



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners  
الإعتماد  
Accreditation



## Circular No. (1/2018)

<b>From</b>	Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD)
<b>To</b>	All QCHP Accredited CPD Providers in the State of Qatar
<b>Subject</b>	<b>Annual Report submission date and Format</b>
<b>Date</b>	January 1, 2018

Qatar Council for Healthcare Practitioners, Accreditation Department (QCHP-AD) presents its greeting to you!

As per the QCHP-AD Accredited CPD Provider Annual Reporting Policy, all accredited CPD providers are required to submit to the QCHP-AD an “accredited CPD activity annual report”.

**Accredited CPD Providers shall submit their 2017 “accredited CPD activity annual report”** on the due dates stated in the accredited CPD Provider’s decision letter/report.

**Effective January 1 2018, accredited CPD activity annual report must be submitted to QCHP-AD on or before April 30 of each year** and must be **reflective of all accredited CPD activities developed by the CPD provider organization during the calendar year preceding March 7** of the reporting year.

**For the year 2018, accredited CPD activity annual reports shall be submitted to QCHP-AD on or before April 30 2018 and shall include all accredited CPD activities developed by the accredited CPD provider from the last date reported in 2017 (or the date of CPD Provider Accreditation, in case of newly accredited providers) until March 7, 2018.**

**For the year 2019 and thereafter, accredited CPD activity annual reports are also expected to be submitted to QCHP-AD on or before April 30 of each year yet shall include all accredited CPD activities developed by the CPD provider organizations during the calendar year preceding March 7** of the reporting year.

**In addition, effective January 1 2018, accredited CPD providers are required to use the updated annual reporting template in their reports.** The updated annual reporting template is attached to this circular and is available on the CPD Provider portal of ePortfolio.

For details on annual CPD activities reporting, please refer to “MOPH/QCHP/AD/CPDProvider/006: QCHP-AD Accredited CPD Provider Annual Reporting Policy” available on ePortfolio Portal.

**We would appreciate your attention to this matter and look forward to receiving the Annual Report in time.**

For further information, kindly contact:

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**Thank you for your cooperation,**

Accreditation Department - Qatar Council for Healthcare Practitioners (QCHP)