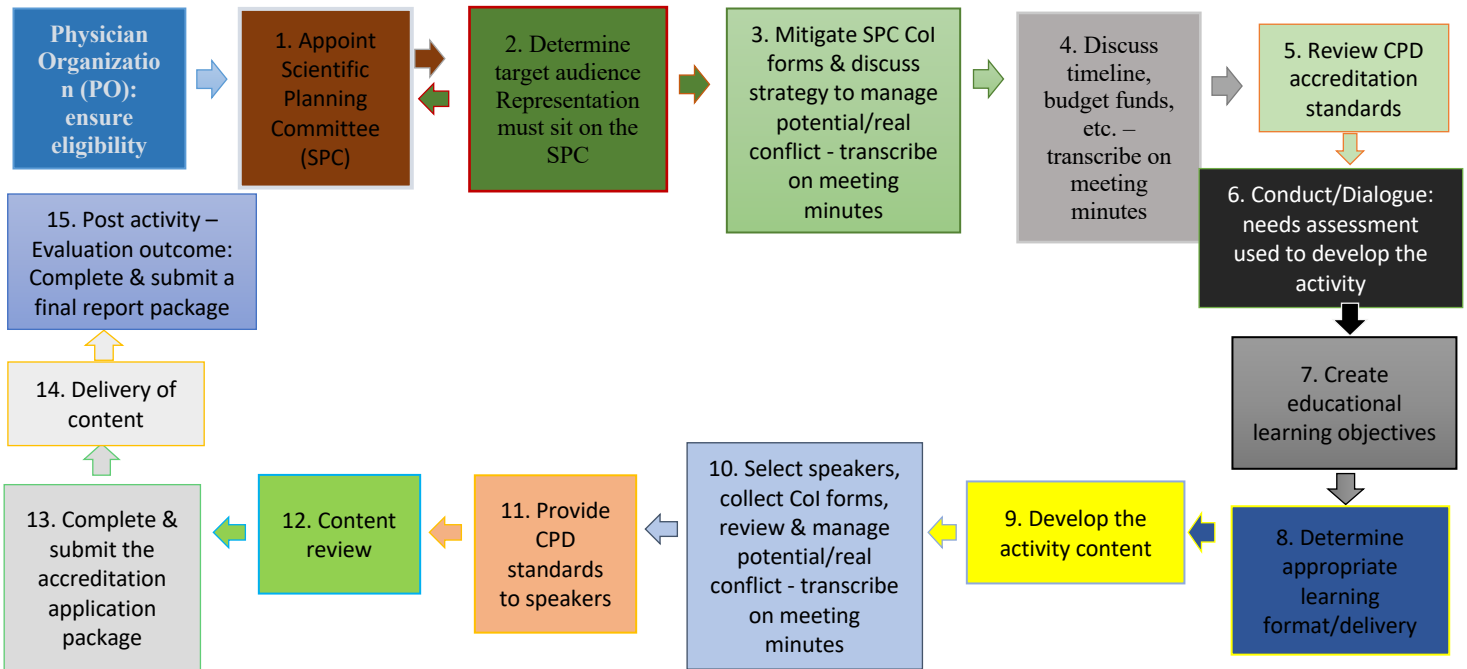


APPLYING FOR ACCREDITATION/CERTIFICATION: STEP-BY-STEP GUIDE

The McGill School of Medicine is currently limiting our accreditation services to only internally developed CPD activities. Accreditation fees will be waived for non-revenue-generating CPD activities without external sponsorship.

ACCREDITATION/CERTIFICATION ELIGIBILITY INFORMATION:

Planning Phase: Review the '[Infographic - CPD Activity Planning Process Overview](#)' below to ensure the activity is planned according to the ethical, educational, and administrative standards as per CPD/CME regulatory authorities.



CPD/CME standards to follow: [National Standard for Support of Accredited CPD Activities](#); [Mainpro+ Certification](#); [MOC Section 1 & Section 3 Accreditation](#); [CQDPCM - Code of Ethics - Activities held in Quebec](#); [CMA Guidelines-Physicians in Interactions with Industry](#)

- For additional information on CPD standards/criteria and instructions on how to complete this application form, consult our **McGill CPD Criteria Guide to Applying for Accreditation and Certification**
- **Application Form(s):** To facilitate the accreditation/certification eligibility review process, ensure to complete our most up-to-date application form(s).
- **For additional templates, quick tips, etc.,** visit the CPD website at [McGill CPD - Accreditation/Certification Documentation](#)
- Organizers must submit this completed application form(s) and final versions of the supporting documentation collectively. **Should you have difficulty in collecting all the documents to complete the submission, please contact us.**
- **Late fees will apply if the application submission is received 8 weeks or less prior to the start date of the activity.**
- [CPD Accreditation/Certification Planning Process - Infographic](#) / [Step-by-Step Accreditation/Certification Guide](#)
Note: Application packages submitted 20 days or less prior to the start date of the activity will not be accepted.
- If elements linked to the activity's development, planning and implementation are not eligible for accreditation/certification as stated by CPD/CME regulatory authorities, **the McGill CPD Office reserves the right to request modifications**

QUESTIONS?



Prior to developing an educational activity, we encourage program organizers who meet the definition of a physician organization (PO) to acquire the most up-to-date application form(s), policies and procedures by visiting our website at [CPD McGill - Accreditation/Certification](#)

Need additional help on obtaining accreditation/certification? We would be delighted to assist you with the process. Submit your questions or request a videoconference meeting by sending an email at cpd.med@mcgill.ca

NOTE: The McGill University Office for CPD cannot accredit an activity that has already occurred.

WHAT TO KNOW BEFORE PLANNING AND IMPLEMENTING AN ACTIVITY:

Application Form: To facilitate the accreditation/certification eligibility review process, ensure to complete the most up-to-date application form and provide answers to all questions. To obtain our current application form, please click the following link [Collective Application Form: MOC and Mainpro+ Activities](#)

Implying or referring to credits prior to receiving the official accreditation/certification approval is strictly prohibited:

- Do not refer to the Royal College, MOC Section 1, MOC Section 3, the College of Family Physicians of Canada (CFPC) or Mainpro+ accreditation/certification eligibility status before the official approval is granted.
- Do not state or indicate that credits or hours are pending approval or applied for. Implying or referring to credits prior to receiving official approval is strictly prohibited.

COMPLETING THE ACCREDITATION/CERTIFICATION COLLECTIVE APPLICATION FORM:

Provide **accurate answers** and **full transparency** to all questions:

- Program organizers must complete the application form and submit all supporting documentation (final versions) at least 8 weeks prior to the activity start date. Note: while the CPD office aims to grant accreditation/certification approvals before the start of an activity, we cannot guarantee punctual approvals for applications submitted less than 8 weeks prior to the activity start date.
- An update on the activity accreditation/certification eligibility will be provided to the program organizer within 3 to 5 weeks from submitting the application package. Note: The accreditation review process may take longer if modifications are required to meet CPD criteria.
- If activities have already occurred, **the CPD Office is not permitted to grant accreditation/certification.**
- **Time Limit:** application submissions, including all supporting documents, must be submitted a minimum of 20 business days prior to the activity start date. For submissions received during holidays or vacation periods, a minimum of 25 business days prior to the activity start date is required.
- Should you be submitting any documentation via **Dropbox** or another **file hosting service**, please ensure to provide access for at least an 8-week duration and admission to multiple users.

DOCUMENTS TO SUBMIT WITH THE COMPLETED APPLICATION FORM(S):

NOTE: Naming conventions for files: File names should be short, but descriptive (<15 characters)

Signed and Completed Application Form(s)
Needs Assessment: Summary of Results
Meeting Minutes: Summary of SPC dialogues, including discussions on CPD/CME mandated key elements <u>TEMPLATE - SPC Meeting Minutes</u>
Signed Declaration of Potential Conflict of Interest Forms: <u>Declaration of Potential Conflict of Interest Form</u> Mandated to submit: Scientific and Organizing Planning Committee forms NOTE: The speaker Col forms must be collected and retained by the activity organizer. Ensure to submit with the <u>final report</u>
Conflicts of Interest (Col) Disclosure: Actual slides that will be presented to participants - <u>PPT Template - Disclosing Col</u>
Activity Program/Schedule (preliminary is acceptable): Ensure to display the 25% interactivity for each presentation
Evaluation Form: Actual template that will be disseminated to participants - <u>TEMPLATE - Evaluation Form</u>
Budget (preliminary is acceptable) – <u>Template - Budget</u> NOTE: Ensure to submit the final budget with the <u>final report</u>
Invitations/Promotional Materials (provide preliminary if not finalized): Flyers, brochures, website links, blogs, etc.
Speaker Invitation: Communication to resource persons stating CPD/CME standards/criteria - <u>Quick Tips for Speakers</u>
Certificate Template
If funding was received: Provide letter(s) of agreement(s) & sponsorship prospectus - <u>Template – Funding Agreement</u> NOTE: Agreement(s) must be signed and outline the terms, conditions, and purposes by which funding was provided. Funds must be received as an educational grant
If funding was received: Provide the commercial interest branding: logos, colors, symbols, etc.
If the SPC/PO chooses to delegate to a third-party payment of expenses: Provide the signed agreement detailing the roles and responsibilities - <u>Template – Delegation Agreement</u>
PowerPoint Slides (PDF not acceptable): Mandatory to submit for activities funded by one for-profit or not-for-profit organization. NOTE: The CPD expert reviewer may request content if the topic raises concerns.
Signatures to affix throughout the collective application form: <ul style="list-style-type: none"> • Declaration SPC Chair – Page 14 • Financial Competing Interests Form (SPC Chair) - Page 15 • Ethical Review Form (SPC Chair) – Page 16 • RCSPC MOC credits: Declaration form (SPC member affiliated with Royal College) – Page 17 • CFPC Mainpro+ credits: Declaration form (SPC member affiliated with the McGill University FMHS) – Page 18 • CFPC Mainpro+ credits: Declaration form (SPC member affiliated with the CFPC & resides in QC) – Page 19



IF REQUESTING MOC SECTION 3 ACCREDITATION:

In addition to the above-mentioned documents, submit the following:

- Application form: [Self-Assessment](#) or [Simulation](#)
- Participant's reflection tools: [Self-Assessment](#) or [Simulation](#)
- Participant's feedback strategies
- Sample participant's correct and incorrect answers report
- Instructors' evaluation tool, ex.: videotaped assessment

Submit the accreditation/certification application form(s) and supporting documents via email at cpd.med@mcgill.ca

Should you be submitting any documentation via **Dropbox** or another **file hosting service**, please ensure access for at least an 8-week duration and admission to multiple users.

IF REQUESTING CFPC Certified Assessment Activity:

In addition to the above-mentioned documents, submit the following:

- Application form: [CFPC Mainpro+ - Certified Assessment Activity](#)
- The Assessors' Training Documentation
- Participant Reflection Tool
- Template - Assessors' Feedback/Assessment Tool
- Instructors' evaluation tool, ex.: videotaped assessment
- Additional Enhanced Elements Included in the Activity – if applicable

Submit the accreditation/certification application form(s) and supporting documents via email at cpd.med@mcgill.ca

Note: Application packages submitted 20 days or less prior to the start date of the activity will not be accepted for review.

Should you be submitting any documentation via **Dropbox** or another **file hosting service**, please ensure access for at least an 8-week duration and admission to multiple users.

ACCREDITATION/CERTIFICATION APPROVAL:

Once the activity is approved with accreditation/certification, the CPD Office will send you:

- An email notification stating the activity was accredited/certified.
- A letter with the official approval, including the type of credits, total number of credits granted, the Associate Dean's comments, the official accreditation/certification statement(s) that must appear verbatim on printed materials and the deadline for submitting the final report (8-weeks after the accreditation period).
- An invoice and/or a quotation indicating our accreditation/certification service fees linked to your activity.

ACCREDITATION/CERTIFICATION REVIEW FEES:

Once the review has been completed, an invoice indicating all fees (+ applicable taxes) linked to your activity will be submitted to you. Please see the classifications listed below to identify which invoicing method applies to you.



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1. Hospital Departments:

Purchase order (PO) documents from the Hospital Purchasing Department is hospital policy. You will receive a quotation from the CPD Office to be submitted to your Hospital Purchasing Department to obtain the PO documents. PO documents must be addressed as follows:

McGill University
c/o Finance Accounts Receivable
680 Sherbrooke Street West, Suite # 724
Montreal, Quebec H3A 2M7
Email Addresses: arforms.finserv@mcgill.ca & cpd.med@mcgill.ca

2. McGill University Units - paying via FOAPAL:

Invoices paid via FOAPAL are GST and QST exempt. The CPD Office will be sending you an invoice with all applicable fees.

Late fees will apply if the application form and/or supporting documents are received less than 8 weeks prior to the start date of the activity. Should the McGill CPD Office receive missing documents less than 8 weeks prior to the start date of the activity, late fees will apply.

8-weeks following the end of the accreditation period, ensure to submit a final report

POST-ACTIVITY: SUBMITTING THE FINAL REPORT:

Documents to submit with the completed final report form:

- Activity Program/Schedule/Agenda – Final Version
 - Promotional materials distributed to participants – Final Version
 - All Participants List - [TEMPLATE - All Participants List](#)
 - Sign-in-Sheet/Proof of Attendance - [TEMPLATE- Sign-in-Sheet/Proof of Attendance](#)
 - Compiled results (summary) of evaluation forms
 - Budget - Final Version - [TEMPLATE - Budget](#)
 - Speaker signed [TEMPLATE - Declaration of Potential Conflict of Interest \(Col\) Form](#)
- NOTE:** Provide only the Cols not submitted with the accreditation/certification application submission
- Complete the [TEMPLATE - Resource Persons List - Col form](#)

Submit the completed final report form and all final versions of the supporting documents via email at cpd.med@mcgill.ca

Should you be submitting any documentation via **Dropbox** or another **file hosting service**, please ensure access for at least an 8-week duration and admission to multiple users.

[Continuing Professional Development \(CPD\)](#)

[McGill University](#)

[McGill CPD Accreditation](#)

cpd.med@mcgill.ca