**Application for Accreditation of Group Learning CPD activities (Section 1)**

***Section 1*** *of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification program (MOC)*

Group learning is an important development activity for physicians and provides an opportunity to confirm or expand areas of knowledge or practice management, to identify potential new therapies or approaches for practice, and to share practice issues or experiences with peers.

**Important information before submitting this application to CCS:**

* The CCS CPD department must have previously received and approved your **letter of intent** for the development of this Group Learning CPD Activity. To expedite you review, provide your ID number located on the approval form top right-hand corner or attach a copy. For more information on the letter of Intent approval process, please contact us at [CPD@ccs.ca](mailto:CPD@ccs.ca).
* Group Learning Activities approved under Section 1 must be developed or co-developed by a [physician organization,](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/what-is-physician-organization.html) if you have questions please contact us.
* [**Are you a physician organization?**](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/identifying-physician-organization-checklist-e.pdf)Confirm status and attach your completed checklist with your Letter of intent

**Application steps:**

* Refer to the [Royal College CPD Accredited Standards Group Learning Activities (Section 1)](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html) as you complete this application and prepare the attachments.
* The application form must be completed and submitted to the CCS with all necessary requirements and supporting documentation at least 8 weeks in advance of the intended date to advertise the CPD activity. An expedited fee of $500 will be applied.
* CCS will review and respond directly to the physician organization within 14 working days of receipt of all completed applications.
* A summary of the review will be emailed to the physician organization/SPC chair including the outcome of the assessment. CCS will provide confirmation of; the number of accredited hours, and the CPD activity accreditation statement that must appear on all accredited CPD activity program materials and certificates of participation. Once reviewed and approved by CCS, no content changes are permitted. If you make any updates/changes, a new application is required.

**Additional considerations:**

* MOC section 1 – Accredited Group Learning (including conferences, symposia, seminars, and workshops) are **approved for a maximum of one year** from the start date of the activity.
* **Accreditation will not be granted retroactively.**
* The Physician organization is responsible for maintaining all activity records (including attendance records and certificates) for a 5-year period.

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| **Before you submit your application –Attached the following support documents** |
| * [Physician Organization checklist](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/identifying-physician-organization-checklist-e.pdf) * Attached a copy of your Letter of Intent Approval. * Scientific Planning Committee (SPC) [Minutes](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Educational-Activity-Agenda_Minutes-Template.pdf), that include date, time, attendance. How Learning Needs and Objectives are formed. How speakers/faculty are selected. * Learning Activity Needs Assessment [Mapping](https://ccs.ca/app/uploads/2022/05/CCS-Assessment-Mapping-Template.docx) * Provide a copy of your Perceived (if you are using any surveys provide the number of despondence) and Unperceived Needs Assessment (if possible, ensure Canadian data is included). * Identify overall and session-specific learning objectives? Link a minimum of two CanMEDS/CanMeds FM roles per learning objective. * A copy of your Speaker/Faculty [Invitation](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Speaker-Letter-Template-.docx) letter. * Attach all other promotional materials (invitations, email announcements, postcards)   Does the preliminary and final program, brochure or marketing materials include:   * Who the Target Audience is? * What the overall Learning Objective with a minimum of two CanMEDS role? * Individual Session Learning Objectives with CanMEDS role? * The activity schedule, topics, and start and end times identifying 25% interactivity? * Provide completed copies of [Conflict of Interest form](https://ccs.ca/app/uploads/2023/07/Disclosure-of-COI-Form-CPD.docx) all Scientific Committee Members. Physician Organizations are responsible for collection of all parties associated with the educational offering. Consider providing an outline of the process for the collection, management, and disclosure of conflicts of interests which includes a description of how this information is collected and disclosed to participants. *Required regardless of how the activity is funded.* * All CPD content for accreditation review. * Have you attached the sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable)? * If this is a single-sponsored activity the Physician Organization has read and will adhere to the [sponsor policy](https://ccs.ca/app/uploads/2022/05/CCS-Single-Sponsor-Co-Development-Policy-July-20-2021-1.docx). * If sponsorship has been received for this activity, have you attached the written agreement that is signed by the physician organization and the sponsor? * Contracts between Physician Organization and third parties outlining roles and responsibilities. * Budget: complete the [Budget Template](https://ccs.ca/app/uploads/2022/05/SL-Budget-Template-External_2021.xlsx) from CCS. Revenue vs. Expenses and support in kind. * Attach the certificate of attendance that will be provided to the participants. *Remember that the physician organization must maintain attendance records for five years.* * Does your evaluation and feedback forms include the following mandatory questions: * Did you state learning objectives and list them with corresponding CanMed roles? * Did you provide a question for participants to identify the potential impact to their practice? * Did you provide opportunity for the learner to identify if the activity was balanced and free from commercial or other inappropriate bias? Did you provide the learner an opportunity to provide feedback? * Did you provide the learner an opportunity to identify which CanMed roles were addressed during the activity? * Summary of Evaluations 8 weeks post activity. * Signed [declaration and approval form](https://ccs.ca/app/uploads/2022/05/CCS-SPC-Physician-Organization-Declarations-.docx) attached. * Has the Chair of scientific planning committee attested that he/she agrees with the content provided in the application package? – see section D |
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| **Activity Information** | | | |
| Letter of Intent Approval Number: Click here to enter a date. | | | |
| Application submission Date:  (dd/mm/yyyy) | Click here to enter a date. | | |
| Title of group learning activity: | Click here to enter text. | | |
| Activity date(s):  (dd/mm/yyyy) | Click here to enter a date. | Activity end date:  (dd/mm/yyyy) | Click here to enter a date. |
| Delivery method of group learning activity: | Web-based  Face-to-face  Both web-based and face-to-face | | |
| How many times will this activity be held? |  | Estimated # of participants: | Click here to enter text. |
| Has the program been previously  accredited? | Yes  No | If yes, when was it reviewed? | Click here to enter a date. |
| If yes, by which CPD accreditation  system? | Click here to enter text. | | |
| How many hours are required to  complete the program? | Click here to enter text. | | |

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| [**PART A: Administrative Standards**](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html#:~:text=Part%20A%3A%20Administrative%20Standards) | | | |
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| **Physician organization that developed this group learning activity** | | | |
| 1. Name and contact information for [**physician organization**](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/what-is-physician-organization.html) requesting accreditation: | Physician organization name: Click here to enter text. | | |
| Address: Click here to enter text. | | |
| Email: Click here to enter text. | Telephone #: Click here to enter text. | |
| Website address: Click here to enter text. | | |
| Scientific Committee Chair/Signing authority | First Name: Click here to enter text. | Last Name: Click here to enter text. | |
| Professional credentials: Click here to enter text. | | |
| Address: Click or tap here to enter text. | | |
| Email: Click here to enter text. | Telephone#: Click here to enter text. | |
| 1. Name and contact information for the Learning Activity **administrative support**:   *(If different from above)* | First Name: Click here to enter text. | Last Name: Click here to enter text. | |
| Email: Click here to enter text. | Telephone #: Click here to enter text. | |
| Address: Click here to enter text. | | |
| 1. If this activity is co-developed, identify the main contact person for third-part vendors. | Name of organization: Click here to enter text. | | |
| Address: Click here to enter text. | | |
| Email: Click here to enter text. | Telephone #: Click here to enter text. | |
| 1. Is the co-developing organization a physician organization? Please complete the checklist found [here](https://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/what-is-physician-organization-e). | | | Yes  No |
| 1. The Physician Organization agrees to maintain attendance records for 5 years? | | | Yes  No |
| 1. The Physician Organization will oversee all budgets and honorarium payments? | | | Yes  No |

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| **Content development** | | | | |
| 1. Was the content developed by the applying physician organization? | | | | Yes  No |
| *If no, who developed the content?* | | Click here to enter text. | | |
| 1. **Scientific planning committee members (SPC)** | | | | |
| *Complete the table below. Include it as an attachment if you have this information already available electronically.* | | | | |
| **SPC members name with professional credentials** | **How does the individual represent target audience?** | | **Is the individual a member of the physician organization responsible for planning the CPD activity?** | |
| Ex: Jane Smythe, MD, FRCPS | Endocrinologist | | Yes | |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | |
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| [**PART B: Educational Standards**](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html#:~:text=Part%20B%3A%20Educational%20Standards) | | | | |
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| 1. Identify who the intended target audience of the activity: *List all professions (are these professions on your scientific planning committee?)* | | | | |
| Click here to enter text. | | | | |
| 1. What needs assessment strategies were used to identify the learning needs (*perceived and/ unperceived*) of the target audience?   *Examples might include: surveys of potential participants, literature reviews, healthcare data, and assessment of knowledge, competence or performance of potential participants.*[*Attach a copy.*](https://ccs.ca/app/uploads/2022/05/CCS-Assessment-Mapping-Template.docx) | | | | |
| Click here to enter text. | | | | |
| 1. What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the scientific planning committee identify for this activity? [Attach SPC minutes.](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Educational-Activity-Agenda_Minutes-Template.pdf) | | | | |
| Click here to enter text. | | | | |
| 1. How were the identified needs of the target audience used to develop the overall and session-specific learning objectives?   *For example:*   * *Did the scientific planning committee share the needs assessment results with the speakers who are responsible for developing the learning objectives?* * *Did the scientific planning committee use the needs assessment results to define the learning objectives for the speakers?* | | | | |
| Click here to enter text. | | | | |
| 1. [CanMEDS](http://canmeds.royalcollege.ca/) Role(s) relevant to this learning activity?   *Check all that apply* | [Medical Expert](http://canmeds.royalcollege.ca/en/framework#collapse-1)  [Communicator](http://canmeds.royalcollege.ca/en/framework#collapse-2) | [Collaborator](http://canmeds.royalcollege.ca/en/framework#collapse-4)  [Leader](http://canmeds.royalcollege.ca/en/framework#collapse-5) | [Health Advocate](http://canmeds.royalcollege.ca/en/framework#collapse-6)  [Professional](http://canmeds.royalcollege.ca/en/framework#collapse-8) | [Scholar](http://canmeds.royalcollege.ca/en/framework#collapse-7) |
| 1. State the sources of information selected by the planning committee to develop the content of this activity (e.g. scientific literature, clinical practice guidelines, etc.) [Attach mapping tool.](https://ccs.ca/app/uploads/2022/05/CCS-Assessment-Mapping-Template.docx) | | | | |
| Click here to enter text. | | | | |
| 1. What learning methods were selected to help the CPD activity meet the stated learning objectives? | | | | |
| Click here to enter text. | | | | |
| 1. What learning methods were selected to incorporate a minimum of 25% interactive learning? | | | | |
| Click here to enter text. | | | | |
| 1. How will the overall group learning activity and individual sessions be evaluated by participants? | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If the evaluation strategy intends to measure changes in knowledge, skills or attitudes of   learners, please describe: | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If the evaluation strategy intends to measure improved health care outcomes, please describe. | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If participants will receive feedback related to their learning, please describe the tools or strategies used. | | | | |
| Click here to enter text. | | | | |

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| [**PART C: Ethical Standards**](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html#:~:text=Part%20C%3A%20Ethical%20standards) | | | | | | | | | | |
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| All activities accredited after January 1, 2018 must also comply with the [National Standard for support of Accredited CPD Activities](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html). The National Standard applies to all situations where financial and in-kind support is accepted to contribute to the development, delivery and/or evaluation of accredited CPD activities. | | | | | | | | | | |
| 1. [Has the CPD activity been sponsored?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) 2. Is this activity supported by a single sponsor? [See policy](https://ccs.ca/app/uploads/2022/05/CCS-Single-Sponsor-Co-Development-Policy-July-20-2021-1.docx). 3. Is this activity supported by multiple sponsors? | | | | | | | | Yes  No  Yes  No  Yes  No | | |
| 1. [If yes, have the terms, conditions and purposes by which sponsorship is provided been documented in a written agreement that is signed by the physician organization and the sponsor?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html" \o "See: Element 1: Independence of the National Standard) *(Attach your signed letter of agreement)* | | | | | | | | | | |
| 1. If sponsorship has been received, please check all sources of sponsorship that apply | | | | | | | | | | |
| Government agency | [Health](http://canmeds.royalcollege.ca/en/framework#collapse-2) care facility | | | Not-for-profit organization | Medical device company | | Pharmaceutical company | | | Education *or* communications company |
| Other p*lease specify* | | Click here to enter text. | | | | | | | | |
| 1. [If yes, please list the name of the sponsor(s) below and indicate whether the sponsor provided financial or in-kind support](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) (s*hould you require more space, attach a new page). Include it as an attachment if you have this information already available electronically.* | | | | | | | | | | |
| **Sponsor name** | | | **Type of support** | | | | | | | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| 1. [Describe the process by which the SPC maintained control over the CPD program elements including:](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)  * the identification of the educational needs of the intended target audience; development of learning objectives; * selection of educational methods; * selection of speakers, moderators, facilitators and authors; * development and delivery of content; and * evaluation of outcomes | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [Describe the process used to develop content for this activity that is scientifically valid, objective, and balanced across relevant therapeutic options.](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How were those responsible for developing or delivering content informed that any description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) Attach learning activity [speaker invitation letter.](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Speaker-Letter-Template-.docx) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [All accredited CPD activities must comply with the National Standard for support of accredited CPD activities. If the scientific planning committee identifies that the content of the CPD activity does not comply with the ethical standards, what process would be followed? How would the issue be managed](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are the scientific planning committee members’ conflicts of interest declarations collected and disclosed to](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)  * The physician organization? * To the learners attending the CPD activity? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are the speakers’, authors’, moderators’, facilitators’ and or/authors’ conflicts of interest information collected and disclosed to:](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)  * The scientific planning committee? * To the learners attending the CPD activity?   [Attach Conflict of Interest Forms.](https://ccs.ca/app/uploads/2023/07/Disclosure-of-COI-Form-CPD.docx) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [If a conflict of interest is identified, what are the scientific planning committee’s methods to manage potential conflict of interests](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are payments of travel, lodging, out-of-pocket expenses, and honoraria made to members of the scientific planning committee, speakers, moderators, facilitators and/or authors?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)   If the responsibility for these payments is delegated to a third party, please describe how the physician organization or SPC retains overall accountability for these payments. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How has the physician organization ensured that their interactions with sponsors have met professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How has the physician organization ensured that product specific advertising, promotional materials or other branding strategies have not been included on, appear within, or be adjacent to any educational materials, activity agendas, programs or calendars of events, and/or any webpages or electronic media containing educational material?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [What arrangements were used to separate commercial exhibits or advertisements in a location that is clearly and completely separated from the accredited CPD activity?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the physician organization?](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [What strategies were used by the scientific planning committee or the physician organization to prevent the scheduling of unaccredited CPD activities occurring at time and locations where accredited activities were scheduled](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html)? | | | | | | | | | | |
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| **PART D: Declaration** | | | |
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| As the chair of the scientific planning committee, I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the following standards have been met in preparing for this event:   * [Royal College CPD Accredited Standards Group Learning Activities (Section 1)](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html) * [CMA’s guidelines, entitled, *CMA Policy: Guidelines for Physicians in Interactions with Industry*](https://policybase.cma.ca/link/policy14454#_ga=2.102594305.1258825976.1645973833-1708431085.1645973833) * [National Standard for Support of Accredited CPD Activities](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | |
|  | **I Agree** | By clicking “I agree” you are agreeing to the declaration stated above. | |
| **Name:** | | | Click here to enter text. |
| **Date:**  (dd/mm/yyyy) | | | Click here to enter a date. |

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| **PART E: CPD Accreditation Agreements** | |
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| The Royal College has several international CPD accreditation agreements. These agreements allow physicians and/or other health professionals to claim or convert select Royal College MOC credits to other CPD system credits. Details about the specific agreements are available on Royal College [website](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html).  Should you wish for this CPD activity to be eligible for credit within any of these systems, please check all that apply: | |
|  | [American Medical Association (AMA)](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html#:~:text=American%20Medical%20Association%20(AMA)%20recognition%20of%20Royal%20College%20accredited%20CPD%20activities) PRA Category 1 Credit™\* |
|  | [European Union of Medical Specialists (UEMS)](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html#:~:text=(UEMS%2DEACCME)%20recognition%20of%20Royal%20College%20accredited%20CPD%20activities) |
|  | [Qatar Council for Healthcare Practitioners (QCHP)](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html#:~:text=Qatar%20Council%20for%20Healthcare%20Practitioners%2C%20Ministry%20of%20Public%20Health%20(QCHP)%20recognition%20of%20Royal%20College%20accredited%20CPD%20activities) |
|  | [European Board for Accreditation in Cardiology (EBAC)](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html#:~:text=The%20European%20Board%20for%20Accreditation%20in%20Cardiology%20(EBAC)%20recognition%20of%20Royal%20College%20accredited%20CPD%20activities) |

\*fees may apply

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| **Attach the following documentation to the application form:** | | |
|  | Attachment 1 | [CCS Letter of Intent](../../../../../../Downloads/May%2020%202022_Letter%20of%20Intent%20(for%20PO)%20(1).docx) Approval. |
|  | Attachment 2 | Scientific Planning Committee (SPC) [Minutes](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Educational-Activity-Agenda_Minutes-Template.pdf), that include date, time, and attendance. |
|  | Attachment 3 | Learning Activity Needs Assessment [Mapping Template](https://ccs.ca/app/uploads/2022/05/CCS-Assessment-Mapping-Template.docx).  Include (perceived and unperceived) needs assessment results. |
|  | Attachment 4 | Overall and Session-specific learning objectives.  Note: Overall and session-specific learning objectives must have a minimum of two CanMeds/CanMeds FM roles per learning objective. |
|  | Attachment 5 | Speaker/Faculty [Invitation letter](https://ccs.ca/app/uploads/2022/05/CCS-CPD-Speaker-Letter-Template-.docx). |
|  | Attachment 6 | Attach all other promotional materials (invitations, email announcements, postcards)  The preliminary and final program, brochure or marketing materials must include:   * Target Audience * Overall Learning Objective with a minimum of two CanMEDS role * Individual Session Learning Objectives with CanMEDS role   The activity schedule, topics, and start and end times identifying 25% interactivity. |
|  | Attachment 7 | Learning activity slide deck and all CPD content for accreditation review. |
|  | Attachment 8 | [Conflict of Interest forms](https://ccs.ca/app/uploads/2023/07/Disclosure-of-COI-Form-CPD.docx) for all Scientific Committee Members.  Note: Physician Organizations are responsible for collection of all parties associated with the educational offering. |
|  | Attachment 9 | Provide an outline documenting the process for collection, management, and disclosure of conflicts of interests. Include a description of how this information is disclosed to participants. |
|  | Attachment 10 | Sponsorship and/or exhibitor prospectus developed to solicit sponsorship/exhibitors for the activity (if applicable) |
|  | Attachment 11 | Written agreement(s) signed by the physician organization and the sponsor(s)? If it is a single sponsorship, [please read the single sponsorship policy](https://ccs.ca/app/uploads/2022/05/CCS-Single-Sponsor-Co-Development-Policy-July-20-2021-1.docx). |
|  | Attachment 12 | Activity [Budget](https://ccs.ca/app/uploads/2022/05/SL-Budget-Template-External_2021.xlsx) that details all sources of revenue and expenditure and support in kind. |
|  | Attachment 13 | Template evaluation form(s) developed for this activity including, three mandatory questions and Learning Objectives with CanMEDS role.  Mandatory Questions:   * Did you state learning objectives and list them with corresponding CanMed roles? * Did you provide a question for participants to identify the potential impact to their practice? * Did you provide opportunity for the learner to identify if the activity was balanced and free from commercial or other inappropriate bias? Did you provide the learner an opportunity to provide feedback? * Did you provide the learner an opportunity to identify which CanMed roles were addressed during the activity?   Summary of Evaluations 8 weeks post activity. |
|  | Attachment 14 | Physician Organization and third-party agreement outlining roles and responsibilities. |
|  | Attachment 15 | Certificate of attendance that will be provided to the participants. |
|  | Attachment 16 | [Declaration & Approval Form](https://ccs.ca/app/uploads/2022/05/CCS-SPC-Physician-Organization-Declarations-.docx) |