

CEPD Application Process Flowchart

DATES
PRIOR TO
ADVERTISING



Need is Identified
*CEPD Accreditation
Coordinator is Contacted

Date is Determined
for 'next' event

Obtain and review application documents either by downloading from the CEPD website or requesting from CEPD office (minimum of 8-10 weeks prior to advertising).
Course code is created by CEPD Office AND Accreditation invoice is issued.

Complete Application is submitted to CEPD Office (with fee payment)
minimum of 4-6 weeks prior to advertising

- 1. Agenda
- 2. Budget
- 3. Evaluation
- 4. Needs Assessment
- 5. Poster/brochure
- 6. Conflict of Interest Declarations of Planning Committee
- 7. Presentations
- 8. Speaker Contract and Conflict of Interest Declaration

Preliminary review is completed by the CEPD Accreditation Coordinator.
Feedback is provided within 5 business days.
5 weeks prior to advertising

If needed, revisions are made to the application and it is resubmitted.
4-5 weeks prior to advertising

Application is forwarded to two medical experts for final review.
Feedback is provided within 2 weeks.
Note: Final documents must be received at least two weeks prior to the event, or accreditation cannot be guaranteed. (Late fees will apply)

Approved with changes:
Electronic letter is sent to Program Director and applicant summarizing recommendations for revisions and resubmission

Approved:
Approval documents are sent Electronically to Program Director and applicant.

Approval denied:
Electronic letter is sent to Program Director and applicant summarizing feedback and rationale for denying approval.

Advertising of the event with respective credit statements can begin.

EVENT

