

1 Submit the CPD Application Package

CPD Application Package Submission via the following e-mail address: cpd@nhra.bh

2 Administrative Review

After the CPD application submission, the administrative review will begin by checking whether your application package is complete or not.

2.1 If the CPD package is incomplete, the CPD unit will send the applicant an email from cpd@nhra.bh requesting the missing documents, and the applicant must respond to the same email within 10 working days.

2.2 If the CPD package is complete, the application request will be forwarded to the CPD committee board.

3 CPD Committee Board Review

The completed CPD application package will be forwarded to the CPD Committee board for their experts' scientific review and opinion:

3.1 If the CPD Committee board approves the CPD activity, the applicant will receive an email from cpd@nhra.bh that includes a Notice to Pay (NTP) notification.

3.2 If the CPD Committee board does not approve the CPD activity or request modification in the scientific content or the speakers, the applicant will receive an email from cpd@nhra.bh requesting the modification.

4 Payment & Finance Clearance

Final approval shall only be granted once the applicant has received the Payment Notification (NTP) and has fully settled all applicable fees.

4.1 CPD Approval Fees:

- | | |
|--------------------------|---------|
| a. Conference: | BHD 500 |
| b. Workshop: | BHD 200 |
| c. Lecture (1 hour): | BHD 50 |
| d. E-Learning (2 hours): | BHD 100 |

6 Proceed with CPD Activity

Following receipt of the FAP, the applicant can announce and conduct the CPD activity in accordance with the NHRA regulations, standards and conditions that have been approved.

5 Final Approval Package (FAP)

After settlement of the approval fee, the applicant will receive the final application package, which contains the following documents, following finance clearance and the entry of the CPD fee into the NHRA account:

- 5.1 Official approval notification
- 5.2 Agreement on Approval of CPD Activity Between NHRA & External CPD Activity
- 5.3 Organiser Attendee's Certificate Template
- 5.4 Speaker's Certificate Template



N.B.:

- a. The timeline for CPD approval is 25 working days from the date of receipt of a complete application package.
- b. CPD approval fees are stipulated under Decree No. 17 of 2016 issued by the Supreme Council of Health.
- c. CPD approval is subject to the regulations, policies, and rules of NHRA.

