

## PROGRAM ACCREDITATION/CERTIFICATION REQUIREMENTS AT A GLANCE

\*Physician Organizations and Scientific Planning Committees are strongly encouraged to complete a request for service prior to program development at which time a coordinator from the Northern Ontario School of Medicine's Continuing Education and Professional Development Office will contact you to provide a complete breakdown of certification and accreditation requirements and a link to a personalized online application form.

### 1 PLANNING COMMITTEE REQUIREMENTS

»»Ensure you have appropriate scientific planning committee membership:

- Provincial Mainpro+ live or online programs delivered in Ontario require at least one active College of Family Physicians of Canada (CFPC) member from Ontario on the planning committee, while national online self-study programs require three active CFPC members on the planning committee. Maintenance of Certification programs require at least one active Royal College of Physicians and Surgeons of Canada (RCPSC) member on the planning committee.
- Ensure your Program Director is a NOSM faculty member. Clinical Faculty are listed on the [Faculty Affairs website](#).
- Ensure your scientific planning committee has representation from your target audience.
- The target audience must be NOSM faculty and/or community health providers from throughout Northern Ontario.
- Ensure [conflict of interest forms](#) are completed by all scientific planning committee member and all speakers known at the time of the application.

### 2 ETHICAL REQUIREMENTS

- Ensure the program's design and delivery comply with the [National Standard for Support of Accredited CPD Activities](#), the CFPC and RCPSC Standards, and the Canadian Medical Association's [Guidelines for Physicians in Interactions with Industry](#).
- If delivering programs in Québec, ensure it complies with the [Code of Ethics](#) of the Conseil québécois de développement professionnel continu des médecins.

### 3 PROGRAM DESIGN AND DELIVERY

- Complete an appropriate **needs assessment**. Refer to the [CEPD Program Development Toolbox](#) for [Needs Assessment Resources](#) and Access to [UptoDate Searchable Usage Data](#), [Mainpro+ Certification Standards](#), [CFPC Quick Tips: Needs Assessment](#), and the [RCPSC CPD Activity Toolkit: Conducting Needs Assessment](#) for full details.
- Include learning objectives for the program and for individual sessions (when applicable). Please refer to [CFPC Quick Tips: Writing Learning Objectives](#) or [RCPSC CPD Activity Toolkit: How to Create Learning Objectives](#) for more information.
- Design a program evaluation to measure whether educational goals have been achieved. Include mandatory CFPC and RCPSC [evaluation questions](#).
- Ensure the program's design and delivery meet [the CFPC Mainpro+ Quality Criteria Framework \(Pg. 32\)](#) and/or the [RCPSC Accreditation Standards of CPD Activities](#).

The CEPD Office at NOSM would like to thank the CFPC for granting us permission to tailor the 'Program Certification Requirements at a Glance' document to meet the needs of our applicants.

## 4 DOCUMENTATION REQUIREMENTS

- » Be prepared to submit the following documents with your application for review:
- Completed [conflict of interest forms](#) for all scientific planning committee members and speakers known at the time of the application
  - Completed [conflict of interest slides](#)
  - Promotional materials (program brochure, invitation(s), agenda, etc.), complete with overall and session specific learning objectives.
  - Full program content (slide decks, workbooks, tools, resources, etc.), when applicable
  - Needs assessment tools and results
  - Evaluation format/forms
  - Previous evaluation results (when applicable)
  - Speaker communication template (when applicable)
  - If the program has for-profit financial support, copies of the sponsor product and corporate Branding
  - Sponsor communication template (when applicable)

## 5 FINAL STEPS

- Review your online application and all supporting documents.
- Submit your online application using the link provided to you by the CEPD Office at NOSM
- Pay the application fee.

### REMINDER:

Program review commences once a complete application with **all supporting documents** are received. Payment of the application fee does not guarantee certification/accreditation.

### FOR MORE INFORMATION:

[www.nosm.ca/cepd](http://www.nosm.ca/cepd)

### CONTACT US:

CEPD OFFICE:

1-800-461-8777 EXT. 7464

CEPD@NOSM.CA

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