

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Manual of
Continuing Professional Development
for
Registered Medical Laboratory Technologists
MANDATORY SCHEME

Education Committee
Medical Laboratory Technologists Board
Hong Kong SAR
(June 2026)

MANUAL OF CONTINUING PROFESSIONAL DEVELOPMENT FOR REGISTERED MEDICAL LABORATORY TECHNOLOGISTS

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Medical Laboratory Technologists Board

Manual of Continuing Professional Development for Registered Medical Laboratory Technologists

1. INTRODUCTION

The main purpose of implementing continuing professional development (CPD) is to encourage medical laboratory technologists (MLT) to commit to a life-long process of continuing professional learning through education and training. CPD will enhance professional strength by allowing MLT to keep pace with rapid advances in biomedical technology in terms of knowledge, skills and practical experience. It will also ensure that MLT are competent in providing quality service in a multi-disciplinary healthcare environment.

2. CPD CYCLE

Each CPD cycle spans three years, commencing from 1 July (or the commencement date of his/her practising certificate) of the first year and ending on 30 June of the fourth year, aligning with the validity period of practising certificates.

Since the validity period of practising certificates issued on or after 25 July 2025 has been changed from 1 year to 3 years, MLTs who have obtained 3-year practising certificates within the registration period from 25 July 2025 to 30 June 2026 will have their CPD cycle being concluded on 30 June 2028. For MLTs who will obtain their 3-year practising certificate commencing on 1 July 2026, their CPD cycle will conclude on 30 June 2029.

3. ENROLLMENT

All registered MLTs are subject to the mandatory CPD scheme. Participation in CPD activities is a professional requirement for all practitioners.

4. CPD POINT REQUIREMENTS

4.1 General Requirements

Generally, all registered MLTs (Parts I, II and III) are required to attain 45 CPD points in each 3-year cycle, regardless whether the MLT reside in Hong Kong or overseas.

4.2 Annual Minimum CPD Requirement

To comply with the purpose of continuing development of MLTs' individual professional and educational skills, an annual requirement of a minimum 5 CPD points will be set to encourage registrants to engage in CPD activities throughout the 3-year cycle.

4.3 Pro-rata Requirements for New Registrants

Registrants entering the profession after the start of a 3-year cycle with the shortest period of 2 to 2.5 years validity of practising certificate will be allowed to attain 30 CPD points in that CPD cycle. The following table outlines the pro-rata requirements:

Group	End Date of Practising Certificate	Start Date of Practising Certificate	CPD Points required by end date of Practising Certificate	Approximate Duration for obtaining CPD points	Annual Requirement
A1	30.6.2028	Between 25.7.2025 and 31.12.2025	45 Points	> 2.5 Years	- 25.7.2025 – 30.6.2026: 0 Points - 1.7.2026 – 30.6.2027: 5 Points - 1.7.2027 – 30.6.2028: 5 Points
A2	30.6.2028	Between 1.1.2026 and 30.6.2026	30 Points	2.0 – 2.5 Years	- 1.1.2026 – 30.6.2026: 0 Points - 1.7.2026 – 30.6.2027: 5 Points - 1.7.2027 – 30.6.2028: 5 Points
B1	30.6.2029	Between 1.7.2026 and 31.12.2026	45 Points	> 2.5 Years	- 1.7.2026 – 30.6.2027: 5 Points - 1.7.2027 – 30.6.2028: 5 Points - 1.7.2028 – 30.6.2029: 5 Points
B2	30.6.2029	Between 1.1.2027 and 30.6.2027	30 Points	2.0 – 2.5 Years	- 1.1.2027 – 30.6.2027: 0 Points - 1.7.2027 – 30.6.2028: 5 Points - 1.7.2028 – 30.6.2029: 5 Points

4.4 Carryover Policy

Excess CPD points cannot be rolled over or carried forward to the next CPD cycle. CPD points attained as additional and remaining points for deficiencies in the remedial programme shall not be counted toward the upcoming cycle.

4.5 For CPD programmes that span two CPD cycles, registrants will earn CPD points upon completion of the course. These CPD points will be credited to the cycle in which the course is concluded.

5. SCOPE OF CPD PROGRAMMES

CPD programmes and activities must be organised by accredited programme providers or have been accredited by the CPD Accreditation Sub-committee of the MLT Board. They should be:

- (1) designed to be cost effective, with the flexibility of providing a wide variety of choice to meet professional needs and further career development;
- (2) incorporated with a quality assurance mechanism and a clear set of objectives;
- (3) able to enhance participants' proficiency in the biomedical science profession in terms of specialty development, research, laboratory management, good laboratory practice, etc; and
- (4) able to impart to participants up-to-date knowledge and skills relevant to biomedical sciences through suitable training infrastructure.

6. TYPES OF CPD PROGRAMMES

CPD programmes can be organised in the form of a conference, a symposium, a seminar, a scientific meeting, a panel discussion, a workshop, or a short or tertiary course related to the field of biomedical sciences. Apart from lecture-based activities, MLT can also acquire CPD points through publication of an article or paper related to biomedical sciences in professional journals, books and newsletters, etc. Self-study activities such as reading journals, self-assessment programmes conducted by local or overseas professional bodies or educational institutions can be credit-earning. Distance learning and e-learning will also attract CPD points upon individual assessment.

7. CPD POINTS FOR ACCREDITED PROGRAMMES/ACTIVITIES

7.1 The maximum CPD points allowed to be earned from the category per cycle is proposed to be raised and self-study is encouraged –

Activity category	Maximum CPD Points Allowed to be Earned Per Cycle	CPD Programme/Activity	CPD Point within the cycle
(1) Attending CPD Activities* (relevant to the MLT profession)	No maximum CPD point for this category	Being an attendee in an accredited CPD programme/activity	<u>APP activities/Pre-approved programmes:</u> 1 CPD point per hour (60 minutes) and 0.5 CPD point per half an hour (30 minutes); 6 CPD points maximum per day (12 CPD points maximum per single module/ programme)

			<u>Post-qualification(s)[#]</u> <u>(e.g. diploma/</u> <u>postgraduate diploma/</u> <u>master's degree, etc):</u> 1 CPD point per lesson [^] (No maximum CPD point for Post-qualification(s)) <u>Training</u> <u>course(s)/workshop(s)</u> <u>(e.g. assessor training</u> <u>courses, etc) with proof</u> <u>of participation:</u> 6 CPD points maximum per day (12 CPD points maximum) <u>Online course(s) with</u> <u>assessment(s) and/or</u> <u>proof of participation</u> <u>(e.g. ASCP, USCDC,</u> <u>etc.):</u> Please refer to the “List of pre-approved online course” for CPD point attainment of respective course
(2) Public Presentation, Publication and Other Activities (relevant to the MLT profession)	21 CPD points per cycle	Being a speaker, presenter, panelist, moderator, and teacher/trainer/ demonstrator in a CPD programme/ activity (Remarks: only for activities outside of the full-time employment duties of the registrant)	3 CPD points per hour (45 – 60 minutes) or activity (whichever is greater)
		Being an author giving a poster/abstract/oral presentation (<45	Key author(s) ¹ : 2 CPD points per presentation

¹ Key author(s) refer to sole author, first author, co-first author, correspondence author and co- correspondence author.

		minutes) in symposium and conference	co-author: 1 CPD point per presentation
		Being an author / of peer-reviewed article	Key author(s): 5 CPD points per article Co-author: 3 CPD points per article
		Being an author/editor of a book or book chapter relevant to biomedical sciences	Key author(s)/editor: 5 CPD points per book or book chapter (one-off) Co- author/editor: 2 CPD points per book or book chapter (one-off)
		Being an author of articles in a newsletter/newspaper/magazine, etc	Key author(s): 2 CPD points per article with a minimum of 200 words Co-author: 1 CPD point per article with a minimum of 200 words
		Being an examiner/clinical assessor/supervisor of a project or dissertation in an academic programme	Key examiner/clinical assessor/supervisor: 3 CPD points per project Co-supervisor: 1 CPD point per project
		Being an editor(s) ² /reviewer of peer-reviewed journals	Editor: 5 CPD point per appointment Reviewer: 2 CPD points per journal

² Editor(s) refer to chief editor and guest editor.

		Being a technical assessor in accrediting medical laboratories/MLS programme	6 CPD points per day and 3 CPD points per half day (12 CPD points maximum per accreditation event)
(3) Self-study	15 CPD points per cycle	Reading journals or educational materials from “List of pre-approved journals ” published within the preceding five years.	1 CPD point per full article/review with a 100 – 200 word summary (in Chinese or English)

Note*: Applicable to both onsite and online mode.

Note#: The definition of MLT relevant post-qualification(s) is in accordance with the Hong Kong Qualifications Framework (HKQF).

Note^: Lesson refers to practical, tutorial, lecture and seminar.

7.2 Re-attending the same CPD activity with identical content will normally not be eligible for repeated CPD points, unless there is substantial revision, updating, or new modules that clearly demonstrate added professional value. Repeat attendance should be justified and documented in the participant’s CPD record.

8. ALLOCATION OF CPD POINTS

Depending on the relevancy of the CPD activities, the CPD points assigned may be multiplied by a relevancy factor ranging from 0 to 1 (0 signifies no relatedness, 0.5 signifies partial relatedness and 1 signifies total relatedness).

Therefore the actual CPD points earned from participating in a particular CPD programme/activity can be calculated by using the formula:

$$\text{Weighting} \times \text{Relevancy}$$

Where: Weighting = the CPD points preliminarily assigned to a specific CPD programme/activity;
e.g. an attendee of a 3-hour seminar will get 3 CPD points
(1 point/hour x 3 hours)

Relevancy = the degree of significance that the particular CPD programme/activity can enhance participants’ proficiency in the MLT profession in terms of specialty development, research, laboratory management, good laboratory practices, etc.

Other than the CPD programmes offered by accredited providers or the CPD programmes accredited by the MLT Board, MLT should clarify with the CPD Accreditation Sub-committee under the Education Committee of the MLT Board prior to attending any programmes. Relevant information of the activities should be sent to the CPD Accreditation Sub-committee of the

MLT Board for assessment and awarding of CPD point(s). The Application Form for Assessment of Non-accredited CPD Programme/Activity (**FORM - I**) enclosed in this manual can be used when applying for assessment; with supplementary sheets, if required. Application should preferably be made at least one month before the commencement of the concerned programme. While application for assessment of a non-accredited CPD programme after its completion can be made, any such application should be made no later than one month after the completion and at least one month before the end of the concerned CPD cycle.

Lists of “pre-approved programmes”, “pre-approved online courses” and “pre-approved journals” have been uploaded to the MLT Board website and will be updated periodically. **Individual registrants do not need** to apply for CPD points when participating in these activities.

The duration of an accredited CPD activity/ programme must be at least 30 minutes. After the initial 30 minutes, CPD points are calculated by rounding the duration to the nearest quarter hour (i.e., 15-minute increments). For CPD activities/ programmes of varying durations, the allocation of CPD points is specified as follows:

Duration (Minutes)	CPD Points (MLS-relevant)	CPD Points (Partially MLS-relevant)
0-29	0	0
30-44	0.5	0
45-60	1	0.5
61-74	1	0.5
75-90	1.5	1
91-104	1.5	1
105-120	2	1

Registrants are required to participate in a minimum of 75% of each CPD activity, plus any other assessment(s) requested by the programme /activity provider.

9. RECORD OF PARTICIPATION

MLTs are required to fill in the Record Sheets of CPD Programmes/Activities Attended (**FORM - IIa, IIb, IIc and IId**) enclosed in this manual and return it to the Education Committee of the MLT Board for record at the end of the CPD cycle. Copies and supplementary sheets may be used if required.

MLTs should keep their certificates, letters or documents of attendance, etc as proof of having accumulated the required CPD points for the CPD cycle. Under certain circumstances, MLTs may be requested to submit certificates or relevant documents to the CPD Accreditation Sub-committee under the MLT Board for verification.

10. REPORTING SYSTEM

MLTs will be required to submit their CPD attainment **every three years** on the same occasion when they renew their practising certificate.

11. AUDIT

MLTs are required to fill in the Record Sheets of CPD Programmes/Activities Attended (**FORM - IIa, IIb, IIc and IId**) enclosed in this manual and return it to the Education Committee of the MLT Board for record at the end of the CPD cycle. Copies and supplementary sheets may be used if required.

MLTs are required to maintain comprehensive personal records for a minimum retention period of six years, accompanied by supporting documentation such as certificates, letters of completion, attendance records, or summaries of self-directed learning activities. These records shall serve as substantiation of the accumulation of the CPD points for the designated cycle.

12. EXEMPTION

A registrant could be certified to have a medical condition or other circumstances which the Board considers as acceptable reasons for exemptions from CPD (e.g. prolonged illness, and permanent disability). A registrant should submit an exemption application to the Board for consideration on a case-by-case basis.

13. NON-COMPLIANCE

For cases of non-compliance as declared by the registrants or discovered during audit check, the Board Education Committee will conduct an assessment.

13.1 Non-compliance That is Remediable

- (i) A MLT must have achieved **not less than two-thirds** of the required number of points for a cycle. The Board may, at its discretion, accept other conditions on reasonable grounds
- (ii) the MLT will be required to engage in a **remedial programme** for the deficiency, which must be finished by the end of the relevant next cycle.
- (iii) The next cycle shall follow immediately after the previous cycle without any break, i.e. the MLT will have to undergo normal and remedial CPD at the same time.
- (iv) The MLT who have failed to make remedy prescribed by the Board for the deficiency without acceptable reasons could be regarded as a case of noncompliance that is not remediable.

13.2 Non-compliance That is Not Remediable

For MLTs who have obtained **less than two-thirds** of the required number of points for a cycle **without acceptable reasons**, no practicing certificates will be issued. Registrants are required to attain 90 CPD points before applying for practising certificate / restoration.

14. REMEDIAL MECHANISM

If a registrant achieves at least two-thirds of the required CPD points for a cycle but fails to attain a minimum of 5 CPD points in each year of that cycle, they are required to obtain the remaining points, along with an additional 5 CPD points for each year's deficiency as an additional requirement in the subsequent cycle.

For various remediable scenarios and the corresponding additional requirements, please refer to the table as below-

CPD points attained in the 1 st Year	CPD points attained in the 2 nd Year	CPD points attained in the 3 rd Year	Additional CPD points required in the next cycle*
10	10	10	15 (remaining points)
30	15	0	5 (additional points)
20	10	0	15 (remaining points) +5 (additional points)
0	0	60	10 (additional points)
30	0	0	15 (remaining points) +10 (additional points)

Note*: The CPD points required in the subsequent cycle will include any additional and remaining points carried over from the previous cycle, in addition to the CPD points required for the new cycle. CPD points attained as additional and remaining points for deficiencies in the remedial programme shall not be counted toward the upcoming cycle.

Registrants participating in a remedial programme shall be required to satisfy their remaining CPD point obligation exclusively through engagement in Category (1) CPD activities. Such remedial programme shall be completed within the immediate subsequent CPD cycle, and such cycle shall represent the final and sole opportunity for the registrant to remedy the deficiency. Under no circumstances shall further extension, deferral, or additional opportunity be granted for the completion of the remedial obligation.

15. FALSE REPORTING AND LEGAL CONSEQUENCES

MLTs are advised that submission of false or misleading information in relation to CPD attainment or remedial compliance constitutes a serious breach of professional conduct. False reporting may constitute a criminal offence under applicable legislation and may expose the registrant to criminal liability, in addition to professional disciplinary action by the Board. MLTs are required to ensure the accuracy and truthfulness of all CPD documentation and reports submitted to the Board.

16. APPEAL

Any appeal must be lodged in writing to the MLT Board.

MEDICAL LABORATORY TECHNOLOGISTS BOARD**Application Form for Assessment of Non-accredited
Continuing Professional Development (CPD) Programme/Activity**

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Please enclose any syllabus or promotional pamphlets of the programme/activity with the application. Fill in below any further information if not covered in the syllabus and/or promotional pamphlets. Incomplete/inadequate information may lead to delayed approval.

Name of Applicant (Surname first)	
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Type of Applicant: ☐ Individual Registrant ☐ Activities Organiser

Registration No./Part	
-----------------------	--

Address	

Telephone Number		Fax Number	
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E-mail Address	
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Name of Programme Organiser	
--------------------------------	--

Name of Contact Person	
------------------------	--

Title or Position	
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Telephone Number		Fax. Number	
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E-mail Address	
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MEDICAL LABORATORY TECHNOLOGISTS BOARD

Application Form for Assessment of Non-accredited Continuing Professional Development (CPD) Programme/Activity

Type of CPD programme/activity	☐ Webinar ☐ Conference ☐ Online course ☐ Seminar ☐ Other: _____
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1. ~ Title of the non-accredited programme/activity ~		
2. ~ Date ~	~ time ~	~ duration ~
3. ~ Venue ~		
4. ~ Contents (e.g. Abstract/summary) ~		

5. ~ Personnel ~

Teachers, trainers, presenters, speakers, facilitators, etc. for the Programme to be assessed:

	Name(s)		Professional Qualifications		Position/Title	

6. ~ Documentation Checklist ~

Please enclose the required documents below with your application:

- ☐ Programme poster/promotional materials (optional)
- ☐ Programme timetable/rundown
- ☐ Programme syllabus/Abstract of events
- ☐ Presentation slides/teaching materials (optional)
- ☐ Other: _____

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Record Sheet of Continuing Professional Development (CPD) Programmes /Activities Attended for Mandatory Scheme

CPD Cycle (from 1 July 20__ to 30 June 20__) [This form should be returned to MLT Board at the end of CPD cycle.]

Activities Category (1) - Attending CPD Activities

Period of Attendance								Programme / Activity Code	Title of CPD Programme / Activity	Organiser	CPD Points Awarded
Date	Month	Year	to	Date	Month	Year					
1 st year of the cycle											
2 nd year of the cycle											
3 rd year of the cycle											
Sub-Total CPD Points Awarded [No maximum CPD point for category (1)]:											

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Record Sheet of Continuing Professional Development (CPD) Programmes /Activities Attended for Mandatory Scheme

CPD Cycle (from 1 July 20__ to 30 June 20__) [This form should be returned to MLT Board at the end of CPD cycle.]

Activities Category (2) - Public Presentation and Publication

Period of Attendance								Programme / Activity Code (if applicable)	Title of CPD Programme / Activity	Organiser	Position Held (teacher, author, editor, etc.)	CPD Points Awarded
Date	Month	Year	to	Date	Month	Year						
1 st year of the cycle												
2 nd year of the cycle												
3 rd year of the cycle												
Sub-Total CPD Points Awarded [Maximum 21 CPD points per cycle for category (2)]:												

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Record Sheet of Continuing Professional Development (CPD) Programmes /Activities Attended for Mandatory Scheme

CPD Cycle (from 1 July 20__ to 30 June 20__) [This form should be returned to MLT Board at the end of CPD cycle.]

Activities Category (3) - Self-study

Period of Attendance							Title of Journals / Educational Materials	Organiser	CPD Points Awarded
Date	Month	Year	to	Date	Month	Year			
1 st year of the cycle									
2 nd year of the cycle									
3 rd year of the cycle									
Sub-Total CPD Points Awarded [Maximum 15 CPD points per cycle for category (3)]:									

MEDICAL LABORATORY TECHNOLOGISTS BOARD

FORM – II d

Summary of Continuing Professional Development (CPD) attainments in 3-year cycle

CPD Cycle (from 1 July 20__ to 30 June 20__) [This form should be returned to MLT Board at the end of CPD cycle.]

CPD Points Awarded Year	Category I - Attending CPD Activities	Category II - Public Presentation, Publication and Other Activities	Category III - Self- study	
20__ (1 st year of the cycle)				
20__ (2 nd year of the cycle)				
20__ (3 rd year of the cycle)				
Sub-Total	_____ (No maximum CPD point)	_____ (Maximum 21 CPD points per cycle)	_____ (Maximum 15 CPD points per cycle)	Grand Total CPD Points Awarded [Category (1) + (2) + (3)]

Registration Number:

Surname: _____ (in BLOCK LETTERS)

First Name: _____ (in BLOCK LETTERS)

Signature: _____