

Checklist

Ensure to enclose the following documents when submitting this Certification Application Form:

Certification application form and all supporting materials must be submitted 8 weeks prior to the start date of the activity. All required supporting documents are to be submitted at the same time as the application form.

- Signed** and completed certification application form (Scientific Planning Committee Chair, pg. 13)
- McGill Department FOAPAL #: _____
- Invitation to participants
- Speaker communication/invitation template
- Letter stating that funds received by the sponsor were in the form of an educational grant
- If the SPC/PO chooses to delegate to a third party payment of expenses, submit signed agreements - see criteria on pg. 4
- Copy of the schedule (preliminary if not finalized)
- Signed** copy of the Financial Support, Presenters / Content Selection Disclosure Form
(Scientific Planning Committee Chair, pg.14)
- Signed** copy of the Financial Competing Interests Form (Scientific Planning Committee Chair, pg.15)
- Signed** copies of the Declaration of Potential Conflict of Interest Form (Scientific Planning Committee Chair, Organizing Committee and all presenters, pg.16)
- Declaration of Potential Conflict of Interest (COI) - Resource Person Listing (pg.17) - Mandatory
- NEW** - Provide Scientific Planning Committee (SPC) meeting minutes, e-mail correspondence, etc...
- Needs Assessment: Summary
- Evaluation Form: see criteria on page 12
- PowerPoint Slide Set – mandatory, in particular if the activity is funded by one for-profit or non-profit organization - not required for live single delivery large conferences featuring many speakers (if presented in English and French, submit PPT in both languages)
- If requesting RCPSC accreditation/certification: **Signed** and completed RCPSC certification application form (Scientific Planning Committee Chair, pgs. 18-20)
- If requesting CFPC certification: **Signed** and completed CFPC certification application form (pgs. 21-27)
- NEW! Signed** Ethical review form and promotional materials for (Scientific Planning Committee Chair, pg. 28)

PLEASE READ: All required supporting documents are to be submitted at the same time as the application form. Should the CPD office receive supporting documents less than 8 weeks prior to the start date of the activity, late fees will apply.

Submit your certification application form and supporting materials via email: cme.med@mcgill.ca

Should you be submitting your accreditation application form and supporting material via Drop Box or another file hosting service, please ensure to provide access for at least a 4 week duration and admission to multiple users.

Continuing Professional Development (CPD)

McGill University

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