CPD POLICY 3.1

ACCREDITATION SERVICES

Approved by: CPD Office
Date of Original Approval: July 30, 2019
Date of Last Review: December 15, 2023
Date of Next Scheduled Review: December 2023

I. PURPOSE

The purpose of this policy is to ensure activities accredited by Continuing Professional Development's (CPD) Accreditation Services at the Schulich School of Medicine & Dentistry adhere to the educational and ethical standards established by:

- the College of Family Physicians of Canada (CFPC); and/or
- the Royal College of Physicians and Surgeons of Canada (RCPSC).

This policy applies to all applications submitted to CPD's Accreditation Services, including learning activities developed or co-developed by CPD, and those from external organizations.

II. STATEMENT

CPD ensures adherence to the educational and ethical standards of the CFPC and the RCPSC through the following statements:

1.0 All learning activities developed, co-developed, or accredited by CPD must comply with the National Standard for Support of Accredited CPD Activities.

2.0 All applications for accreditation submitted to CPD are reviewed using the most recent version of standards and guidelines provided by the CFPC and RCPSC.

3.0 CPD will only review applications that come directly from physician organizations.

4.0 Forms, templates, and application instructions provided by CPD to users of our Accreditation Services will be updated, as early as feasible, to reflect the current standards of both the CFPC and RCPSC.

5.0 CPD has established and implemented quality control measures to ensure consistency and transparency in the process of review and approval of applications submitted for accreditation.

6.0 All accredited/certified learning activities must comply with CPD's policies outlined on the CPD website, including but not limited to: Conflict of Interest Disclosure & Management of Accredited/Certified CPD Activities, Scientific Balance of Content, Sponsorship of Accredited/Certified CPD Activities, Privacy and Copyright.

7.0 Failure to comply with the requirements for accreditation outlined on the CPD website, as well as the educational and ethical standards established by the CFPC, RCPSC, and the National Standard for the Support of Accredited CPD Activities, would result in a rejection of the application.

8.0 CPD reserves the right to conduct random program/activity audits without advanced notice to ensure compliance with educational and ethical standards. Non-compliance will be addressed on a case-by-case basis.

9.0 Except for activities as outlined in 10.0, all applications are subject to the fees in place at the time of the application submission. Applications submitted less than four (4) weeks in advance will be subject to a late penalty fee. Final revisions must be submitted a minimum of two (2) business days prior to the activity start date. Applications that do not meet this requirement will be rejected. Applications that are withdrawn or rejected are still subject to all applicable fees.

10.0 Applications for Faculty Development activities that are developed and implemented entirely by Schulich staff and/or faculty will have accreditation fees waived. These applications must be submitted at least four (4) weeks in advance for fees to be waived. Final revisions must be submitted a minimum of two (2) business days prior to the activity start date. Applications that do not meet this requirement will be rejected. Faculty development activities that are provided by individuals or organizations outside of Schulich will be subject to the usual accreditation services fees as outlined in 9.0.

III. DEFINITIONS

Accredited/Certified Learning Activity: Also referred to as an "Accredited CPD Activity." An educational offering that is part of the CPD provider organization's overall programming or one for which the CPD provider organization grants credit(s).[1]

IV. ADDITIONAL RESOURCES

CPD Activity Planning Guide

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[1] Canadian Accreditation Standards for Continuing Professional Development (CPD) Provider Organizations, 2023, Glossary of Terms, page 4.

POLICY 3.1 ACCREDITATION SERVICES (rev. Dec 2023)

2 | P a g e