



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
TRAINING STANDARDS' COMPLIANCE CHECKLIST

Pursuant to the Medical Laboratory Technicians and Technologists Act, CAP
253A Laws of Kenya

	<i>KMLTTB APPROVED CPD PROVIDER-SOP</i>		<i>DOCUMENT CONTROL</i>
	<i>OWNER THE FORM</i>	<i>REGISTRAR</i>	<i>Serial: KMLTTB/CPD/SOP/01</i> <i>Revision No. 001</i> <i>Revision Date: 27TH, OCTOBER 2025</i>

SOP Number	Process Name:	Review Cycle	Author
KMLTTB APPROVED CPD PROVIDER-SOP-001	CPD Calculation	Annually	Quality Assurance Department
Responsible Audience	Effective Date	Approved By	
KMLTTB Staff And Approved CPD Providers	1 st , December, 2025	Registrar KMLTTB	

1. Introduction

2. Purpose

The purpose of this CPD Calculation SOP is to establish a standardized process for calculating and recording Continuing Professional Development (CPDs) at KMLTTB. This ensures that learners earn CPD points in accordance with the KMLTTB Guidelines/ Standard 2024, based on their time spent in educational activities, and that the calculation is accurate, consistent, and transparent.

3. Scope of Applicability

This SOP applies to all KMLTTB APPROVED CPD PROVIDER programs including: -

1. Online courses
2. Instructor-led training (ILT) sessions
3. Blended learning formats
4. Practical training sessions

The SOP governs how CPDs are calculated for all learners participating in KMLTTB APPROVED CPD PROVIDER activities based on their contact hours and successful completion of course requirements.

Definitions

1. Continuing Professional Development (CPD): A unit of measurement used to quantify the time spent on educational activities. One KMLTTB CPD is equivalent to 2 contact hours of learning or participation in an organized continuing education/training event. Learning in The Medical Laboratory Practical hands on is one CPD point per hour.
2. Contact Hours: The total number of hours a learner spends in direct contact with the course material, including instruction time, class participation, and engagement with assessments or activities.
3. Instructor-Led Training (ILT): Training that is conducted by an instructor in a classroom or virtual setting, where learners engage in live sessions.
4. Self-Paced Learning: Learning where the learner progresses at their own pace without direct instruction, typically delivered via online modules.
5. Blended Learning: A learning format that combines both instructor-led and self-paced learning components.
6. Learning Event: A structured educational activity or program offered by KMLTTB approved CPD Provider that is eligible for CPD credit.

4. Responsibilities

A). Responsibilities

Ensuring accurate CPD Points calculation, award, and recording is crucial for maintaining compliance with approval/accreditation standards and providing learners with appropriate recognition for their educational achievements. The following outlines the key responsibilities for each role in the CPD calculation process.

I). Approval/Accreditation Coordinator:

The Approval/Accreditation Coordinator plays a central role in ensuring that CPDs are calculated in compliance with KMLTTB Guidelines/ standards 2024 and accurately awarded to learners.

a). Ensures Compliance with KMLTTB Standards:

The Approval/Accreditation Coordinator ensures that the CPD calculation process adheres to KMLTTB Guidelines/ standards 2024, which specify the requirements for calculating and awarding CPD points. The coordinator in liaison with the Quality Assurance Department

will regularly review course content to verify that it meets the contact hour requirements for CPD eligibility.

b). Monitors the CPD Calculation Process:

The Approval/ Accreditation Coordinator in liaison with the Quality Assurance Department shall monitor the CPD calculation process to ensure that all instructional hours are accurately recorded and meet the necessary criteria for awarding CPD points. This includes ensuring that the learning activities meet the standards for instructional time, as defined by KMLTTB Guidelines.

c). Coordinates CPD Recording in the LMS:

The Approval/Accreditation Coordinator shall ensure that CPD credits are properly recorded in the Learning Management System (LMS) for each learner who completes a course successfully. The coordinator shall oversee the process of updating learner records, ensuring that CPD certificates are correctly issued by the respective approved providers and accessible.

II). Program Managers/ Coordinators at Approved CPD Providers:

Program Managers/ **Coordinators** at the approved CPD Providers are responsible for overseeing the design of course content and ensuring that all instructional hours are accounted for in the CPD calculation.

a). Ensure Course Content Compliance with KMLTTB Standards:

Program Managers/ coordinators at the Approved CPD Providers will ensure that course content is developed in accordance with KMLTTB Guidelines/ standards 2024 for instructional hours, which are essential for calculating CPD points. This includes reviewing course materials, scheduling, and confirming that all instructional hours are appropriately documented.

b) . Oversee CPD Calculation for Specific Courses

Program Managers **Coordinators** shall verify the CPD calculation for the courses they manage, ensuring that all contact hours (including direct instruction, group activities, assessments, and other learning activities) are included in the calculation. They will work with instructors to confirm that learning activities are accurately counted and documented in line with KMLTTB guidelines/ standards.

c). Verify Instructional Hours for CPD Points:

Program Managers/ **Coordinators** shall oversee the verification that the total instructional hours in the course meet the required **contact hours** for awarding CPD points. They shall

confirm that any additional activities, such as homework, self-directed study, or laboratory work, are correctly accounted for in the CPD Points calculation.

III). Learners/ Medical Laboratory Sciences Practitioners:

Learners/ Medical Laboratory Sciences Practitioners are responsible for engaging fully in the courses to meet the necessary contact hours for CPD points eligibility and for accessing their CPD certificates once the course is completed successfully.

a). Engage Fully in Educational Activities:

Learners are responsible for participating in all required learning activities and completing the course requirements to ensure they meet the necessary contact hours for CPD eligibility. Learners must ensure that they meet the minimum participation requirements to be eligible for CPDs. This may include attending live sessions, completing assignments, and actively participating in discussions or group activities.

b). Access CPD Certificates:

Once learners successfully complete the course and meet the required contact hours, they should be able to access their CPD certificates through the LMS. The CPD certificate shall indicate the number of CPDs earned and will serve as an official record of their continuing education.

5. Inputs Supporting the process for CPD Calculations

A). Definition of Contact Hours:

I). Objective:

To establish the basis for calculating CPD points by determining the number of contact hours for each course or learning event. Contact hours represent the actual instructional time that learners engage with an instructor/ Practical Medical Laboratory Learning session or through self-paced learning, and they directly impact the CPD points calculation.

II). Process:

a). Definition of Self-Paced Learning:

For self-paced learning courses, contact hours are determined based on the estimated time it would take for a typical learner to complete the course activities independently. These activities may include:

- i). Reading Materials: Time spent reading course content or textbooks.
- ii). Watching Videos: Time spent watching pre-recorded lectures or instructional videos.

iii). Completing Quizzes: Time spent completing online quizzes or assessments designed to reinforce the material.

iv). engaging with Other Content: Time spent on activities like watching tutorials, engaging with interactive media, or reviewing supplementary resources.

III).Calculation of Contact Hours:

The total contact hours for self-paced learning are calculated based on estimates of how long it typically takes a learner to complete these activities. For example, if it is estimated that a learner will spend 3 hours reading materials, 2 hours watching videos, and 1 hour completing quizzes, the total contact hours for the self-paced module would be 6 hours.

IV). Blended Learning:

a). Definition of Blended Learning Contact Hours

b). For blended learning courses, which combine both instructor-led and self-paced learning, the total contact hours are the sum of the contact hours for both types of learning activities.

c).Instructor-Led Hours: These are the actual hours spent in live sessions (lectures, discussions, assessments, etc.).

V). **Self-Paced Hours:** These are the estimated hours spent on independent study, such as reading, watching videos, or completing assignments.

VI).Calculation of Contact Hours:

a). The total contact hours for a blended course are calculated by adding the contact hours from the instructor-led sessions and the estimated hours for the self-paced modules.

b). For example, if a blended course includes 4 hours of instructor-led training and 6 hours of self-paced study, the total contact hours would be 10 hours.

VII). Time Calculation Formula

A).Objective:

To establish a clear formula for determining the total contact hours for each course, ensuring accurate calculation of Continuing Professional Development (CPD Points) based on different types of instructional delivery methods.

B). Process of Determining Self-Paced Contact Hours:

For self-paced learning, the total contact hours are calculated based on the estimated time it takes for a typical learner to complete the course modules independently. This includes time spent on activities such as:

- a) Reading materials
- b) Watching instructional videos
- c) Completing quizzes
- d) Engaging with other course content

i). Formula:

Total Contact Hours=Estimated Time to Complete Modules (in hours)

The estimated time for each activity is based on a typical learner's pace. For example, if learners are expected to spend 2 hours reading materials, 3 hours watching videos, and 1 hour completing quizzes, the total contact hours would be 6 hours for the self-paced portion.

6. Standard Procedure in CPD Calculation Formula

A). CPD Calculation

I). Objective:

To calculate CPD Points based on the total contact hours for each learning event, ensuring accurate awarding of CPD Points in line with KMLTTB Guidelines/ standards 2024 and institutional policies.

II). CPD Points Calculation Formula:

The formula used to calculate CPD Points is based on the number of contact hours completed by the learner. According to the KMLTTB CPD Guidelines/ standards, 2024, CPD Points is awarded for a Minimum of one and half contact hours of instruction.

a). CPD Points Awarded=Total Contact Hours.

b). CPD Points awarded for Medical Laboratory sciences practical learning sessions =Total Contact Hours times two.

This formula ensures that CPDs are calculated based on the total number of instructional hours a learner has completed in a course or program.

By following this CPD calculation formula, KMLTTB ensures that CPDs are accurately and consistently awarded, maintaining compliance with industry standards and providing learners with a credible measure of their professional development.

8. Partial Credit and Full Completion:

Partial CPD Points shall not be awarded unless the learner completes the full learning event. According to KMLTTB Guidelines/standards, partial CPDs are not allowed. A learner must complete the entire learning event to earn the full CPDs associated with it.

- a) For example, if a learner completes only 8 hours of a 10-hour course, they will not be awarded any CPDs, even if they have completed part of the course.

- b) Full CPDs can only be awarded when the learner completes the entire course or learning event.

This ensures that CPDs are only awarded for full, completed courses and prevents situations where learners receive partial credit for incomplete participation.

By adhering to these guidelines for CPD Points and ensuring that only full completion of a course results in CPD awards, KMLTTB ensures consistency, compliance, and fairness in its CPD calculation and awarding process.

9. Outputs Supporting CPD Tracking and Documentation

A). CPD Documentation

I) Objective:

To ensure accurate documentation and tracking of CPDs for each learner, enabling easy access to CPD records and ensuring proper recognition of their educational achievements.

II). Process of Tracking CPDs

- a) **LMS Tracking:** Automated Tracking in the LMS:
- b) CPDs earned by learners are automatically tracked and updated in KMLTTB's Learning Management System (LMS) once the learner successfully completes the course.
- c) Total Contact Hours. The LMS records the total contact hours completed, calculates the CPDs earned, and ensures that learners' progress is accurately reflected in their records.
- d) This automated tracking system ensures that there is no manual calculation required, reducing the risk of errors and ensuring that learners are awarded the correct CPDs.
- e) Learners' CPDs are updated in real-time, providing instant access to their records.

b). Certificate of Completion: Issuance of CPD Certificates:

- i. After successfully completing a course, learners will receive a Certificate of Completion. This certificate will include:
- ii. The number of CPD Points earned.
- iii. The course name and course code.
- iv. The course duration in terms of total contact hours.
- v. The Certificate of Completion serves as an official record of the learner's achievements and the CPD Points they have earned.

- vi. This certificate is an important credential for learners to demonstrate their professional development and is typically used for career advancement or continuing Professional education requirements.

c). Learner Access: Accessing and Downloading CPD Certificates/ Points:

- i. Learners may be able to view and download their CPD Points /certificates directly from the LMS. This feature provides learners with instant access to their certificates, which can be used for professional purposes or personal records.
- ii. The LMS portal allows learners to download their certificates at any time after course completion, ensuring they have access to their documentation whenever needed.
- iii. Learners may also track their CPD Points history in the LMS, viewing the CPDs earned for each completed course and keeping a comprehensive record of their professional development.
- iv. By following this CPD documentation and tracking process, KMLTTB ensures that learner achievements are accurately recorded, CPD Points are awarded in compliance with Approval/accreditation standards, and learners have easy access to their CPD certificates.

10.Procedure for CPD Record-Keeping and Retention

CPD Record Maintenance

A).Objective:

To ensure the accurate and secure retention of CPD records for audit and compliance purposes, guaranteeing that all CPD-related data is properly documented, stored, and accessible as needed.

i). Process for CPD Record Maintenance

a).Records Retention :(Retention Period)

- i. CPD Points records, including certificates and learner participation data, shall be retained for a minimum of 10 years to ensure compliance with KMLTTB Guidelines/standards and meet Approval/accreditation requirements.
- ii. The 10-year retention period allows KMLTTB to maintain a comprehensive and accessible record of all learners' CPD Points, providing a robust audit trail for internal and external reviews.

b). Types of Records Retained:

- I. CPD Certificates: Official documentation showing the number of CPD points awarded to learners.
- II. Learner Participation Data: Records detailing the learner's involvement in the course, including attendance, completion of assignments, and any other relevant participation metrics.
- III. Course Data: Information on the course, such as the course syllabus, instructor information, and contact hours, which supports the CPD Points calculation process.

c).Secure Storage:

All CPD records will be stored in a secure records management system, either within KMLTTB's Learning Management System (LMS) or a secure digital file storage platform. This ensures the confidentiality, integrity, and availability of records over the retention period.

d). Access to Records:

I). Learner Access:

- a) Learners may have the ability to view and download their CPD records through the KMLTTB CPD Portal/LMS. This allows learners to easily access and print their CPD Points/certificates and track their progress over time.
- b) Learners may be able to see a complete history of the CPD Points they've earned, along with the associated course details (e.g., course name, completion date, and CPDs awarded).

II).Administrative Access:

The CPD Coordinator is responsible for ensuring that all CPD records are properly maintained and accessible for auditing. This includes:

- a) Routine audits to verify the accuracy and completeness of the records.
 - b) Ensuring compliance with KMLTTB Guidelines/ standards for record-keeping and retention.
 - c) Accessing historical records when needed for accreditation reviews, regulatory audits, or internal assessments.
- IV. Audit and Compliance:
- a) CPD records will be made available for internal and external audits as required. The CPD Coordinator shall ensure that all records are properly organized, accessible, and compliant with regulatory standards for audit purposes.

- b) **Audit-Ready Records:** The system shall be designed to allow quick access to all relevant CPD data to facilitate smooth audits and demonstrate compliance with KMLTTB and other accrediting bodies.

10.References

a) Relevant Authorities

- i. KMLTTB Guidelines/ Standards 2024 for Continuing Education and Training
- ii. National and County Ethics and Compliance Regulations

b). Relevant Laws

1. The Medical laboratory Technicians and Technologists Act, CAP 253A Laws of Kenya.
2. Persons with Disability Act (PWD), NO. OF 4 OF 2025
3. Ensures that all learners, including those with disabilities, can participate in learning experiences and receive CPDs.
4. The Data protection act 2019.
5. Governs the privacy of educational records, ensuring that CPD calculations and learner records are kept confidential and Ensures that personal data used in CPD calculations and learner records is handled in compliance with National data protection laws.
6. The Access to information act, 2016
7. The Digital Health Act, 2023
8. The health act, NO. 21 of 2017.
9. The KMLTTB Quality Management Manual.

11.Revision History

Last Review Date: [Not yet reviewed]

Revision History: [NONE]