

Hong Kong College of Community Medicine

for outside organisations' URGENT use only

Application for CME Accreditation

(This form is only accepted 35 to 14 calendar days before the date of event otherwise it may NOT be processed)

Date			
Topic/Programme			
Speaker(s)			
Venue			
Registration Contact			
Time & CME Hours <i>(see note 2)</i>	Day	Time	No. of CME Hours
	Day 1	To	
	Day 2	To	
	Day 3	To	
	Day 4	To	
	Day 5	To	

Information of Applicant

Name of Organization			
Contact Person			
Contact Tel No.	Contact Fax No.	Contact Email	

Signature of Applicant: _____ Date: _____

For Office Use

(Please tick as appropriate)

Our College would award CME Points for the above activity as below:

	CME Points Awarded
Per Whole Function	
Per Day	
Per Half-Day	

Our College would not accredit CME Point for the above activity.

Signature: _____ Date: _____

Chairman, CME Subcommittee

Notes:

1. *Please attach the programme with details of session(s) contents to this application*
2. *Please provide details on time and CME / Training hours for each day of the programme. If it is a 1-day programme, just fill in details for “Day 1” only. **For CME hours counts, only presentation/discussion time should be counted; time for lunch and coffee breaks etc (which are of no educational value) should be excluded.***
3. *Please submit your application by post / by fax / by email to*

*Chairman of CME Subcommittee
Address: Room 908, 9/F, HKAMJC Building, 99 Wong Chuk Hang Road,
Aberdeen, HK
Fax: 25807071
Email: cme_hkccm@hkam.org.hk*

4. *With effect from 1 May 2016, applications will NOT be processed if it is submitted less than 14 calendar days before the date of event.*
5. *With effect from 1 May 2016, organisers will be informed of the result of CME application 5 working days before the event.*
6. *This form is for URGENT use only. Please apply for CME accreditation via the HKAM iCMECPD system or at applycme@hkam.org.hk, if over 35 calendar days before the event.*