

Submitting an Accreditation Application: Quick Guide

Step 1: Select Study Credits for an Activity

Maintenance of Certification (MOC) Program for Specialist Physicians (Royal College of Physicians and Surgeons of Canada)

- MOC Section 1 Group Learning Activities (1 credit/hr) – Participants engage in group learning (asynchronously or synchronously) with opportunities for interaction (1-year approval term).
- MOC Section 3 Self-Assessment Activities (3 credits/hr) – Activities include a structured assessment of knowledge (3-year approval term).
- MOC Section 3 Simulation Activities (3 credits/hr) – Participants learn from specific feedback received from facilitators on their performance (3-year approval term).

and/or

Mainpro+ Program for Family Physicians (College of Family Physicians of Canada)

- Mainpro+ Group Learning Activities (1 credit/hr) – Participants engage in group learning (asynchronously or synchronously) with opportunities for interaction (1-year approval term).

Step 2: Assemble the Scientific Planning Committee

The Scientific Planning Committee (SPC) is responsible for developing the learning objectives, developing the educational content, reviewing evaluations, and managing conflicts of interest. The SPC must include three members of the target audience (e.g., a specialty, sub-specialty, or practice location). For Mainpro+ applications, one member must be an active CFPC member.

Step 3: Develop Activity as per MOC Educational Standards and/or Mainpro+ Quality Criteria

Educational Standards	Quality Criteria
The activity must be planned to address the needs of the target audience	The activity must be planned to address the needs of the target audience

Educational Standards	Quality Criteria
Learning objectives must be based on the needs of the target audience	Learning objectives must be based on the needs of the target audience
A variety of learning formats should be used to meet the learning objectives	Evidence for the content discussed should be incorporated whenever possible, and acknowledged when not possible
At least 25% of educational time must be allocated to interactivity	At least 25% of educational time must be allocated to interactivity
Participants should be provided an opportunity to evaluate the activity	Participants should be provided an opportunity to evaluate the activity
	The activity must include a discussion of commonly encountered barriers to practice change

Step 4: Complete and Submit an Accreditation Application Providing Evidence of the Adherence to Conflict of Interest Policies, Educational Standards/Quality Criteria, etc.

Start an application by first creating or logging into your account at <https://schulichcpd.uwo.ca>.

Study Credits Sought	Schulich/Affiliate Applications	External Applications
MOC Section 1 OR Mainpro+	\$450-\$650	\$1500-\$5000
MOC Section 1 AND Mainpro+	\$800-\$1200	N/A
MOC Section 3	\$650-\$850	\$2000-\$5500
MOC Section 3 AND Mainpro+	\$1000-\$1400	N/A

*Range depends on presence of sponsorship. For complete pricing, please see [“Accreditation Application Review Fees and Financial Notes”](#) under [“Additional Information”](#) on our [Accreditation Forms and Templates webpage](#).