

SMDC INTERNAL PROCESS FOR APPROVING REGISTRATION

STEP ONE	Applicant or the agent of the applicant fills in application form for registration
STEP TWO	Applicant or the agent submits application form and MANDATORY documents to SMDC OFFICE. <i>See list of mandatory documents.</i>
STEP THREE	SMDC OFFICE checks that all mandatory documents have been submitted AGAINST A CHECKLIST.
STEP FOUR	Upon verification that all mandatory documents have been submitted, SMDC OFFICE gives a note of acknowledgement to the applicant stating that all MANDATORY documents have been received.
STEP FIVE	Upon receipt of the note of acknowledgement from SMDC OFFICE, the applicant pays the mandatory processing fee.
STEP SIX	The applicants mandatory documents are circulated to the members of the Medical Education Committee of SMDC.
STEP SEVEN	The Medical Education Committee has one week within which to complete this process.
STEP EIGHT	At the end of the process the Chairman of the Medical Education Committee gives the verdict of the Committee to the applicant or his agent through the OFFICE OF SMDC.
STEP NINE	If the verdict is positive, the applicant pays the registration fee and is issued with the registration certificate and the code of practice IMMEDIATELY AFTER PAYMENT.
STEP TEN	If the verdict is negative, the applicant or the agent must take heed of the comments accompanying the negative verdict and act accordingly.
STEP ELEVEN	SMDC OFFICE keeps statistics of applications received approved and rejected.

Dated 6/1/2014