



TRADITIONAL DAN COMPLEMENTARY MEDICINE COUNCIL

MINISTRY OF HEALTH MALAYSIA

GUIDELINE ON APPLICATION AS ONLINE CAPACITY BUILDING COURSE (CBC) TRAINING CENTRE AND TRAINER

**Traditional Malay Medicine
Traditional Chinese Medicine
Traditional Indian Medicine
Homeopathy**

**Fifth Edition
(March 2024)**

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Part B: Application as Online CBC Trainer

Refer Part B : Application as CBC Trainer, Guideline on Application as In Person CBC Training Centre and Trainer

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I. Introduction

According to the Traditional and Complementary Medicine (T&CM) 2016 [Act 775], any individual intending to practice in a recognised practice area needs to be registered with the T&CM Council. However, there are practitioners who do not possess recognised qualifications but have years of experience as determined by the T&CM Council, known as the grandfathering group.

In order to help practitioners in the grandfathering group to register as T&CM practitioners under Act 775, the T&CM Council has decided on CBC implementation for traditional medicine (Malay, Chinese, Indian) and Homeopathy. Successful attendance at the CBC is one of the registration criteria that needs to be fulfilled by identified practitioners during the transition period, from 1 March 2021 until 28 February 2025.

Only CBC trainers and training centres approved by the T&CM Council are allowed to offer CBC according to the set fees. The Guideline on Application as CBC Training Centre and Trainer which was approved in the T&CM Council Meeting No. 1/2020 was uploaded to the T&CM Division official website. The document gives guidance to applicants on the application procedure to implement **in person CBC**.

The process for application as CBC Trainer commenced on 15 March 2021 and for CBC Training Centre commences on 15 June 2021. However, due to the ongoing unpredictable pandemic COVID-19 situation and enforcement of the Movement Control Order (MCO), the Ministry of Health Malaysia takes note that face to face CBC may be difficult to implement.

The option to organise CBC via online platform is important for training centres to ensure continuity and smooth delivery of CBC. This is also to ensure the registration process for the T&CM practitioners involved is not delayed. Therefore, the objective of this guideline is to guide training centres and trainers to ensure smooth delivery of online CBC.

Please be informed that training centres approved by the T&CM Council to offer face to face CBC are also **allowed** to offer online CBC if the situation requires. However, training centres approved by the T&CM Council to offer online CBC are **not allowed** to offer face to face CBC.

* This guideline is subject to change from time to time without prior notice.

II. Objective

To guide applicants regarding the application procedure as training centre and trainer for online CBC in traditional medicine (Malay, Chinese, Indian) and Homeopathy for the purpose of registration of T&CM practitioners who fulfill the criteria as determined by the T&CM Council.

III. Scope

This guideline is applicable to any interested party wishing to apply as training centre or trainer for online CBC in traditional medicine (Malay, Chinese, Indian) and Homeopathy. This guideline is also a reference for officers from the T&CM Division, Ministry of Health Malaysia (MOH) and T&CM branch offices carrying out monitoring activities on CBC implementation.

IV. Glossary

Online Capacity Building Course (CBC)

Refers to a course to be attended online by a selected group of practitioners in traditional Malay medicine, traditional Chinese medicine, traditional Indian medicine and homeopathy during the transitional period and it is one of the registration criteria for these practitioners.

CBC Training Centre

A company, organization or higher education institution approved by the T&CM Council to provide CBC in traditional Malay medicine, traditional Chinese Medicine, traditional Indian medicine and homeopathy. Also referred to as applicant in the context of this guideline.

Coordinator of CBC Training Centre

An individual who coordinates activities related to CBC in the approved training centre.

Trainer

A person approved by the T&CM Council to teach the CBC in an approved training centre.

Online learning

Learning and teaching approach via Internet or Intranet in which more than 80% of the course content is delivered online. (Sloan Consortium, 2010).

Synchronous Teaching and Learning

Happens during real-time. Teacher and student can communicate and meet virtually at the same time, even though they are in different locations.

PART A: APPLICATION AS ONLINE CBC TRAINING CENTRE

1. Application Requirements

- a) The company, organization or higher education institution has to register with The Companies Commission of Malaysia (CCM) / The Registrar of Societies Malaysia (ROS) / Local Authorities / Ministry of Education Malaysia.
- b) Operate using a premise licensed by local authorities or relevant agency as the operational office of the training centre.
- c) Has at least one trainer (registered under all sub areas) or more than one trainer (collectively registered under all sub areas) approved by the T&CM Council to conduct the course throughout the approval period.
- d) The company, organization or higher education institution has broadband capacity with a minimum broadband speed specification of 30Mbps.
- e) The company, organization or higher education institution has Information and Communication Technology (ICT) equipment such as video camera, computer, laptop, tablet, microphone, web camera and speaker.
- f) The company / organization / higher education institution and trainer must be free from prior revocation of approval due to breach of terms and conditions.

2. Application Procedure

2.1. Application Process

- i. Completed application form to apply as online CBC Training Centre must be sent together with supporting documents to the mailing address as follows:

**Cawangan Majlis Perubatan Tradisional dan Komplementari
Bahagian Perubatan Tradisional dan Komplementari
Kementerian Kesihatan Malaysia
Blok E, Jalan Cenderasari
50590 Kuala Lumpur**

- ii. Incomplete applications will not be processed and the applicant will be informed.

2.2. Application Documents

Each application must be submitted together with other documents as follows:

- i. Application as online CBC Training Centre checklist (Appendix A)
- ii. Application as online CBC Training Centre form (Appendix B);
- iii. Proposal paper to explain the background of the organization, proof of the ability of the organization to organise the course in terms of finance, venue, human resource, management of student attendance records and details of the course including course fee, course venue, time table etc.;

- iv. Company/ organization/ higher education institution profile which includes organization chart and founding objective;
- v. List of trainers with:
 - a. Approval letter as trainer; and
 - b. A copy of appointment letter as trainer (permanent post) by the company/ organization/ higher education institution; or
 - c. A copy of agreement letter/ contract between company/ organization/ higher education institution and trainer (contract post);for each trainer stated in the list; and
- vi. A copy of registration certification from CCM/ ROS/ Ministry of Education Malaysia if applicable;
- vii. A copy of proof of broadband service subscription;
- viii. Photos of teaching area that will be used by trainers; and
- ix. List of ICT materials with photo evidence.

Note:

All copies of original documents must be certified by one of the following:

- A government officer from the Management and Professional group (Grade 41 or equivalent and above)
- Legal practitioner
- Commissioner of oaths/ Justice of the Peace
- Principal/ headmaster of a government school
- Village head/ *penggawa/ penghulu*/ community leader/ *sidang*
- for Sabah and Sarawak: *ketua kaum/ ketua anak negeri/ kapitan/ pamanca*

2.3. Payment

Application as online CBC training centre is **FREE OF CHARGE.**

2.4. Evaluation Meeting

- i. An evaluation meeting at the T&CM Council Section level will be held at least once every two months or as when needed to assess applications as training centre.
- ii. Recommendation for approval/ rejection will be forwarded to the T&CM Council for final decision.
- iii. Incomplete application as CBC trainer and training centre will be rejected after being presented 3 times at the Evaluation Meeting.

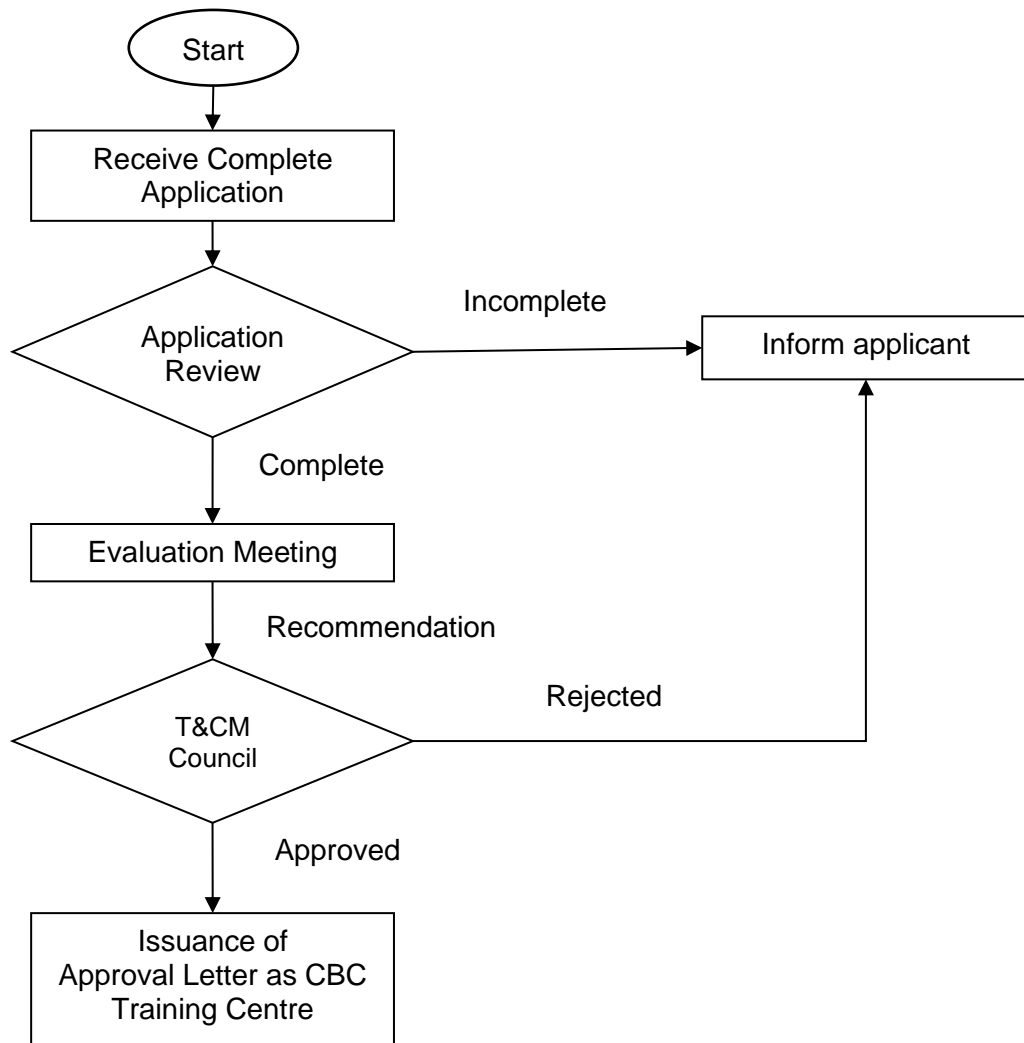
2.5. Training of Trainers (ToT)

- i. ToT session will be organised by the T&CM Council Section to ensure standardised teaching before the issuance of approval letter as training centre.
- ii. Invitation to ToT Session will **ONLY** be issued to the training centre coordinator approved by the T&CM Council.
- iii. Coordinator for the training centre approved by the T&CM Council is required to attend ToT session before the approval letter as a training center is issued.
- iv. The approved coordinator will be contacted by the T&CM Council Section via email to attend this session.

2.6. Issuance of Approval Letter as Training Centre

- i. An approval letter will be issued by the T&CM Council Section once approval is received from the T&CM Council and the course coordinator has attended the ToT session.
- ii. The validity of the approval letter is from the date of the letter until the end of the transitional period which is **28 February 2025**.
- iii. The summary of the application process is described in **Flow Chart 1**:

Flow Chart 1: Application Process as Online CBC Training Centre



3. Terms and Conditions of Approval

Training centres approved by the T&CM Council must comply with the terms and conditions as follows:

3.1. Management

- i. The training centre has to operate in a premise with a permanent address. If there is a change in the official premise address, the T&CM Council Section should be notified in writing.
- ii. If there is a need for the trainer to conduct the course at any other location besides the one specified in the approval letter, the T&CM Council Section should be notified in writing. Training centres are responsible to ensure that the teaching location is equipped with the required internet and video conference facilities.
- iii. Equipped with internet facilities with a minimum broadband speed of 30Mbps.
- iv. The training centre shall officially inform the T&CM Council about any change of coordinator.
- v. Approval letter as training centre must be exhibited at the place where the online course is conducted.
- vi. The training centre shall allow officers from MOH to do monitoring visits at any reasonable time.
- vii. The training centre shall do marketing ethically and is NOT allowed to misuse the name and logo of the government, MOH, T&CMD and T&CM Council.
- viii. The training centre shall conduct at least **one** CBC within 12 months after issuance of approval letter.
- ix. The training centres that organize CBC are required to ensure that the last session of the CBC ends no later than 31 January 2025 to enable the T&CM Council Section to finalise the processing of practitioner applications.

3.2. Online Capacity Building Course (CBC)

- i. Course Fee
 - a) The training centre can determine the course fee but the payment to attend the full online course for a participant shall **not exceed RM800 for CBC in Traditional Malay Medicine, Traditional Chinese Medicine and Traditional Indian Medicine. For Homeopathy CBC, the fee shall not exceed RM 1000.**
 - b) Receipt issued for course payment must be signed by the valid coordinator or representative from the training centre.
 - c) Acceptance of course payment must be recorded.

- ii. Course session
 - a) The CBC can only be offered to practitioners who have received the notification letter to attend CBC from the T&CM Council Section.
 - b) Training and learning sessions are conducted online.
 - c) Implementation period for a course shall NOT exceed 2 months for a full time course and shall NOT exceed 5 months for a part time course.
 - d) Guideline to calculate participants' learning hours are as follows:
 - **Synchronous online interaction**
 - Example: Lecture, tutorial, group discussion, group activity and individual/group presentation.
 - Time needed for this method is equivalent to the time needed for face to face meeting. For example, 60 minutes online lecture/online synchronous interaction is equivalent to 60 minutes face to face lecture/interaction.
 - e) Trainers and participants need to use devices with screen such as computer, laptop or tablet for all course sessions.
 - f) Example of applications that can be used to implement online CBC are as follows:
 - Google Meet
 - Zoom
 - Microsoft Teams
 - WebEx
 - Youtube LIVE
 - Facebook LIVE
 - Skype
 - g) Trainers need to ensure participants are actively involved during the session by encouraging them to:
 - write their ideas, comments and share resources in the chat box;
 - or
 - share their ideas and comments verbally.
 - h) The training centre should ensure that the online interaction is conducted in a synchronous and live method for each new session in the current CBC series. Pre-recorded video presentations are not allowed for each new session of the current CBC series, but is allowed for revision purposes at the discretion of the organisers after the synchronous session is over.
 - i) The training centre has to submit the planning schedule (Appendix G) via email to the T&CM Council Section at smptk@moh.gov.my at least 30 days before the course is conducted and the required information must be complete. The 30 days time period will be counted from the date complete information is received. Any changes in the course schedule prior to or during the course being conducted

shall be informed to the T&CM Council Section at least 3 working days before the changes take effect.

- j) The maximum number of students is based on broadband capacity and participant limit of the application involved.
- k) The training centre is required to send all course participation links for the online CBC to the T&CM Council Section via email at smpk@moh.gov.my so that monitoring of the CBC sessions can be done from time to time.
- l) The T&CM Council Section can issue a stop order to the course provider at any time if the training centre or trainer breaches the terms and conditions, while awaiting the final decision by the T&CM Council.
- m) The training centre is not allowed to conduct a new CBC series if the documentation of the previous series has not been submitted to the T&CM Council Section.

iii. Attendance Record

- a) Participant “attendance” in this document refers to the online participant involvement. There are various methods that can be used by the training centre to record attendance. Whichever method is used by the training centre to record attendance, is to be kept as proof for monitoring visits in future.
- b) Among the suggested methods are as follows:
 - Record names of participants who have logged in to the synchronous online session
 - Use a QR code that needs to be scanned by participants before /during the session
 - Record pictures of participants as proof of involvement in the online interaction at the beginning and end of each session.
- c) The training centre has to ensure that one ID can only be used by one participant. Participants are not allowed to share ID nor share the same computer when attending online CBC.
- d) Training centres need to submit the attendance record report with relevant proof to the T&CM Council Section.

iv. Course Module

- a) Trainers are to use the module, teaching plan and teaching materials issued by the T&CM Council as a basic guide.
- b) Trainers can use a suitable language medium based on their target audience as follows:
 - Traditional Malay Medicine: Malay
 - Traditional Chinese Medicine: Malay/ English/ Chinese
 - Traditional Indian Medicine: Malay/ English/ Tamil
 - Homeopathy: Malay/ English

- v. Certificate of Attendance for CBC
 - a) Attendance list (Appendix E and F) must be submitted to the T&CM Council Section within **seven (7) working days** after completion of a course.
 - b) The training centre and participants have to confirm that the personal information of the participants stated in the attendance list is accurate.
 - c) Participants need to attend **at least 80% of the total course credit hours** in order to qualify for certificate of attendance.
 - d) Certificate of attendance for CBC (Appendix I) will be issued by the training centre after **the T&CM Council has verified the attendance list** submitted by the training centre according to the specified format.
 - e) Appendix I can only be issued to practitioners who have received the notification letter to attend CBC from the T&CM Council Section.

- vi. Record and Documentation
 - a) The training centre must submit all forms (Appendix D, E, F and H) within **seven (7) working days** upon completion of the course.
 - b) The training centre must keep a record of all course sessions and attendance records in hardcopy or softcopy form for a period of twelve (12) months.
 - c) The training centre must keep all reports, records and specified documents for monitoring at any time.

4. Revocation of Approval

The T&CM Council reserves the right to revoke the approval as training centre subject to breach of terms and conditions of approval criteria or any other terms set by the T&CM Council from time to time. The T&CM Council Section will inform the revocation of approval officially in writing together with justification to the respective training centre.

During the transitional period, if any training centre approved by the T&CM Council receives more than 3 warning letters, the training centre will be removed from the approval list.

5. Monitoring

Monitoring activities will be carried out from time to time to ensure the approved training centre adheres to the specified terms and conditions. The monitoring of course implementation shall be conducted at least once every twelve (12) months or as deemed necessary for each training centre. The T&CM Council Section will monitor and investigate any training centre if any complaint is received.

The T&CM Council Section can order the conduct of a CBC to be withheld at any time if it is determined that the training centre or trainer has failed to comply with the stipulated terms and conditions while waiting for the final decision from the T&CM Council.

6. Appeal

Written appeal for failure in application or revocation of approval as training centre can be made to the Director General of Health Malaysia. The decision made by the Director General of Health is final.

7. Relevant Forms for Training Centre

Forms related to the application as training centre are as follows:

i. Application as training centre:

No.	Name	Code	Appendix
1.	Application as Online CBC Training Centre Checklist	BPTK (CM) – BOR - 10	A
2.	Application as Online CBC Training Centre Form	BPTK (CM) – BOR - 11	B

ii. Monitoring of CBC implementation:

No.	Name	Code	Appendix
1.	CBC Implementation Monitoring Form	BPTK (SA) – BOR - 01	C

iii. Reports that must be submitted by training centres to the T&CM Council Section:

No.	Name	Code	Appendix
1.	CBC Participant Registration Record	BPTK (SA) – BOR - 08	D
2.	CBC Participant Attendance Record	BPTK (SA) – BOR - 09	E
3.	CBC Summary of Total Participant Attendance	BPTK (SA) – BOR - 10	F
4.	Online CBC Planning Schedule	BPTK (SA) – BOR - 11	G
5.	CBC Training Schedule	BPTK (SA) – BOR - 12	H
6.	Certificate of Attendance format for Online CBC	BPTK (SA) – BOR - 13	I

Appendix A
BPTK (CM) – BOR - 10



**TRADITIONAL AND COMPLEMENTARY MEDICINE COUNCIL
MINISTRY OF HEALTH MALAYSIA
APPLICATION AS ONLINE CAPACITY BUILDING COURSE TRAINING
CENTRE CHECKLIST**

Coordinator Name			
Name of Training Centre			
FOR USE BY THE T&CM COUNCIL SECTION			
Date of Application Received		Date of Completed Application	
NO.	DOCUMENT (Tick <input checked="" type="checkbox"/> where applicable)	YES	NO
INFORMATION ON APPLICANT'S OFFICE			
1.	Application Form as Training Centre		
2.	Company/ organization/ higher education institution profile which includes organization chart and founding objective		
3.	A copy of Registration Certificate from CCM/ ROS/ Ministry of Education Malaysia		
4.	A copy of License from Local Authority/ relevant agency		
5.	Photo of area to be used by trainer (at least 2 copies)		
INFORMATION ON TRAINER			
6.	A copy of approval letter for trainer		
7.	A copy of appointment letter for trainer (permanent post)		
8.	A copy of agreement letter/ contract between the company/ organization/ higher education institution and the trainer (contract post)		
INFORMATION ON COURSE PLANNING			
9.	Proposal on course management		
Remarks, if any (by T&CM Council Section)			
Received by: Officer Name and Signature: Date:			

Appendix B

BPTK (CM) – BOR - 11



**TRADITIONAL AND COMPLEMENTARY MEDICINE COUNCIL
MINISTRY OF HEALTH MALAYSIA
APPLICATION AS ONLINE CAPACITY BUILDING COURSE
TRAINING CENTRE FORM**

Instruction: Mark (/) in relevant box			
INFORMATION ON COORDINATOR			
Name			
Identification Card/ Passport Number			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non-Malaysian	
Mobile Phone No.		Position	
Email			
INFORMATION ON TRAINING CENTRE			
Company Name			
Company Registration Number			
Email			
Address			
Phone No.			
Fax No.			
Student Capacity			
ICT Equipment	Computer / Tablet (Amount:____)		
	LCD projector (Amount:____)		
	Video camera (Amount:____)		
	Web camera (Amount:____)		
	Microphone (Amount:____)		
	Speaker (Amount:____)		
	Demonstration equipment (if needed)		
Other equipment (if any)			

INFORMATION ON TRAINER									
Number of Trainers	_____ people								
List of trainers (attach as separate list if insufficient space)	1.	Identification card/ passport No.							
	Subject taught:								
	2.	Identification card/ passport No.							
	Subject taught:								
	3.	Identification card/ passport No.							
	Subject taught:								
SUMMARY OF COURSE PLANNING									
Course Applied	TMM	TCM	TIM - Siddha	TIM - Ayurveda	Homeopathy				
Course fee									
Course mode	Course length (months/ weeks): _____								
	<input type="checkbox"/>	Full time		<input type="checkbox"/>	Part Time				
DECLARATION									
<p>With this, I, _____ bearer of the Identification card/ passport no.: _____ hereby certify that all of the information provided above are correct and true to the best of my knowledge, and I agree and understand that any falsification of information herein will cause the cancellation of my application or revoking of approval IMMEDIATELY. I also promise to adhere to the terms and conditions for approval as training centre set by the Ministry of Health Malaysia</p>									
_____ Signature		_____ Date		_____ Company Stamp					
FOR OFFICE USE									
File Reference No : _____									
<table border="1"> <tr> <td>Approved for Evaluation Meeting</td> <td></td> </tr> <tr> <td>Not approved</td> <td></td> </tr> </table>			Approved for Evaluation Meeting		Not approved		T&CM Council Meeting meeting date: T&CM Council Decision for this application:		
Approved for Evaluation Meeting									
Not approved									
			<table border="1"> <tr> <td>Approved as training centre</td> <td></td> </tr> <tr> <td>Not approved</td> <td></td> </tr> </table>			Approved as training centre		Not approved	
Approved as training centre									
Not approved									
Officer Name : Signature : Date :			Officer Name : Signature : Date :						

Appendix C
BPTK (SA) – BOR - 01



**TRADITIONAL AND COMPLEMENTARY MEDICINE COUNCIL
MINISTRY OF HEALTH MALAYSIA
CAPACITY BUILDING COURSE IMPLEMENTATION
MONITORING FORM**

Name of Training Centre				
Coordinator Name				
Surveillance Date		Surveillance Time		
Address				
Phone No.				
Fax No.				
Trainer Name		Identification card/ passport no.		
Direction: Mark (/) in relevant box				
ELEMENT 1: RECORDS				
No.	Item	Finding		Comment/ Review
		Yes	No	
1.1	Area for records storage			
1.2	Files arranged neatly in a systematic way			
1.3	Good management of records* and complaints *Video recording of classes/ Payment records/ Attendance records			
1.4	Copy of receipt for payment provided			
1.5	Attendance list complied with the format			
1.6	All documents sent to the T&CM Council Section timely			
ELEMENT 2: TRAINER				
No.	Item	Finding		Comment/ Review
		Yes	No	
2.1	Teaching time follows the specified period			
2.2	Uses suitable teaching and course delivery method			
2.3	Neat, clean and well-groomed in appearance during teaching			

ELEMENT 3: COURSE SESSION				
No.	Item	Finding		Notes
		Yes	No	
3.1	Course conducted by the trainer at approved training centre (In Person CBC)			
3.2	Course conducted by the trainer at approved training centre or any location with the required internet facility (Online CBC)			
3.3	Teaching period according to course planning as applied			
3.4	Course conducted smoothly without technical issue			
3.5	Number of participant is according to the capacity of the training room (In Person CBC)			
3.6	Uses the module approved by the T&CM Council			
3.7	Uses teaching plan and teaching materials issued by the T&CM Council Section			
ELEMENT 4: FACILITIES AT COURSE VENUE (FOR IN PERSON ONLY)				
No.	Item	Finding		Notes
		Yes	No	
4.1	Well-functioning air conditioner and fan			
4.2	The size of the room is suitable and comfortable			
4.3	Adequate light intensity and good air flow			
4.4	Adequate tables and chairs			
4.5	Suitable table and chair arrangement			
ELEMENT 5 : TEACHING EQUIPMENT				
No.	Item	Finding		Notes
		Yes	No	
5.1	Functioning internet with a minimum speed of 30Mbps (<i>online</i>)			
5.2	Video camera & microphone (<i>online</i>)			
5.3	Computer/ laptop			
5.4	LCD Projector (<i>in person</i>)			
5.5	Speaker (if required)			
5.6	Demonstration apparatus (if required)			
5.7	PA System (if required)			
PHOTO EVIDENCE AND OVERALL REPORT				

MOH Officer	Training Centre Coordinator/ Company Representative/ Trainer
Signature: Name: Position: Date:	Signature: Name: Position: Date:

Appendix D
BPTK (SA) – BOR – 08

CAPACITY BUILDING COURSE PARTICIPANT REGISTRATION RECORD

Name of Training Centre: _____
 Course Date : _____ to _____ Course : _____
 Course Topic : _____ (E.g.: Unit 1 – 5) Reference No. : _____
 Session No. : _____ / _____
 (Session Number/Total Session)

No.	Participant Name	Identification Card No.	Gender		Telephone No.	Mailing Address	Signature
			M	F			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							

No.	Participant Name	Identification Card No.	Gender		Telephone No.	Mailing Address	Signature
			M	F			
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

Prepared by (To be filled in by the training centre)

Name :

Signature :

Designation :

Date :

Training Centre Stamp :

Notes:

- 1) The Training Centre must ensure all fields are completely filled in.
- 2) Participants and the training centre must ensure all information is correct.
- 3) The Training Centre needs to submit a copy of this record to the T&CM Council Section, Traditional & Complementary Medicine Division within **SEVEN (7) WORKING DAYS** after the completion of the course.
- 4) This record must be kept in the training centre for monitoring purposes. Failure to produce this record can result in the revocation of approval for the training centre.

Appendix E

BPTK (SA) – BOR - 09

CAPACITY BUILDING COURSE PARTICIPANT ATTENDANCE RECORD

Name of Training Centre: _____
 Course Date : _____ to _____ Course Field : _____
 Course Timing : _____ to _____ Reference No. : _____
 Course Topic : _____ (Eg: Unit 1 – 5) Name of Trainer : _____
 Session No. : _____ / _____ IC/passport no. of Trainer : _____
 (Session Number/Total Session) _____

No.	Participant Name	Identification Card No.	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Prepared by (To be filled in by the training centre)

Name :

Signature :

Designation :

Date :

Training centre stamp :

Notes:

- 1) The Training Centre must ensure all fields are completely filled in.
- 2) Participants and the training centre must ensure all information is correct.
- 3) The Training Centre needs to submit a copy of this record to the T&CM Council Section, Traditional & Complementary Medicine Division within **SEVEN (7) WORKING DAYS** after the completion of the course.
- 4) This record must be kept in the training centre for monitoring purposes. Failure to produce this record can result in the revocation of approval for the training centre.

Appendix F
BPTK (SA) – BOR – 10

**CAPACITY BUILDING COURSE
SUMMARY OF TOTAL PARTICIPANT ATTENDANCE**

Name of Training Centre: _____
 Reference No: _____ Course Field: _____
 Course Date : _____ from _____
 Total number of completed session : _____

No.	Participant Name	Identification Card No.	Practitioner Attendance	
			Total Number of Completed Sessions	Percentage
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Prepared by (To be filled in by the training centre)

Name :

Signature :

Designation :

Date :

Training centre stamp :

Notes:

- 1) The Training Centre must ensure all fields are completely filled in.
- 2) Participants and the training centre must ensure all information is correct.
- 3) The Training Centre needs to submit a copy of this record to the T&CM Council Section, Traditional & Complementary Medicine Division within **SEVEN (7) WORKING DAYS** after the completion of the course.
- 4) This record must be kept in the training centre for monitoring purposes. Failure to produce this record can result in the revocation of approval for the training centre.

Appendix G
BPTK (SA) – BOR - 11

**PLANNING SCHEDULE OF ONLINE CAPACITY BUILDING COURSE
TRADITIONAL MALAY MEDICINE/ TRADITIONAL CHINESE MEDICINE/
TRADITIONAL INDIAN MEDICINE (AYURVEDA)(SIDDHA)/ HOMEOPATHY**
(cross out whichever not applicable)

Name of Training Centre			Prepared by:		
			Coordinator Name		
Address			Identification card/ passport no.		
Reference No.			Signature		
Date	Name of Trainer	Subject Taught	Course Timing (start-end)	Language	Comment

Note: The training centre needs to register details of course planning at least 30 days before the course is conducted.
A new CBC series can only be conducted after completion of the previous series.

Appendix H
BPTK (SA) – BOR - 12

CAPACITY BUILDING COURSE TRAINING SCHEDULE

Name of Training Centre: _____
 Course: TMM/ TCM/ TIM-A/ TIM-S/ Homeopathy (Cancel whichever is NOT applicable)
 Course Duration: From _____ to _____
 Reference No: _____

No.	Date	Name of Trainer	Course Timing (start - end)	Topic (Unit)	Number of Practitioners Attended	Comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Prepared by :

Name :

Signature :

Designation :

Date:

Training Centre Stamp

Notes:

- 1) The Training Centre must ensure all fields are completely filled in.
- 2) Participants and the training centre must ensure all information is correct.
- 3) The Training Centre needs to submit a copy of this record to the T&CM Council Section, Traditional & Complementary Medicine Division within **SEVEN (7) WORKING DAYS** after the completion of the course.
- 4) This record must be kept in the training centre for monitoring purposes. Failure to produce this record can result in the revocation of approval for the training centre.

FORMAT

CERTIFICATE OF ATTENDANCE FOR ONLINE CAPACITY BUILDING COURSE

To
Traditional & Complementary Medicine Council
Ministry of Health Malaysia

This document certifies that _____ (PARTICIPANT NAME) _____, bearer of the Identification Card No. _____ has successfully attended the Capacity Building Course in the field of * _____ from (DATE) _____ to (DATE) _____ organised by (NAME & ADDRESS OF TRAINING CENTRE) and has achieved attendance percentage of ____%.

Reference No. : _____

Signature

.....
(COORDINATOR NAME)

Coordinator

Name and Training Centre Stamp:

Date:

* Please fill in only one: Traditional Malay Medicine/ Traditional Chinese Medicine/ Traditional Indian Medicine (Ayurveda)/ Traditional Indian Medicine (Siddha)/ Homeopathy

PART B: APPLICATION AS CBC TRAINER

Refer Part B : Application as CBC Trainer, Guideline on Application as In Person CBC Training Centre and Trainer

For further enquiries, please contact:

Traditional & Complementary Medicine Council Section
Traditional & Complementary Medicine Division
Ministry of Health Malaysia
Block E, Jalan Cenderasari
50590 Kuala Lumpur
(Att: Standard & Accreditation Unit)

Tel. No.: 03 – 2279 8100 (Ext : 654 / 487)

Email: smptk@moh.gov.my

Website: www.moh.gov.my/tcm

REFERENCE

1. *Garis Panduan Ringkas E-Pembelajaran dan Pengajaran (Panduan untuk Tenaga Pengajar), Universiti Sains Islam Malaysia, 14 April 2020.*
2. *Manual Pembelajaran dan Pengajaran di Rumah, Kementerian Pendidikan Malaysia, 2020.*
3. *Panduan Pelaksanaan Jadual Waktu Pengajaran Dan Pembelajaran Di Rumah, Kementerian Pendidikan Malaysia, 2020.*
4. *Garis Panduan Pengajaran Dan Pembelajaran Dalam Talian Semasa Pandemik COVID-19, Edisi Pertama, Universiti Malaya, 2 April 2020.*
5. *Code Of Practice For Programme Accreditation: Open And Distance Learning [COPPA:ODL], Edisi Kedua, Agensi Kelayakan Malaysia, 2019.*
6. *Dasar e-Pembelajaran Negara, Institut Pengajian Tinggi, Kementerian Pengajian Tinggi Malaysia, 2011.*
7. *Guideline on Application as Capacity Building Course (CBC) Training Centre and Trainer, Traditional and Complementary Medicine Council, Ministry of Health Malaysia, March 2021.*