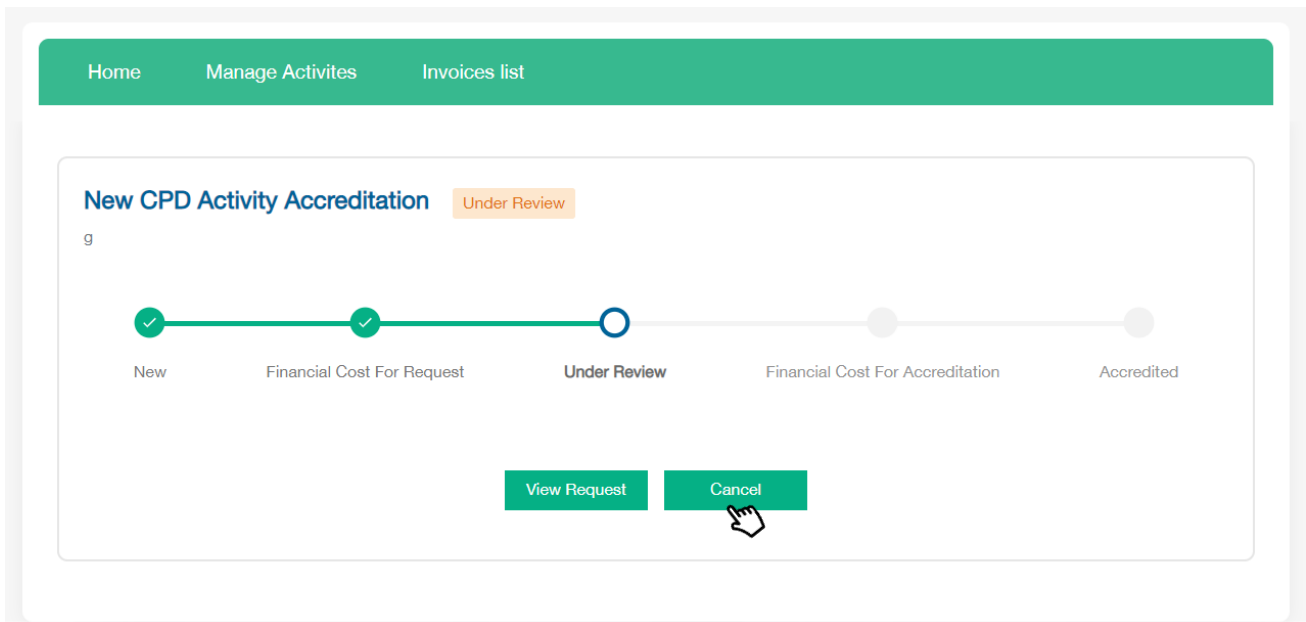
The activity content update invoice can be viewed by entering the activity requests page. Where there will be a new request of the activity content update type and then clicking on “display”  where the user will be able to review the request under the status **waiting for issuing payment** for the request, after paying the bill the request status will be **under review**.


When there is an update to the scientific program and the addition of additional hours, a status will appear **waiting for accreditation payment** for the accreditation after approval of the request from the CPD management, where the provider will have to pay the bill for the difference in the number of CME hours. After the application is approved, the status of the application will be **accredited**, and the activity accreditation certificate will be updated with the updated information.

Submit Cancel Activity Accreditation request

The Provider director or coordinator will be able to request a cancelation for accredited activity or cancel updating the content of the activity before the start of the activity date. Requests that are still under study or approved activities can be canceled also.

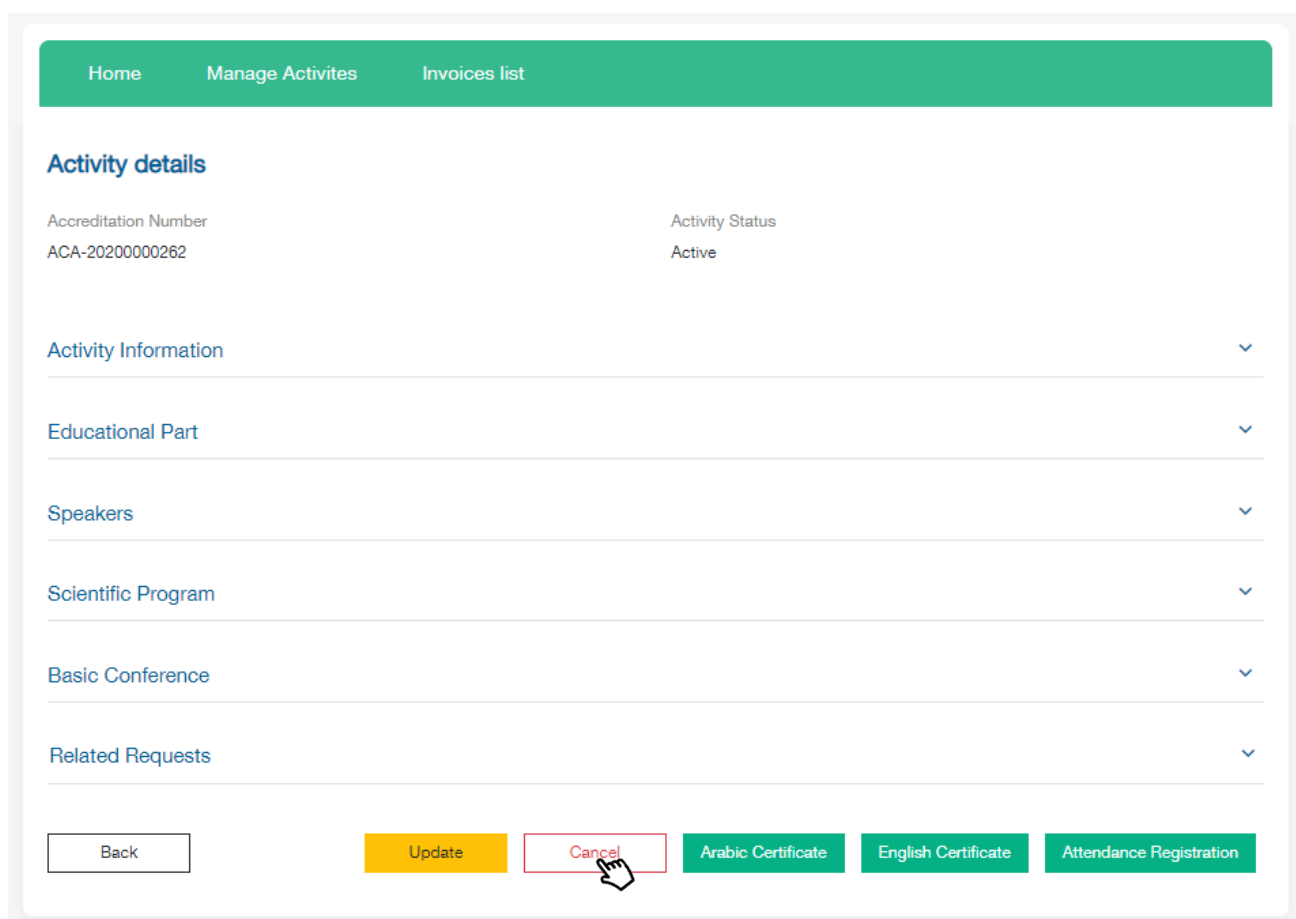
Cancel Under Review Request





To cancel a requests, whether it is an activity request or a request to update content **under review**, you must enter the activity requests page, then enter the activity to be canceled by clicking on “  ” and then clicking on **Cancel** where a window will appear to confirm the cancellation, and after approval, an invoice for canceling activity will appear. Activity cancellation will not be approved until the bill is paid.

The activity cancellation invoice can be viewed by entering the activity requests page. Where there will be a new request of the type of “**activity cancellation**”. Then clicking on “display” where the user will be able to view the invoice under the status of **waiting for cancelation payment** after paying the bill will be the status of the request is approved and the activity will be **canceled**.

Cancel Accredited Activity



To cancel an **accredited** activity, you must go to the approved activities page. Then enter the activity to be canceled by clicking on “display”  and then clicking on **Cancel** where a window will appear to confirm the cancellation, and after approval, an invoice for requesting an activity cancellation will appear. Activity cancellation will not be approved until the bill is paid.

The activity cancellation invoice can be viewed by entering the activity requests page. Where there will be a new request of the type of "activity cancellation" and then clicking on "display"  where the user will be able to view the invoice under the status of **waiting for cancelation payment** of the cancellation after paying the bill will be The status of the request is **accredited** and the activity will be **canceled**.

Cancellation of requests can be followed up in the previous requests tab for each approved activity on the previously mentioned approved activity details page.

For conference cancellation, All workshops will be automatically canceled.

Review Related Requests

The previous requests tab for each accredited activity will appear in the accredited activity details page, to follow up on requests to update and cancel the activity

Home Manage Activites Invoices list

Activity details

Accreditation Number: ACA-20200000262 Activity Status: Active

Activity Information

Educational Part

Speakers

Scientific Program

Basic Conference

Related Requests

Request Number	Activity Title	Request Type	Activity Category	Specialty	City	Request Status	Activity start date	View
RQ1000001223	Second conference	New CPD Activity Accreditation	Sub Activity	Dental	Riyadh	Accredited	28-01-2021	
RQ1000001227	Second conference	Update Activity Content	Sub Activity	Dental	Riyadh	Accredited	28-01-2021	
RQ1000001232	Second conference	Update Activity Information	Sub Activity	Dental	Riyadh	Accredited	28-01-2021	

CME Hours Registration

The entity directors or coordinator will be able to register CME hours on the next day from the end of the activity until 21 working days. The user can register CME hours during this period with the number of hours previously accredited in the system.

General requirements for registering attendance:

1. You must ensure that the attendance list for the activity does not exceed the expected number of participants previously specified in the activity information.
2. Health practitioners should fall under the target group previously specified in activity information.
3. It is not permitted to register CME hours in more than one activity on the same date, unless the conference involved side activities.
4. The registration number and professional classification of the practitioner must be "classified and registered".
5. The health practitioner cannot be registered more than once for the same activity.

To register CME hours, you must log into the accredited activities page, then provide the activity information and register by clicking on "View" then where you will be redirected to the list of events or list of registrations according to the activity type.

You will be directed to the activities list if the activity type is an internal activity or a conference. If the activity type is ordinary or recurring, you will be directed to CME Hours Registration lists directly without going through the event list window.

Access accredited activities, then click "View"

Home Manage Activites Invoices list

New CPD Activity Accreditation Request

Activities Accreditation Requests Accredited Activities

Activity Title Accreditation Number

Search

Advanced Search

Accreditation Number	Activity Title	Activity Category	Activity Status	Specialty	Activity start date	View
ACA-20200000264	test	Sub Activity	Canceled	Clinical Biochemistry - Clinical Toxicology	27/01/2021	
ACA-20200000263	conf	Conference	Active	Clinical Biochemistry - Clinical Toxicology	20/02/2021	

Click on **Attendance Registration** to be redirected to the CME Hours Registration page

Home Manage Activites Invoices list

Conference details

Accreditation Number: ACA-20200000263 Activity Status: Active

Conference Info

Organizational Conference Information

Educational Part

Speakers

Scientific Program

conference workshops

Related Requests

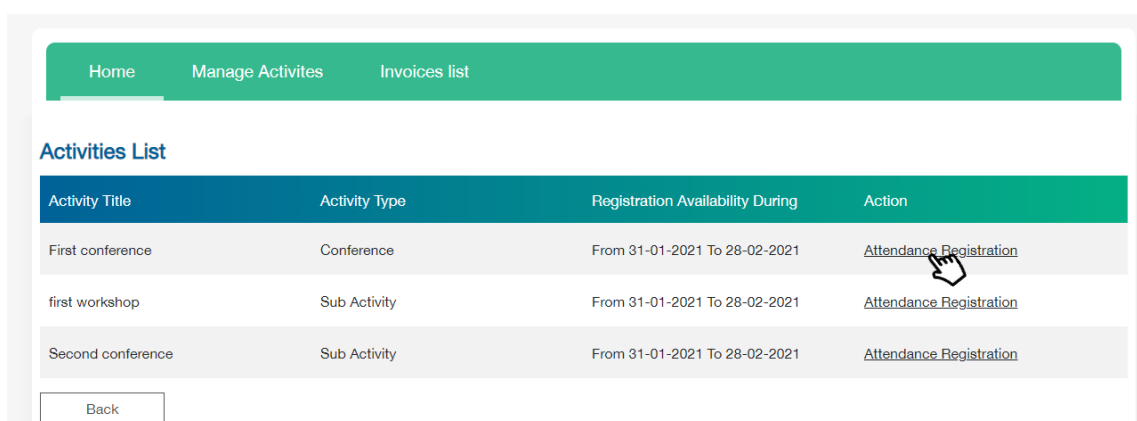
Back Update Cancel Arabic Certificate English Certificate Attendance Registration

Activities List

This window will appear if the activity type is an internal activity or a conference. This window enables you to choose the required activity, as it contains a list of lectures or activities related to the conference. It will also show when registration is available.

Internal Activity: All registered and accredited lectures will appear.

Conference: The main conference will appear in addition to all side activities.



Activity Title	Activity Type	Registration Availability During	Action
First conference	Conference	From 31-01-2021 To 28-02-2021	Attendance Registration
first workshop	Sub Activity	From 31-01-2021 To 28-02-2021	Attendance Registration
Second conference	Sub Activity	From 31-01-2021 To 28-02-2021	Attendance Registration

Back

CME Hours Registration List

After accessing CME Hours Registration List, the entity directors / coordinator will be able to register CME hours.

Home Manage Activites Invoices list

Attendance Hours Registration

Activity Title: **adnanaa** Activity Date: **28-10-2020 / 29-10-2020** Registration Deadline: **29-11-2020**

Registration Method

Manual Adding Upload Attendance Sheet

Enter Registration Number

All **7** Accepted Registrations **0** Rejected Registrations **6** Incorrect Registration **0**

Search using Classification Number or Name

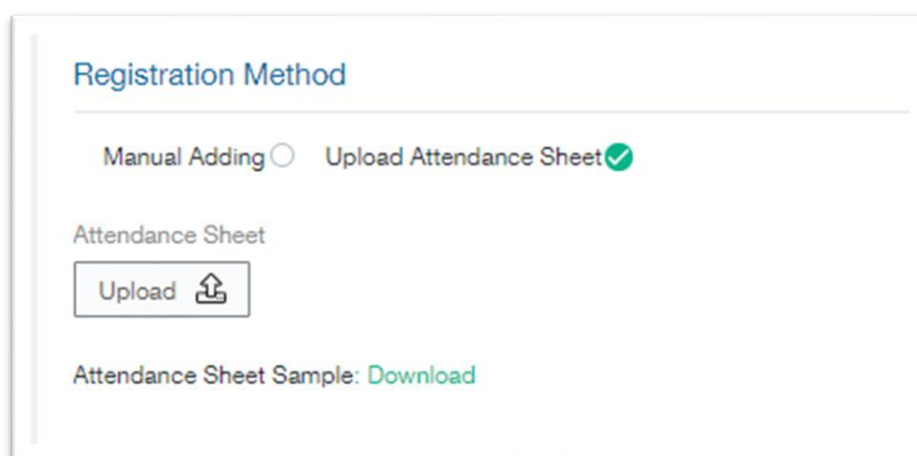
Registration & Classification Number	Practitioner Name
No result	

Choosing a method for registering hours

The user can register CME hours by either attaching the CME List as an excel file, which enables them to register more than one practitioner in one step, or by adding them manually where the registration number and professional classification of the practitioner must be provided. A spate window will pop-up depending on the user's choice.

Attach a sheet List: Attach an Excel file of the CME list, containing registration numbers and professional classification.

Manual Adding: A practitioner registration number and professional classification can be entered



The screenshot shows a web interface titled "Registration Method". It features two radio button options: "Manual Adding" (which is unselected) and "Upload Attendance Sheet" (which is selected, indicated by a green checkmark). Below the "Upload Attendance Sheet" option, there is a section labeled "Attendance Sheet" containing an "Upload" button with an upward-pointing arrow icon. At the bottom of this section, there is a link that reads "Attendance Sheet Sample: Download".

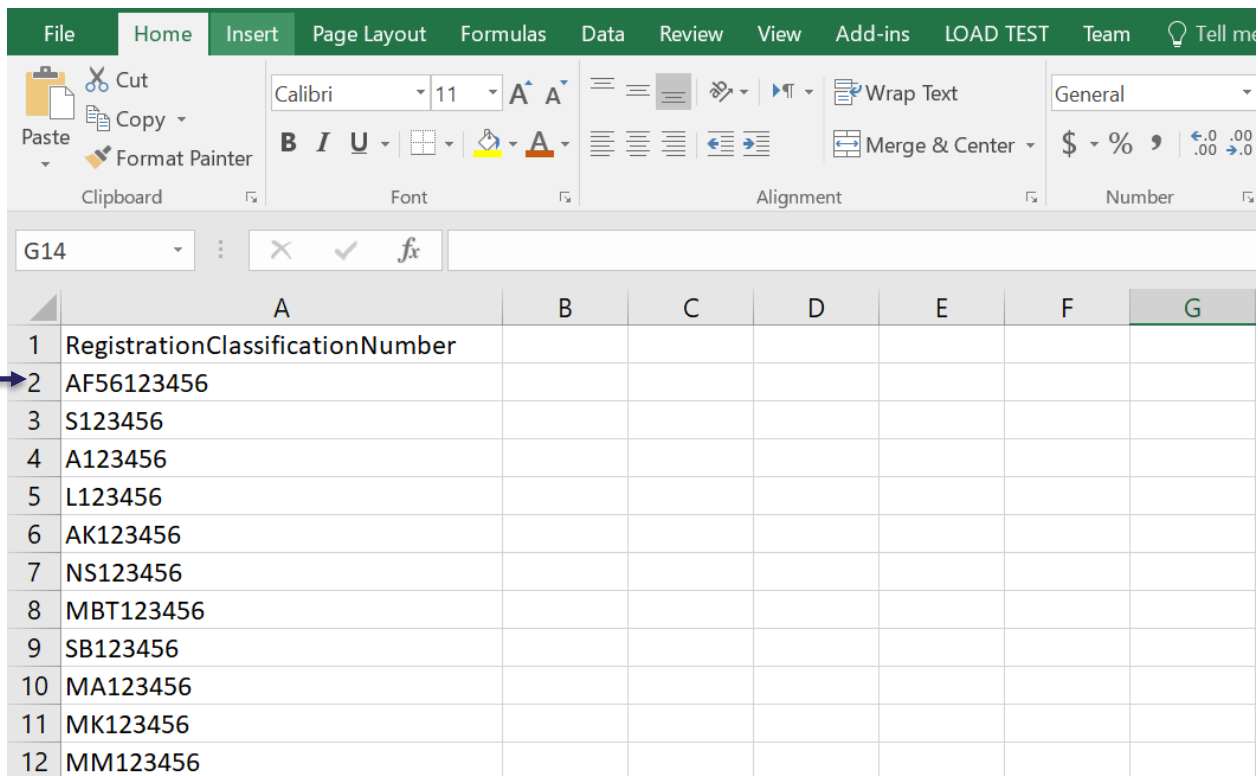
Attach the CME List

When choosing this method, the provider directors / coordinator must attach the Excel file to the CME list, where the attached example can be downloaded into the system to use for registering by clicking on download example from the window. The Excel file will be uploaded as a CME List.

Attendance Sheet

After uploading the Excel file for the attendance sheet, registration numbers and professional classification numbers can be added in the first column.

Registration numbers and professional classification of the CME list

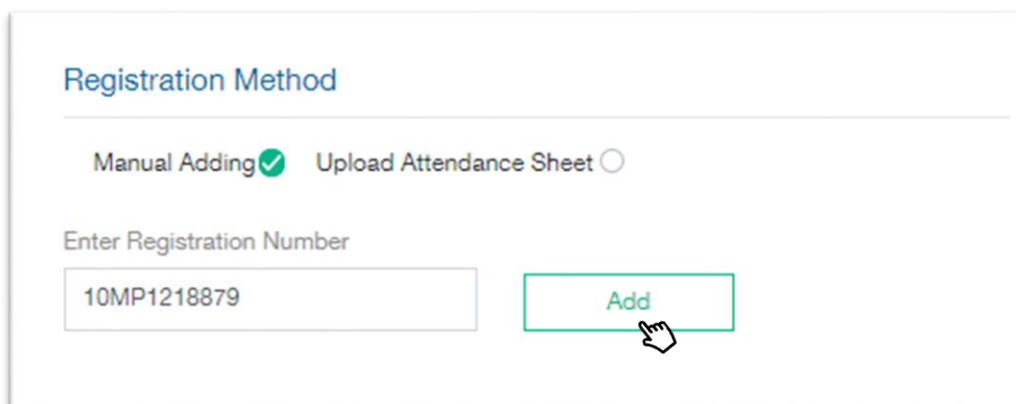


	A	B	C	D	E	F	G
1	RegistrationClassificationNumber						
2	AF56123456						
3	S123456						
4	A123456						
5	L123456						
6	AK123456						
7	NS123456						
8	MBT123456						
9	SB123456						
10	MA123456						
11	MK123456						
12	MM123456						

You must attach the Excel file after filling it out, then click “Attach” after uploading the file. Attendees will be sorted through three lists (registered attendees - incorrect registration numbers – declined records)

Adding Files Manually

This feature enables you to add health practitioners by checking the health practitioner's number by entering it in the text box and then clicking on **Add** where the practitioner will be sorted into one of these lists (registered attendees - incorrect registration numbers – declined records)




The screenshot shows a web form titled "Registration Method". It has two radio button options: "Manual Adding" which is selected with a green checkmark, and "Upload Attendance Sheet" which is unselected. Below the options is a label "Enter Registration Number" followed by a text input field containing "10MP1218879". To the right of the input field is a green "Add" button with a mouse cursor pointing at it.

Registrations List

After uploading an Excel file or adding their data manually, attendees will be sorted into lists of records, which is comprised of four lists:


- **All:** Which contains all the registered practitioners.
- **Approved registration:** Contains the list of attendees whose hours were successfully registered.
- **Declined registration:** Contains numbers of practitioners whose hours are declined for specific & clear reason. The reason will appear next to each registration number.
- **Incorrect registration:** Contains the numbers which are incorrect or not found in Mumaris+

Lists can be reduced by entering the classification number and professional registration of the practitioner

All 7 Accepted Registrations 0 Rejected Registrations 6 Incorrect Registration 0 

This list contains the practitioners numbers who are rejected for specific and declared reasons

Search using Classification Number or Name



Registration & Classification Number	Practitioner Name	Rejection Reason
12RT0055509	Khalid B Zaheer Abdulrahim	The practitioner status in Mumaris: Classified & Not Registered
15BD0039927	Khalid Ali Mohamed Eitayeb	There is registered attendance hours for the practitioner during the activity period in another activity:
04JT2760	Khalid ahmed omar Basahem	There is registered attendance hours for the practitioner during the activity period in another activity:
10RM0312108	WALEED ELSAYED MATTER	There is registered attendance hours for the practitioner during the activity period in another activity:
18RA0035496	WESAL MADANI SALEH ALI	The practitioner status in Mumaris: Classified & Not Registered
11JA0059342	MANA L AHMED ALIZZI	There is registered attendance hours for the practitioner during the activity period in another activity:

Back

Lists can be exported to Excel files by clicking on Export button below each list

Extend Hours Registration

A request to extend attendance registration can be submitted after the activity registration period ends. User can raise the request after the activity ends for 90 days.

- After 90 days have passed since the end of the registration hours of attendance, the user will not be able to submit an extension request.
- If the request to extend attendance registration hours is rejected, the user will not be able to submit a new extension request for the same activity.
- User can't request to extend attendance registration hours more than once for the same activity

Home Manage Activites Invoices list

Attendance Hours Registration

Activity Title adnaaa Activity Date 01-09-2020 / 02-09-2020 Registration Deadline 01-10-2020

The hours registration service is no longer available due to the expiration of official period. You can submit an extension request in case of need within a maximum period of 90 days. However, the request will be referred as compliance case at the provider to be monitored by the compliance division after the third submission

Request Extended

All 7 Accepted Registrations 0 Rejected Registrations 6 Incorrect Registration 0

Search using Classification Number or Name

Registration & Classification Number	Practitioner Name
No result	

After the registration period ends, the user can submit an extension request for attendance registration by clicking on "Extension Request" from the hours registration page

Home Manage Activites Invoices list

Activity Title adenaaa Activity Date 01-09-2020 / 02-09-2020 Registration Deadline 01-10-2020

Extension Reason

Describe Extension Reason

Upload attachments

Attach

Back Submit

After agreeing to the conditions and filling in the necessary data, the request can be sent to be studied

After submission, the request for extension of hours can be viewed by entering the activity requests page, where there will be a new request of the type "Extend Hours Registration". under the status of the "Under Review"

User can click on "display" to view request details.

After approval of the extension request, the status of the application will be **Approved**. Registration will be extended for **3 days** from the date of approval, User will not be able to request an extension of attendance registration again for the same activity.

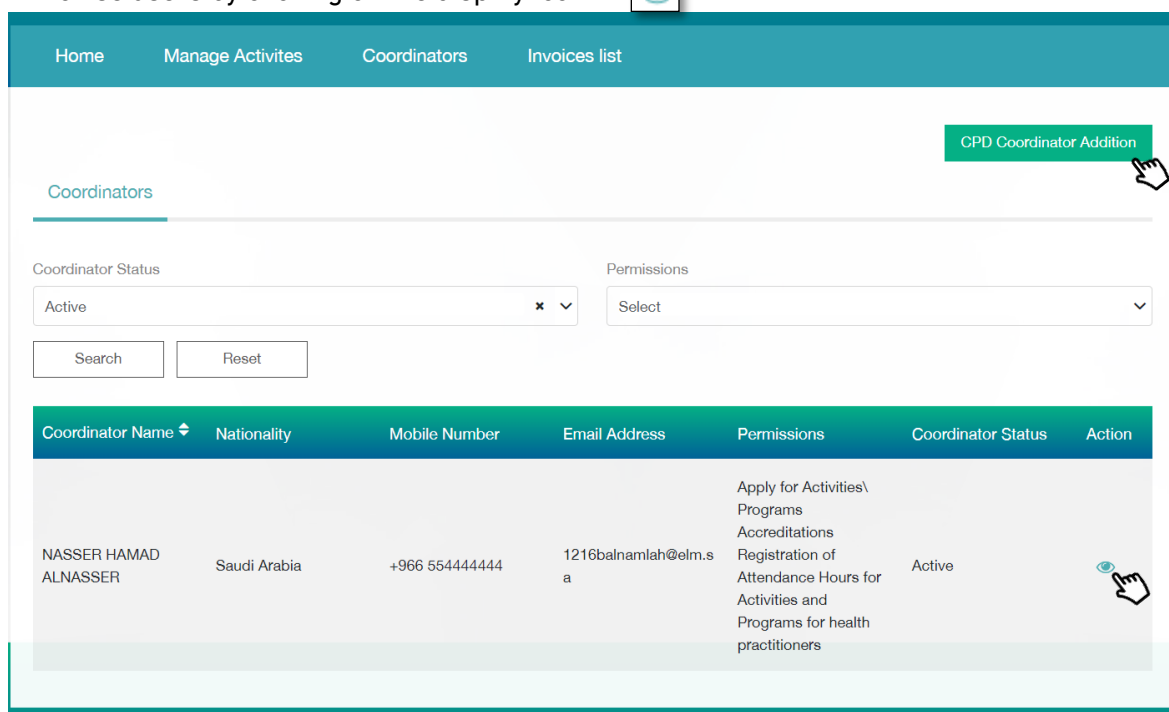
Coordinators Management


The entity directors can manage the accounts of the coordinators previously registered in the system by accessing the coordinators list.

Coordinators List

A list that provides access to the system coordinators and enables you to:

- Find a coordinator
- Browse users by clicking on the display icon 



Coordinator Name	Nationality	Mobile Number	Email Address	Permissions	Coordinator Status	Action
NASSER HAMAD ALNASSER	Saudi Arabia	+966 554444444	1216balnamlah@elm.sa	Apply for Activities\ Programs Accreditations Registration of Attendance Hours for Activities and Programs for health practitioners	Active	

Search for a coordinator

The list of coordinators can be filtered by using the following drop-down lists:

- 1- Coordinator activation status
- 2- Authority

To reset the search listings, you can click on

Search

and then click

Reset

View Coordinator

In the coordinator details window, the entity's directors can manage the coordinators and take relevant actions.

Edit the coordinator information to update information	Edit
Send a password reset link to the Coordinator	Reset Password
Deactivate Coordinator	Deactivate
Activate Coordinator	Activate
Delete Coordinator	Delete

Home Manage Activites **Coordinators** Invoices list

Coordinator Information

Name (Ar)	Name (En)	Identity/Iqamah Number
ناصر حمد الناصر	NASSER HAMAD ALNASSER	1000020568
Nationality	Date of Birth	User Status
Saudi Arabia	01/01/1345	Active

Communication Information

Mobile Number	E-mail
+966 554444444	1216balnamlah@elm.sa

Permissions

- ✓ Apply for Activities\ Programs Accreditations
- ✓ Registration of Attendance Hours for Activities and Programs for health practitioners

[Back](#) [Edit](#) [Reset Password](#) [Deactivate](#) [Delete](#)

Edit Coordinator

The provider directors can edit the coordinator's data and then update it by clicking on

Save

The following coordinator information can be edited:

- 1- Mobile number
- 2- Coordinator permissions and authority

Home Manage Activites **Coordinators** Invoices list

Coordinator Information

Name (Ar)	Name (En)	Date of Birth
ناصر حمد الناصر	NASSER HAMAD ALNASSER	01/01/1345

Nationality
Saudi Arabia

Communication Information

Mobile Number	Email Address
<input type="text" value="+966 554444444"/>	1216balnamlah@elm.sa

Permissions

- Apply for Activities\ Programs Accreditations
- Registration of Attendance Hours for Activities and Programs for health practitioners

Reset Password

The entity directors can reset the coordinator's password by clicking on

Reset password

where the system will send a message to the coordinator's email containing the password reset link.

User Deactivation

The entity directors can deactivate the activated coordinator by clicking on

Deactivate

where the

coordinator status will be updated to "deactivated" upon completion of the process.

User activation

The entity directors can activate the suspended coordinator by clicking on

Activate

where

the coordinator's status will be updated to "activated" upon completion of the process.

Delete the user

The entity directors can delete the coordinator by clicking on

Delete

where the coordinator

will be removed from the system and will not appear in the coordinators list again.

