



Follow these easy steps to register a profile on www.mpconsulting.co.za and to access your SAMA CPD event attendance certificate:

If you used the Black Berry, iPhone or Android Smart Phone Application:

1. You already have a profile to access the online system as the Smart Phone Applications and the Online CPD Management System is integrated.
2. Simply log onto www.mpconsulting.co.za with your e-mail address (as used during registration with the application) and the password sent to your e-mail inbox by MPC during registration.
3. Once logged you may download your SAMA annual congress CPD attendance certificate by accessing the online CPD Manager from the main menu:



CPD Manager



Medical Practice Consulting offers all members the use of the fully integrated CPD Manager. The CPD Manager assists members with accounting for CPD activities as well as managing CPD requirements.

Members will join the world movement to paperless systems as part of Medical Practice Consulting's commitment to environmental sustainability, as members can now account for all required CPD documents electronically. Long gone are the days of manually completing forms.

All CPD attendance certificates can be scanned and attached in the CPD Manager as proof of attendance and submitted to the HPCSA as part of a cycle compliance audit.

Your total balance	Your ethics balance	<input type="button" value="Start CPD"/>
11	2	

4. **South African healthcare delegates** - The Online CPD Manager allows you to upload any other CPD certificates that you may have obtained during your 24 month CPD cycle. You may export your CPD attendance certificates in the CPD 1 IAR Form, required by the HPCSA, from the CPD Manager and submit directly to the HPCSA.
5. **International healthcare delegates** – The Online CPD Manager allows you to download your SAMA annual congress CPD attendance certificate in PDF for submission to your International Council.

If you used the physical CPD attendance forms:

1. **South African healthcare delegates** - keep your HPCSA registration number close – your HPCSA registration number will be reflected on all CPD attendance certificates after

completion of the event as evidence that you attended the events and will enable you to claim the allocated CEU points.

(The only information required from you to register a profile is your name, valid HPCSA registration number, a functional e-mail address (to confirm your username and password) and your speciality (to supply you with access to online CME events) – no personal information is requested).

2. **International healthcare delegates** - keep your international council registration number close – your council registration number will be reflected on all CPD attendance certificates after completion of the event as evidence that you attended the events and will enable you to claim the allocated CEU points.

(The only information required from you to register a profile is your name, valid international council registration number, a functional e-mail address (to confirm your username and password) and your speciality (to supply you with access to online CME events) – no personal information is requested).

3. Using a web browser installed on your computer (example Internet Explorer, Google Chrome or Firefox) navigate to www.mpconsulting.co.za by entering the supplied web address in the web page field.
4. Click on “Register Profile” directly below the Login block on the right hand side of the page.
5. Either select “South African Healthcare Professional” or “International Healthcare Professional”, based on your council registration status. Please note that all international healthcare delegates that are not registered with the Health Professions Council of South Africa (HPCSA), should select “International Healthcare Professional”.
6. Please supply the required information in the fields provided. (It is of utmost importance that the International Council as well as the International Council Number supplied at the SAMA Annual Congress be entered correctly, as your CPD certificate will be generated based on your Council Number).
7. Please read the terms and conditions, privacy clause as well as the disclaimer and accept if you agree.
(Please note that you will only be able to access the content on the website once you have agreed to the supplied information).
8. Within minutes of completing the required information, an automated e-mail will be sent to the supplied e-mail address to confirm that your profile has been processed and that you have been registered.
(Please note that certain e-mail settings allocate automated e-mails to the “Trash” folder – if you have not received a confirmation e-mail within 10 minutes of registration, please inspect your “Trash” folder as it might have been allocated there).
9. You may now navigate to www.mpconsulting.co.za and login with your e-mail address as username as well as the supplied password. You may change your password once you have logged in.
10. Once logged you may download your SAMA annual congress CPD attendance certificate by accessing the online CPD Manager from the main menu:



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All information on the system is verified and secured by GoDaddy.com

