



# CCCEP Accreditation Manual for Program Providers

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## 1 CCCEP Number

The CCCEP Number has five parts:

- The first four digits are the program provider number;
- the second four digits are the year that the learning activity was submitted;
- The next three digits are an automatically generated sequential number;
- The next part of the number is a letter representing the delivery mode of the learning activity;  
and
- The final part of the number is a letter representing the primary target audience.

####	####	###	Letter	P, T or Z
Provider Number	Year	Sequential Number	Format	Target Audience
			C = Conference	P = Pharmacist
			L = Live	T = Pharmacy Technician
			I = Independent Study	Z = Pharmacist & Technician (Dual Accreditation)
			B = Blended	
			R = Regularly Scheduled Series	

In the following example, the provider is provider 1092, it was submitted in 2009, it was the 356<sup>th</sup> learning activity submitted, it is a Live (L) learning activity, and the target audience is pharmacists (P).

Sample Number:	1092-2009-356-L-P
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It is important to note that a learning activity intended to be delivered for both pharmacists and pharmacy technicians is only submitted once, with the target audience indicated as pharmacists and pharmacy technicians.

If the above example learning activity was submitted for both audiences, the CCCEP number would be:

Sample Number:	1092-2009-356-L-Z
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## 2 Registration as a Program Provider

- 1) You must register as a program provider in order to submit a learning activity to CCCEP for accreditation.
- 2) To register as a provider, you fill out the on-line *Register as a Provider* form. The registration process asks you to determine a username and password. Once you submit the registration form it must be approved by CCCEP. Once approved you will be notified by email that your registration is active. You may then login in the “Member Login” area on CCCEP’s website (see the LOGIN button on the top right-hand corner of the main CCCEP webpage), using the username and password you created, and submit a learning activity for accreditation.
- 3) A program provider number will automatically be assigned. This number will appear as part of the CCCEP number when you submit a learning activity for accreditation.

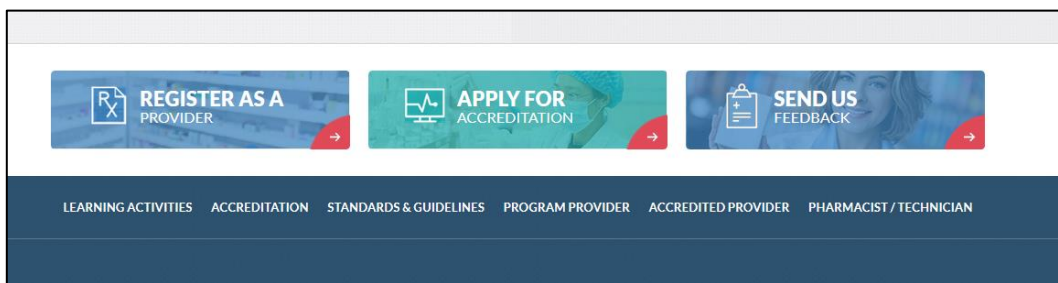
### 2.1 Finding the Registration Form

**IMPORTANT NOTE:** Your organization or business may already be registered and have an active program provider number if it has submitted a learning activity for accreditation since 2004. If you believe this is the case please contact the CCCEP office to see if your organization is already registered.

There are two ways to access the “Register as a Provider” form: (1) Home Page or (2) Program Provider Page.

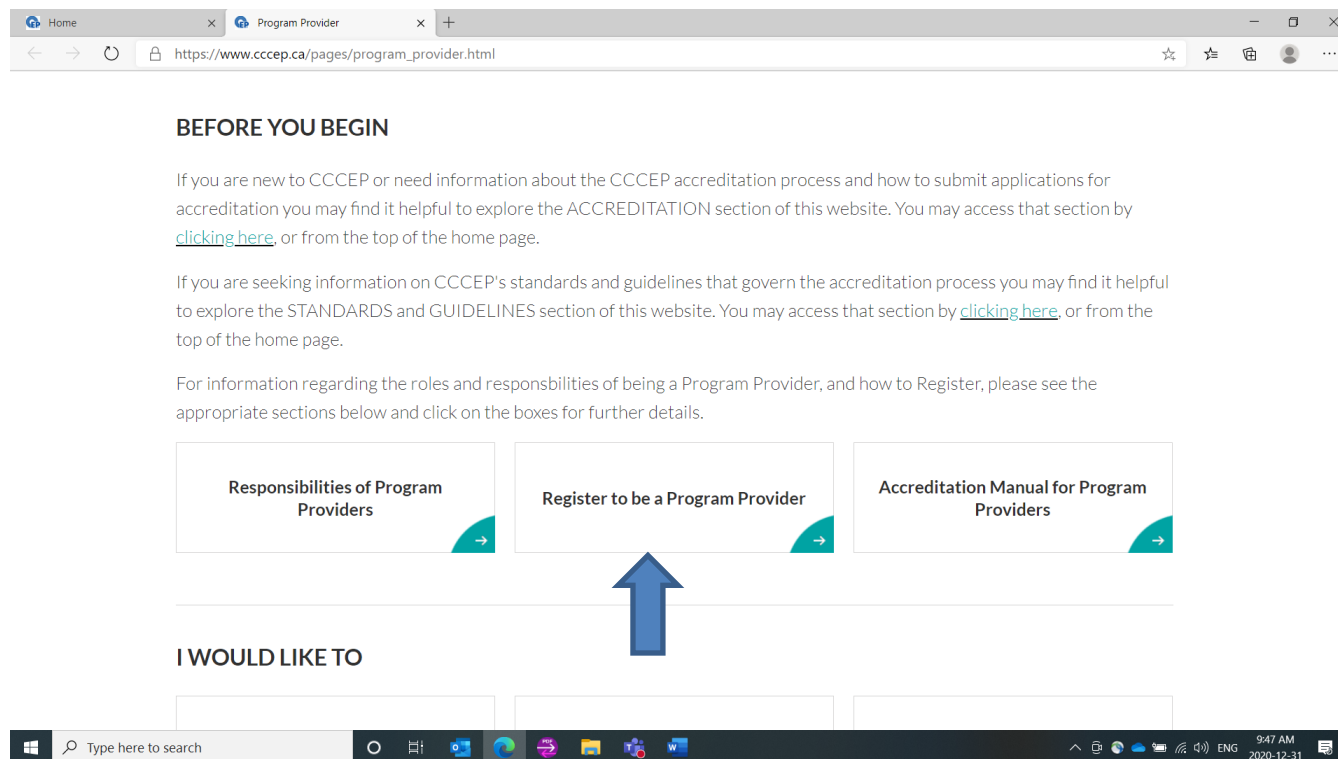
**On the HOME page** ([www.cccep.ca](http://www.cccep.ca)):

Scroll down to the bottom of the home page, **CLICK** on the “REGISTER AS A PROVIDER” button (see screen shot below). This will take you to the “Register as Provider” form. Complete the form.



**On the PROGRAM PROVIDER page** ([http://www.cccep.ca/pages/program\\_provider.html](http://www.cccep.ca/pages/program_provider.html))

- 1) Scroll down to the Before you Begin Section.
- 2) Click on the Register to be a Program Provider box (shown in the picture at the top of the next page). This will open the page on which there is a direct link to the Registration form.



## 2.2 Completing the Registration Form

- 1) The first set of information required is your corporate information (address, telephone). Please use your corporate e-mail as opposed to your personal e-mail, as this is the e-mail to which general information will be sent.

**NOTE:** The main e-mail address is very important because this is the e-mail address to which your new password will be sent if you forget your password;

You will also be asked to indicate if you are registering as a Full Privilege or Limited Privilege Provider. Our website explains the distinction – see [PROVIDER RESPONSIBILITIES \(cccep.ca\)](https://www.cccep.ca/PROVIDER_RESPONSIBILITIES). The application form will also provide a brief explanation of the difference in type of provider to guide your selection. Please note that the type of provider you choose will be reviewed by CCCEP when you submit your registration form to determine if the type selected is appropriate.

You will also be asked to provide the name and contact information for **at least one contact person**. The form will allow you to add additional contacts if desired.

Once you have entered your contact information, enter a Login Id and Password.

- Enter a Login Id that you would like to use. This will be your USERNAME.

Your Login Id must be 'one word' of at least four letters.

- Enter a password.



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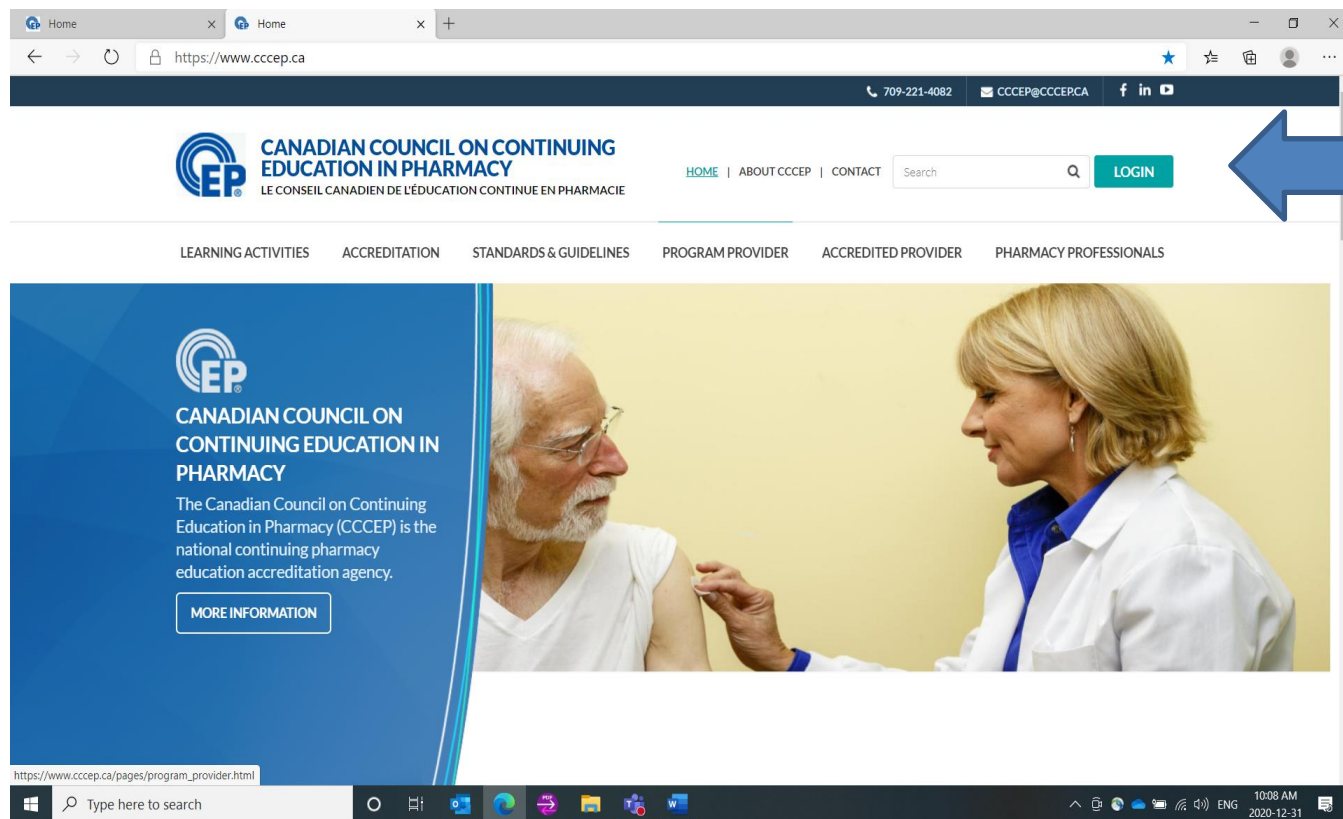
Your password must be between 6 and 15 digits and should contain at least:

- One capital letter
- One number
- One symbol
- (e.g. # \$ % ^ & \* ( ) < > , . ;)

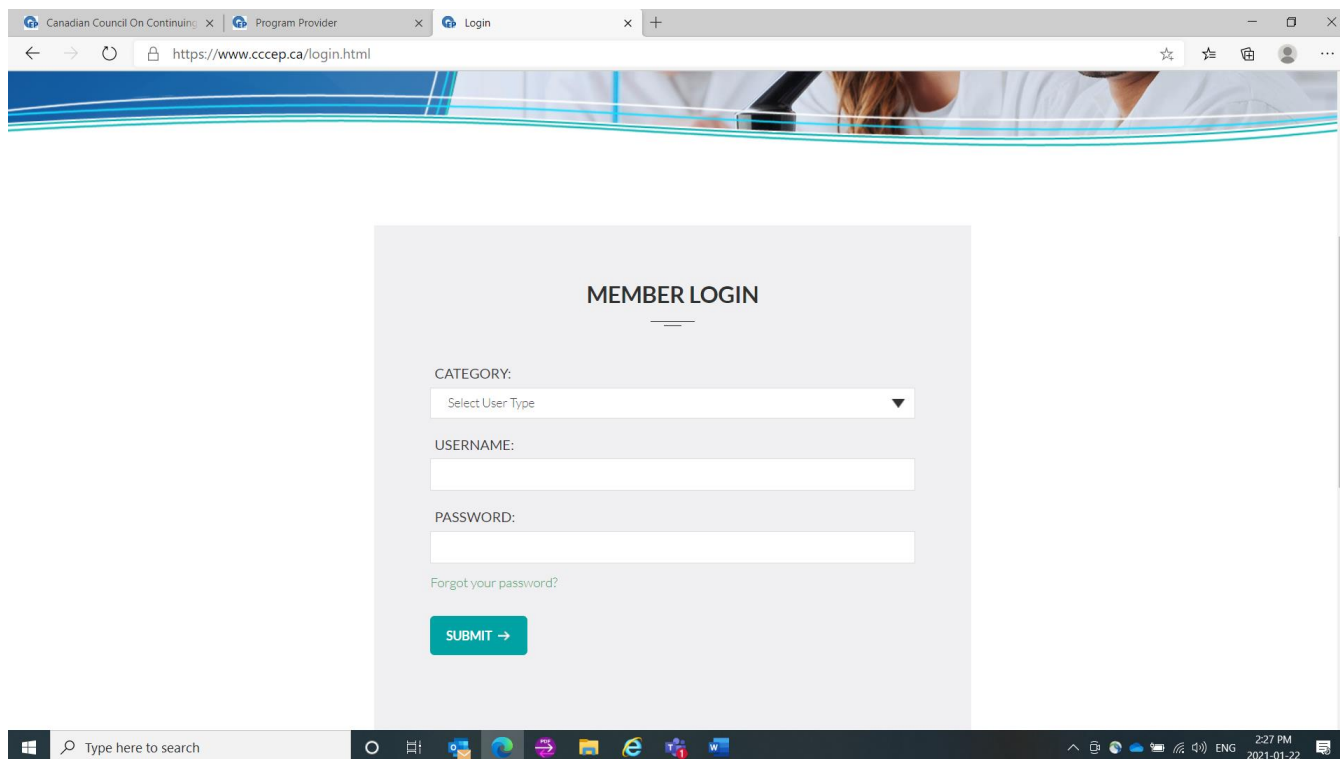
Once all mandatory fields are complete you may Submit the Registration Form.

Once submitted, CCCEP will receive a notification, prompting the review of your registration. This is typically completed within 2 business days. You will be notified once the registration is approved by CCCEP.

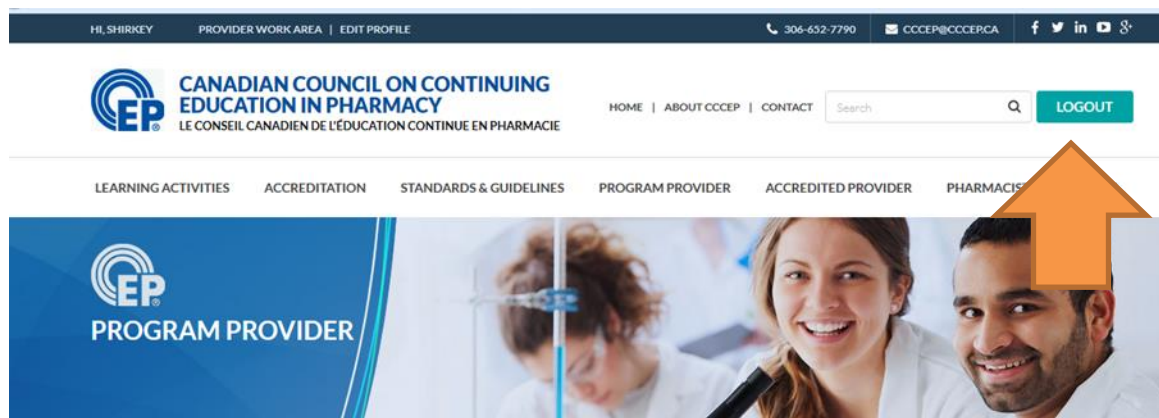
After your registration is approved you will be able to **use the Login page** of the website to submit a learning activity for accreditation. Details of the provider work area of the website can be found in the [Provider Work Area](#) of this manual. The LOGIN page is accessed by clicking on the LOGIN button at the top of the main CCCEP website (see photo below).



When you click on the LOGIN button the following screen (see top of next page) will appear. The category you select is “Provider”.



You use the same button to Log Out as you do to Log In. Once you Log In, the button changes to LOGOUT. Click on the button to log out of your Provider Work Area.



## 2.3 Provider Number

You can find out your program provider number by one of two means:

1. Once you submit a learning activity, from your Provider Work Area your program provider number will be first digits on the CCCEP Number assigned to your learning activity; or
2. You can contact us at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) and we will e-mail your program provider number to you.





### 3 Forgot your Login ID or Password

- 1) Forgot your Login ID?
  - a) If you have forgotten your Login Id, please send an e-mail to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca), and we will send you your Login Id.
  - b) Please be prepared to verify your identification as an authorized contact person for the provider.
- 2) Forgot your Password?
  - a) If you have forgotten your password, CLICK on “Forgot your password?” A password reset well be sent to you at the main e-mail address you provided on your Registration form.
  - b) Alternatively, please send an e-mail to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) to reset your password. Please be prepared to verify your identification as an authorized contact person for the provider.

### 4 Provider Work Area

Upon logging in, the provider work area page will appear. You will then have two buttons in the blue bar at the top of the page: “Provider Work Area” (which will be displayed automatically after logging in) and the “Edit Profile” button (details of this are explained in [section 5](#) of this manual)

You can visit other areas of the main CCCEP website by clicking on the various other section headings (see green arrow below) and then **return to your Provider Work Area** by clicking on the ‘Provider Work Area’ button.



The Provider Work Area is your private work area. Only you may access and view the information in this area – unless you provide someone else with the access information.

To return to this Work Area when you are working on your profile or preparing a learning activity submission, CLICK on the “Provider Work Area” button.

In the Provider Work Area you can:

- (1) Edit your Profile;
- (2) Review your currently accredited learning activities;





- (3) Review your “draft” applications;
- (4) Review your learning activities submitted for accreditation.
- (5) Submit a learning activity for accreditation review.

Each of these items is explained in more detail in the next three sections.

## 5 Edit your Profile

CLICK on “Edit Profile” at the top of the webpage.

You may edit any of the previously submitted information in your Provider Profile except for:

- Provider Number
- Date of Registration as a Provider

## 6 Viewing the List of Your Learning activities

- a) When you ENTER your Provider Work Area, you will be able to see a list of all your learning activities.
- b) The “All” view is the **default** view when you log in to your Provider Work Area. This will show all pending, draft, accredited and expired learning activities.
- c) “Pending” activities are those that you have submitted for accreditation review, but that have not yet been submitted to a Learning Review Panel.
- d) “Reviewing” learning activities are those activities that have been submitted to CCCEP and are in the review process.
- e) “Accredited” learning activities are those activities that are currently accredited. You will have received a letter indicating the learning activity has been accredited with the date of accreditation.
- f) “Expired” learning activities are activities for which the accreditation has expired.
- g) “Draft” learning activities are activities for which you have started to complete the Accreditation Application Form, and saved a draft prior to completing the accreditation submission.
- h) To view only those learning activities that are “Pending,” “Reviewing,” “Accredited,” “Expired” or “Draft”:
  - a. First, CLICK on the “button” in front of the type of learning activity list (e.g., Accredited) that you want to see – the button should be highlighted;
  - b. Then, CLICK on the “View” button. Only the learning of the group you selected will now appear in your Provider Work Area.

(Note: the picture on the top of the next page will demonstrate the approach outlined in h)



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**PROGRAM PROVIDER**

**LEARNING ACTIVITIES UPLOADED BY PROVIDERS**

View Activities: ☐ All (excluding drafts) ☐ Reviewing ☒ Accredited ☐ Expired ☐ Draft

**VIEW** **UPLOAD ACTIVITY**

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	ACTIVITY INFO	RENEW ACTIVITY
1189-2021-2286-C-Z	test extension form	2021-01-17	2021-02-17	me	colleenj@ccecep.ca	No	Generate PDF	<b>APPLY FOR RENEWAL</b>
1189-2018-1961-L-T	test	2020-12-17	2021-12-31	test	saiyida@2webdesign.com	No	Generate PDF	
1189-2020-2267-C-P	test conference	2020-12-09	2021-01-31	colleen	colleenj@ccecep.ca	No	Generate PDF	<b>APPLY FOR RENEWAL</b>
1189-2020-2266-L-Z	CCCEP database review11122	2020-12-08	2021-12-14	colleen	colleenj@ccecep.ca	No	Generate PDF	

## 7 Viewing and Printing the Information about a Learning Activity

- To **VIEW** or **PRINT** a copy of your learning activity information, **CLICK** on “Generate PDF” (see picture below)
- A PDF file will be created, which you may download and save.
- If the information about your learning activity has been updated (e.g., you have renewed your learning activity), you may generate a new PDF with the revised information.

**PROGRAM PROVIDER**

**LEARNING ACTIVITIES UPLOADED BY PROVIDERS**

View Activities: ☐ All (excluding drafts) ☐ Reviewing ☒ Accredited ☐ Expired ☐ Draft

**VIEW** **UPLOAD ACTIVITY**

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	ACTIVITY INFO	RENEW ACTIVITY
1189-2021-2286-C-Z	test extension form	2021-01-17	2021-02-17	me	colleenj@ccecep.ca	No	Generate PDF	<b>APPLY FOR RENEWAL</b>
1189-2018-1961-L-T	test	2020-12-17	2021-12-31	test	saiyida@2webdesign.com	No	Generate PDF	
1189-2020-2267-C-P	test conference	2020-12-09	2021-01-31	colleen	colleenj@ccecep.ca	No	Generate PDF	<b>APPLY FOR RENEWAL</b>
1189-2020-2266-L-Z	CCCEP database review11122	2020-12-08	2021-12-14	colleen	colleenj@ccecep.ca	No	Generate PDF	



## 8 Submitting an Accreditation Application

### 8.1 Overview of Application Process

- a) The CCCEP accreditation application process is almost entirely an **on-line process**. All forms and documents are therefore to be submitted using the on-line forms and processes.
- b) Learning activities may be submitted in English or French, however at this time all forms must be submitted in English.
- c) To submit a learning activity for CCCEP accreditation, you need to **complete and submit** the on-line **Accreditation Application Form**. Please note that you may save a draft at any time and return to your draft and complete the form at a later date. For information on saving and retrieving a draft please see section [8.3.8](#) of this manual.
- d) You will also need to submit a number of documents and forms as part of your application. The **required CCCEP documents/forms** are listed on the Accreditation Application Checklist, and you will find all of the forms, including the checklist, on the CCCEP forms page (see [CCCEP Forms](#)). Please note that the Checklist itself is also a required form. There are separate Checklists for conference and regularly scheduled series applications, found also on the CCCEP forms page.
- e) If you are **translating your learning activity** from English to French or French to English, you will need to provide an additional form (also found on the CCCEP forms page):
  - **French/English Translation Form** (If translating the learning activity from English to French or French to English).

### 8.2 Step 1: Compile Required Documents and Forms

- a) It is suggested that you compile the necessary documents and completed forms prior to starting to complete the Accreditation Application Form. The required Accreditation Application Checklist form will help ensure you have not missed a required document/form. This Checklist form also provides instruction for the naming of the documents/forms you are submitting. You will be asked to upload the documents and forms as part of the completion of the Accreditation Application Form.
- b) You can download the **Accreditation Application Checklist**, which may be found on the CCCEP Forms page of the CCCEP website:  
[http://www.cccep.ca/pages/cccep\\_forms.html?page=accreditation#Accreditation%20Checklist](http://www.cccep.ca/pages/cccep_forms.html?page=accreditation#Accreditation%20Checklist)
- c) The required documents for new activities include the following (note that some do not pertain to Conference or Regularly Scheduled Series submissions – please consult the appropriate Application Checklist if you are submitting these application types):
  - Completed Accreditation Application Checklist



- Content (In the format in which it is being presented; PLEASE NOTE: submission for live must include speakers' notes with the slides being submitted)
- \*Disclosure statement(s) that will be published (see CCCEP Standard 5)
- \*Learning objectives
- \*Table of Contents or Index
- \*Reference list
- Information available to learners (e.g., submission of answers, marks required, and notification of results; NOTE: only applies to submissions for independent study)
- Post-test questions (NOTE: only applies to submissions for independent study)
- Answer Key with Rationale (NOTE: only applies to submissions for independent study)
- \*Alternate Learner Assessment (e.g., Case Study; NOTE: only applies to submissions for Live programs)
- Participant evaluation form
- Sample Letter or Statement of Participation/Attendance for participants (see CCCEP Guideline F)
- Comments from Expert Reviewer (1) → Collated
- Comments from Expert Reviewer (2) → Collated
- Author(s) Bio
- Author(s) written response to Expert Reviewers' comments (All Authors; if more than one author please name the documents 15a, 15b etc.)
- Expert Reviewer (1) release statement
- Expert Reviewer (2) release statement
- Disclosure Form Author (For each Author; may be combined into one pdf; if providing separately please name them as 18a, 18b, etc.)
- Disclosure form expert reviewer (1)
- Disclosure form expert reviewer (2)
- Disclosure form provider
- Author(s)/Presenter/Provider declarations (one document required for each author, presenter and provider, which may be combined into one pdf; if provided separately please name them as 22a, 22b, 22c etc.)

### 8.3 Step 2: Complete the Online Accreditation Application Form

**IMPORTANT:** This section pertains only to new learning activities, delivery type changes (e.g., a live accredited program is being submitted as an independent study), and administrative changes (e.g., change in program title, change in provider). For information on other types of applications (e.g., renewals, extensions) please see [section 9](#) of this manual.

- a) To submit the three above types of learning activities for CCCEP accreditation, you must complete the on-line Accreditation Application Form.

**NOTE: Saving a Draft.** You may **save a draft** of the Accreditation Application Form at any time after you have entered the Title, prior to completing and submitting the application, by clicking on the “Draft” button at the bottom of the application form. More details can be found in [Section 8.3.5.1](#).



b) Login to your “PROVIDER WORK AREA”

c) CLICK on the “UPLOAD ACTIVITY” button.

The screenshot shows the CCCEP Program Provider interface. At the top, there's a header with the CCCEP logo and the text 'PROGRAM PROVIDER'. Below this, there's a section titled 'LEARNING ACTIVITIES UPLOADED BY PROVIDERS'. Under this section, there are filters for 'View Activities: All (excluding drafts) | Reviewing | Accredited | Expired | Draft'. To the right of these filters are two buttons: 'VIEW' and 'UPLOAD ACTIVITY'. Below the filters is a table with the following columns: CCCEP NUMBER, TITLE, ACCREDITATION DATE, EXPIRE DATE, CONTACT PERSON, CONTACT PERSON EMAIL, FRENCH ACCREDITATION, and RENEW ACTIVITY. The table contains four rows of data. An orange arrow points to the 'Generate PDF' button in the 'RENEW ACTIVITY' column for the first row.

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	RENEW ACTIVITY
1189-2021-2286-CZ	test extension form	2021-01-17	2021-02-17	me	colleenj@cccep.ca	No	Generate PDF
1189-2018-1961-LT	test	2020-12-17	2021-12-31	test	saiyida@2webdesign.com	No	Generate PDF
1189-2020-2267-CP	test conference	2020-12-09	2021-01-31	colleen	colleenj@cccep.ca	No	Generate PDF
1189-2020-2266-LZ	CCCEP database review11122	2020-12-08	2021-12-14	colleen	colleenj@cccep.ca	No	Generate PDF

d) The **Accreditation Application Form** will open.

- The general instructions for completing the form and finalizing your application are on the top of the form.
- The application form is set up in ‘Accordions’ (pictured below). If you click on the accordion it expands the section. Most Accordions and sections are self-explanatory. Notes to provide additional guidance, and links to CCCEP’s website for further information, are included within the application form. Additional guidance for certain sections and subsections is found beginning at Section 8.3.1 in this manual, to assist you in completing the application form. If you feel further sections require additional detail in this manual to assist you, please email CCCEP at any time and ask that the information be added. You email can be sent to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)



## 8.3.1 Learning Activity Information Section

The first section of the Form is where you enter the information about the Learning Activity.

### a) Type of Application

- Select the appropriate “Type of Application” Option from the drop-down menu. For information on the different Type of Applications, see <https://www.cccep.ca/pages/accreditation.html>
- Select “**Administrative Review**” if you are changing an administrative aspect of the Learning Activity (e.g., provider, sponsor, title).
- Select “**Program/Delivery Type Review**” if you are seeking to accredit a currently accredited Learning Activity for a different delivery mode (e.g., accredit a Live Learning Activity as an Independent Study Learning Activity).
- Select “**New Learning Activity**” if:
  - the learning activity is one that has not previously been accredited;
  - the learning activity was previously accredited but the content has been changed by more than 10%
  - the learning activity was previously accredited but the maximum number of renewals, in addition to an extension, have been completed.

### b) Type of Review

The type of review is linked to the timeframes for accreditation review.

- A “**regular**” review takes 5 to 6 weeks for you to receive your preliminary report, depending on the size of the learning activity.





- A “**fast track**” review takes 9 to 14 days for you to receive your preliminary report, depending on the size of the learning activity.
  - A “**dual fast track**” is a fast-track application for an activity that is to be accredited for both Pharmacists and Technicians.

For more information, refer to the **Accreditation Timelines** page:

[http://www.cccep.ca/pages/timeline\\_cccep\\_accreditation.html?page=accreditation](http://www.cccep.ca/pages/timeline_cccep_accreditation.html?page=accreditation)

From the **drop-down menu**:

- Select “**Regular**” if you are submitting an **Administrative Review or Program/Delivery Type Review** application as there is no fast-track option for these types of reviews. Timelines for these reviews are short and outlined at the link just above.
  - Select either “**Regular**”, “**Fast Track**” or “**Dual Fast Track**” from the drop-down menu, if you are submitting a “**New Activity**” application. Please note that fees for a “fast track” review are higher than those for a regular review.
- c) **Original CCCEP Number:** This field is generally only applicable if you are doing a Program/Delivery Type Change or an Administrative Change. In that case you will enter the CCCEP Number for the currently accredited program from which you are seeking to accredit the new format or make an administrative change. Delivery Type Changes require that the programs are identical in all aspects (content, CEUs etc.)

For more information on Delivery Type and Administrative Changes please see:

[https://www.cccep.ca/pages/extensions\\_delivery\\_type\\_change\\_administrative\\_change\\_updates.html?page=accreditation](https://www.cccep.ca/pages/extensions_delivery_type_change_administrative_change_updates.html?page=accreditation)

The screenshot shows a web browser window with the URL [www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload\\_activity.html](http://www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload_activity.html). The page title is 'Please enter the basic information about your learning activity and your application. Expand each section to fill information and complete the application.' The form is titled 'Learning Activity Information' and contains several fields: Title, Type of Application, Type of Review, Original Program Number, Target Audience, Area of Practice, Competency Area, and Learning Activity Category. An orange arrow points to the 'Original Program Number' field with the text 'Original Number'.





- d) **Delivery Mode:** This field is where you indicate whether the new activity application is a live, independent study or blended type of delivery, or whether it is a Conference or Regularly Scheduled Series Application. A drop-down list will show you these four options from which to select.

**Please note that in order to apply for a Regularly Scheduled Series accreditation you must first be approved as an RSS Provider.** The RSS policy provides details on the requirements to be an RSS provider and responsibilities of such designation. The policy can be found at [PR-07 Accreditation of Regularly Scheduled Series \(RSS\) 2021-12-02 \(cccep.ca\)](#). The application form to apply for RSS provider status, and additional information regarding this category of accreditation, can be found at [Regularly Scheduled Series Accreditation \(cccep.ca\)](#)

### 8.3.2 Certificate Program Section

- For details on submissions for Certificate Program Accreditation please see [https://www.cccep.ca/pages/certificate\\_programs.html?page=accreditation](https://www.cccep.ca/pages/certificate_programs.html?page=accreditation)
- A certificate level program is considered to include a higher level of learning than a regular continuing education program. To be accredited as a certificate program, a continuing education program must meet specific conditions relating to application of learning and learner assessment.
- Click “No,” if you submitting a regular continuing education learning activity.
- Click “Yes”, if you are requesting accreditation of a “certificate” program, as defined by CCCEP’s *Policy on the Accreditation of Continuing Education Certificate Learning Activities*. This policy can be found on the CCCEP website at <https://www.cccep.ca/ckfinder/userfiles/files/PR-03%20Certificate%20Program%20Accreditation%20Policy%202018-05-30%20approved.pdf>. A link to the policy is also on the application form itself.

**Note** that conferences and regularly scheduled series are not eligible for certificate accreditation.

### 8.3.3 Competency Mapped Program Section

For details on submissions for Competency Mapped Program Accreditation please see [https://www.cccep.ca/pages/competencymapped\\_accreditation.html?page=accreditation](https://www.cccep.ca/pages/competencymapped_accreditation.html?page=accreditation).

Competency mapped accreditation is an enhanced accreditation process for certificate programs. Competency Mapped programs must:

1. Meet the requirements for accreditation as a certificate program, and
2. Meet a set of predetermined competencies.

Programs submitted for Competency Mapped accreditation are first reviewed as certificate programs and then reviewed to ensure that the objectives and content of the program meet the pre-determined set of requirements or standards for a subject area.



- Click “No,” if you do not intend to apply submit a stage 2 application for competency mapped accreditation.
- Click “Yes”, if you are requesting accreditation of a “certificate” program (per section above) and intend to submit a stage 2 competency mapped accreditation application form.

The application form will provide you a direct link to the policy at this point in completing the application form, should you wish to review the detailed policy for competency mapped accreditation.

**Note** that conferences and regularly scheduled series are not eligible for competency mapped accreditation.

### 8.3.4 Modular Learning activity

A Modular Learning activity, for the purposes of CCCEP accreditation, is **a learning activity in which:**

- 1) You want to allow **participants to register in individual modules**; AND
  - 2) You want to be able **to issue a Statement/Letter of Attendance** for each module.
- Click “Yes”, if you wish to be able to issue Statements of Attendance for each module in a learning activity. This enables you to list the modules.
    - You will be able to issue a Statement/Letter of Attendance for each module.
  - Click “No”, if you do not wish to enter the names of modules.
    - This means you do NOT wish to allow participants to register in and take individual modules – even if the learning activity may be composed of individual modules.
    - If you **click “No”, proceed to Delivery Information Section** of application form.

If you click “Yes”, additional fields will appear, which will require your completion.

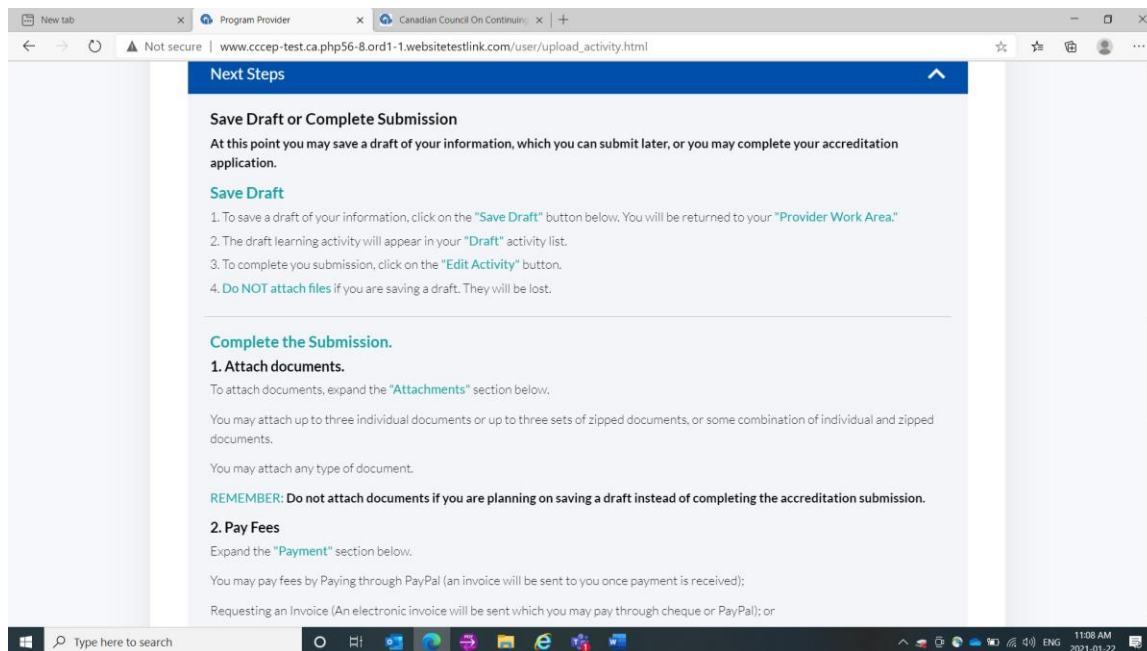
#### **Note: Statement of Attendance for Modules**

- You may issue a statement of attendance for a module by stating on the Statement of Attendance the Full learning activity program title, along with the Module number, Module title, number of CEUs of the module and date of completion of the module.
- If Statements of Attendance are issued for one or more modules and a Statement of Attendance is issued for the whole learning activity, this Statement of Attendance must clearly list all the modules taken, and titles and CEUs for each module in which the Statement of Attendance has been issued.

**Note** that conferences and regularly scheduled series are not eligible for modular accreditation.

### 8.3.5 Next Steps Section

Once you have reached this section of the application (pictured below), if you are not ready to submit your materials you may choose to SAVE a DRAFT or you can choose to complete your application. If you are completing your application please go to [section 8.3.6 of this manual](#) – Attachments Section.

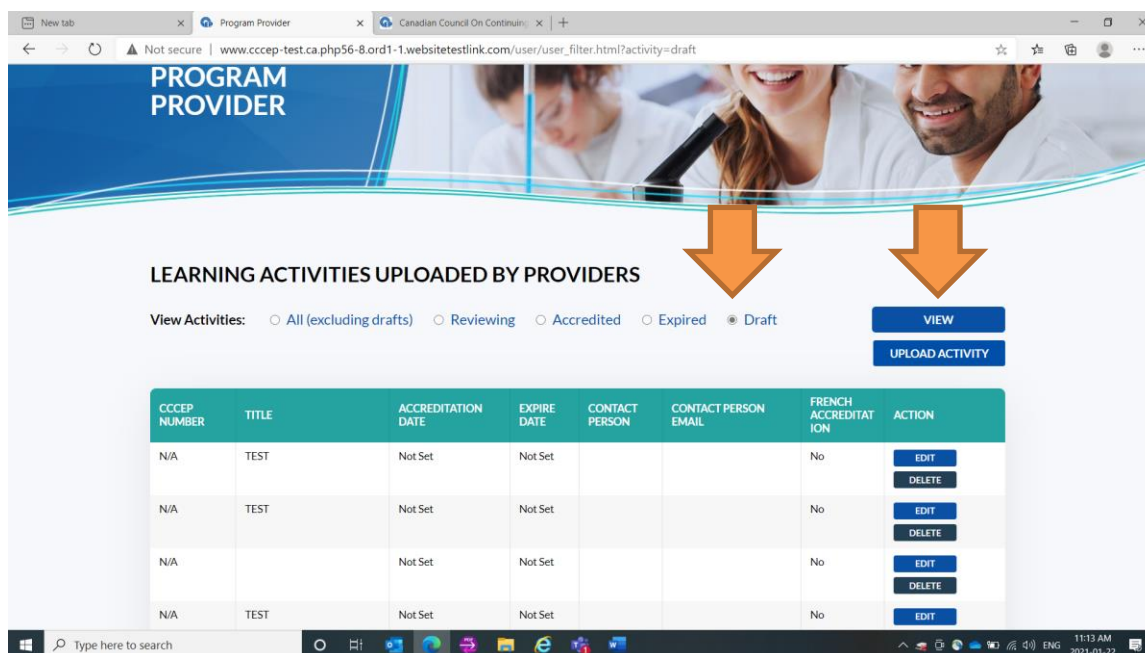


### 8.3.5.1 *Save a Draft*

- To save a Draft of your learning activity, scroll to the bottom of the application page, and click on the “Save as Draft” button.
- **Do NOT** attach any documents as they will not be retained by the system.
- Your draft information will be saved in the Draft section of your Provider Work Area.
  - The information will remain in your draft folder until you either retrieve or delete it.

### 8.3.5.2 *Retrieving, Editing, Submitting or Deleting your Draft*

- When you are ready to complete your submission, you may retrieve, edit and submit the draft of your application. Alternately, if you have decided not to submit the application, you may delete your draft application.
- In your Provider Work Area (pictured below)
  - Click on the **“Draft” button**.
  - Then, Click on the **“View” Button**.
- All your draft applications will be listed.
- To **open, complete and submit** your application, click on the **“edit”** button. This opens the Application Accreditation Form.
- To **delete** the application, click on the **“delete”** button
  - NOTE: a deleted draft application CANNOT be retrieved



## 8.3.6 Attachments Section

### Attach Forms and Learning activity Files.

If you are not completing your application and submitting it, **do not add any attachments** as they will not be retained in the system. If you are proceeding to submit your application, first review your applications and ensure that all required fields (marked with an \*) are complete and accurate.

You may then attach all your learning activity materials and required forms. As pictured below, the system allows for three individual files or three sets of ZIP files. However, the maximum size of an attachment is 50MB and the maximum total size for the three allowed attachments is 100MB. If your materials exceed these limits you may submit without any attachments, and email a link to download the materials to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca), indicating the CCCEP number of the application you have submitted.



The screenshot shows a web browser window with the URL [www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload\\_activity.html](http://www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload_activity.html). The page has a blue header with the CCCEP logo. Below the header, there are three main sections: "Next Steps", "Attachments", and "Payment". The "Attachments" section is expanded, showing three file upload boxes labeled "Attach File 1", "Attach File 2", and "Attach File 3". Each box has a "CHOOSE FILE" button and the text "No file chosen". Below the file upload boxes, there is a red text warning: "Please note the maximum size of single attachment is 50MB. The total size of all attachments is 100MB." The "Payment" section is also expanded, showing instructions: "After you have clicked on the 'Submit Application' button, you will be returned to your Provider Work Area." and "Your new learning activity will be listed in your Provider Work Area by its CCCEP number." Below the instructions, there is a "REMEMBER:" section with the text "Attach all documents prior to clicking on the 'Submit Application' button." At the bottom of the form, there are two buttons: "SUBMIT APPLICATION →" and "SAVE AS DRAFT →".

## 8.3.7 Payment Section

The final step of the application is the Payment Section, pictured below. First, click on the arrow to expand the section.

This screenshot is similar to the one above, but with an orange arrow pointing to the "Payment" section header. The "Payment" section is currently collapsed, showing only a downward arrow. The rest of the form, including the "Attachments" section and the "SUBMIT APPLICATION" and "SAVE AS DRAFT" buttons, remains the same.

When the section is expanded it will look like the picture below.



The screenshot shows a web browser window with the URL [www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload\\_activity.html](http://www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/upload_activity.html). The page has a blue header with "Attachments" and "Payment" tabs. The "Payment" tab is active, showing a "Fee Schedule" section with an "Amount:" label and an empty text input field. Below this is a "Payment Mode" section with three radio buttons: "PayPal" (selected), "Invoice", and "Cheque". Below the payment mode section, there is a paragraph of text: "After you have clicked on the 'Submit Application' button, you will be returned to your Provider Work Area. Your new learning activity will be listed in your Provider Work Area by its CCCEP number. Your documents will automatically be submitted to CCCEP and a notice is sent to CCCEP of the new accreditation submission." Below this is a "REMEMBER:" section with the text: "Attach all documents prior to clicking on the 'Submit Application' button." Below the reminder is a paragraph: "Please be Patient. Do not click reset your browser. The submission may take a couple of minutes-it depends on the size of your files." At the bottom of the form are two buttons: "SUBMIT APPLICATION →" and "SAVE AS DRAFT →". The Windows taskbar is visible at the bottom of the browser window.

Unless your application is a “special” level (> 10 CEUs), the **accreditation fee is automatically generated** and will appear in the “Amount” box. The **HST is included** in the amount shown.

Fees may be paid by PayPal, cheque or direct deposit.

### Payment by PayPal.

- If you know the accreditation fee, on the on-line Accreditation Application Form, click on the PayPal button and pay through PayPal using your credit card. An invoice receipt will be sent to you.
- If you do not know your fee, on the on-line Accreditation Application form, click on the Invoice button. An electronic invoice will be sent to you that you may pay with your credit card through PayPal.

### Payment by Cheque

- On the on-line Accreditation Application form, click on the Cheque button.
- An invoice will be sent to you.
- Cheques are to be made out to the “Canadian Council on Continuing Education in Pharmacy” and sent to:

Canadian Council on Continuing Education in Pharmacy  
Suite 205, 25 Kenmount Road  
St. John's, NL A1B 1W1

### Payment by Direct Deposit

- On the on-line Accreditation Application form, click on the Invoice button.
- An invoice will be sent to you



- You must then email CCCEP the forms with the required banking information to facilitate direct deposit. This email should be sent to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)

### 8.3.8 Submit your Application

Once you have completed your application form, attached your documents (if applicable) and selected your payment option, click on the **“Submit Application” button** at the bottom of the page.

Please WAIT without touching your keyboard while the learning activity information is loaded into the database.

If you selected “Invoice” or “Cheque” payment options, you will be returned to your “Provider Work Area.”

- Your new Accreditation Application will be listed in your list of Learning Activities.
- It will appear in both the “All” list and in the “Pending” list.

If you selected PayPal payment option, you will be transferred to PayPal, where you may complete your payment by credit card or PayPal account.

Once you have completed your payment, you will be returned to your Provider Work Area.

The CCCEP Number for your application will be listed in the left column of the table.

- Please **USE this number in the Subject line** of all communications with CCCEP about this learning activity.

## 8.4 Viewing and Obtaining a Copy of the Information Submitted

### e) View and Save Copy of Application

- To VIEW a copy of the learning activity information that you have submitted, CLICK on “Generate PDF” in the Activity Info column (pictured at the top of the next page).





Canadian Council On Continuing Education | Program Provider

www.cccep-test.ca.php56-8.ord1-1.websitetestlink.com/user/user\_filter.html?activity=accredited

**PROGRAM PROVIDER**

**LEARNING ACTIVITIES UPLOADED BY PROVIDERS**

View Activities: ☐ All (excluding drafts) ☐ Reviewing ☒ Accredited ☐ Expired ☐ Draft

[VIEW](#) [UPLOAD ACTIVITY](#)

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	ACTIVITY INFO	RENEW ACTIVITY
1189-2021-2286-C-Z	test extension form	2021-01-17	2021-02-17	me	colleenj@cccep.ca	No	<a href="#">Generate PDF</a>	<a href="#">APPLY FOR RENEWAL</a>
1189-2018-1961-L-T	test	2020-12-17	2021-12-31	test	saivida@2webdesign.com	No	<a href="#">Generate PDF</a>	
1189-2020	test conference	2020-12-09	2021-	colleen	colleenj@cccep.ca	No	<a href="#">Generate PDF</a>	<a href="#">APPLY FOR</a>

Type here to search

11:38 AM 2021-01-22

## 9 Other Application Types

### 9.1 Renewals

#### 9.1.1 What May be Renewed and When to Renew

- Any learning activity, except for conferences and regularly scheduled series, may be **renewed for up to two one-year periods**.
- Following the second renewal**, a learning activity must either be:
  - Submitted for accreditation as a **New Learning Activity**; or
  - Submitted for an **Accreditation Extension**, if there are minimal content changes required (less than 10%).
- We recommend that you begin the renewal process about **two (2) to three (3) months prior** to the accreditation expiry date.
  - If your content needs to be updated (content changes of up to 10% are allowed), you will need time to revise the content and have it reviewed by one expert reviewer.
- The renewal application should be submitted to CCCEP at least **14 days prior to the expiry date** to ensure continuity of accreditation of the learning activity.



## 9.1.2 Submit a Renewal Application

### a) Review Content

- Review the content to ensure that the content does not need to be updated – i.e., that it still contains the most current best available evidence.
- If content is updated, you will need to submit the revised content along with the required expert reviewer report (i.e., release form) and comments as well as the author(s) response to those comments and the expert reviewer’s disclosure form. Further information on submitting an update at the time of a renewal can be found on the website at:

[https://www.cccep.ca/pages/renewal\\_of\\_an\\_accreditation.html?page=accreditation](https://www.cccep.ca/pages/renewal_of_an_accreditation.html?page=accreditation)

### b) Submit Application for Renewal

- Log in to your Provider Work Area.
- Click on the “**Apply for Renewal**” button of the learning activity that you wish to renew.
  - The Application for Renewal Form will open.
  - Complete the Form.

**NOTE:** If the learning activity has previously been renewed twice the **Apply for Renewal** button will not be displayed. Instead, an ‘apply for extension’ button will be displayed. Extension applications are explained in [section 9.2](#).

The screenshot shows the 'PROGRAM PROVIDER' dashboard. At the top, there's a header with the CCCEP logo and a navigation bar. Below the header, there's a section titled 'LEARNING ACTIVITIES UPLOADED BY PROVIDERS'. Under this section, there are radio buttons for 'View Activities': 'All (excluding drafts)', 'Reviewing', 'Accredited' (selected), 'Expired', and 'Draft'. To the right of these buttons are 'VIEW' and 'UPLOAD ACTIVITY' buttons. Below the buttons is a table with the following columns: CCCEP NUMBER, TITLE, ACCREDITATION DATE, EXPIRE DATE, CONTACT PERSON, CONTACT PERSON EMAIL, FRENCH ACCREDITATION, ACTIVITY INFO, and RENEW ACTIVITY. The table contains three rows of data. The first row has a 'test extension form' with an 'APPLY FOR RENEWAL' button. The second row has a 'test' with a 'Generate PDF' button. The third row has a 'test conference' with an 'APPLY FOR RENEWAL' button. An orange arrow points to the 'APPLY FOR RENEWAL' button in the first row.

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	ACTIVITY INFO	RENEW ACTIVITY
1189-2021-2286-C-Z	test extension form	2021-01-17	2021-02-17	me	colleen@cccep.ca	No	Generate PDF	APPLY FOR RENEWAL
1189-2018-1961-L-T	test	2020-12-17	2021-12-31	test	salyida@2webdesign.com	No	Generate PDF	
1189-2020	test conference	2020-12-09	2021-	colleen	colleen@cccep.ca	No	Generate PDF	APPLY FOR RENEWAL

### Check Learning Activity Information

- The date that you are submitting the renewal application will be automatically entered.



Review the learning activity information. If it needs to be changed (e.g., contact name, e-mail) please contact CCCEP at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or 709-221-4082.

### **Number of Renewals**

- The number of prior renewals will be indicated.

### **Verify Content is Current**

- Check either “Activity Updated” or “Activity not Updated”

**IMPORTANT:** When you check “Activity not Updated” you are certifying that the content is still current.

How many times has this learning activity been renewed? 2

This learning activity has been extended

#### Program Update

Providers are encouraged to ensure that the content of their learning activity is current. There is no additional charge to update a learning activity. If you update an activity you are required to have it reviewed by one expert reviewer. (See the guidelines for updates [here](#)). An update may include a change of up to 10% of the content of the learning activity. Changes to more than 10% of the content require that the activity be submitted for accreditation as a new activity. If you are not sure, please contact us.

Please check one of the following boxes. By checking the "Activity not Updated" box, you are certifying that the program content is current and does not need to be updated.

☐ Activity Updated : We have updated the content and submitting an updated version of the learning activity.

☒ Activity not Updated : We have reviewed the content and certify that the content remains current.

#### Attach Files

Attach File 1  
CHOOSE FILE No file chosen

Attach File 2  
CHOOSE FILE No file chosen

Attach File 3  
CHOOSE FILE No file chosen

Please note the maximum size of single attachment is 50MB. The total size of all attachments is 100MB.

Amount  
430.5

Payment Mode

- If the content has been updated, use the “Attach File” buttons to add the revised content as well as the required forms. Note that any updates require at least one expert review.

### **Select Payment Option**

The renewal fee is automatically generated and will appear in the “Amount” box. The HST is included in the amount shown.

Fees may be paid by PayPal, cheque or direct deposit.



### Payment by PayPal.

- If you know the accreditation fee, on the on-line Accreditation Application Form, click on the PayPal button and pay through PayPal using your credit card. An invoice receipt will be sent to you.
- If you do not know your fee, on the on-line Accreditation Application form, click on the Invoice button. An electronic invoice will be sent to you that you may pay with your credit card through PayPal.

### Payment by Cheque

- On the on-line Accreditation Application form, click on the Cheque button.
- An invoice will be sent to you.
- Cheques are to be made out to the “Canadian Council on Continuing Education in Pharmacy” and sent to:

Canadian Council on Continuing Education in Pharmacy  
Suite 205, 25 Kenmount Road  
St. John's, NL A1B 1W1

### Payment by Direct Deposit

- On the on-line Accreditation Application form, click on the Invoice button.
- An invoice will be sent to you
- You must then email CCCEP the forms with the required banking information to facilitate direct deposit. This email should be sent to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)

### Submit the Application for Renewal

- Click the “Submit” button.
- The renewal application and documents (if attached) will automatically be submitted to CCCEP.
- CCCEP will review the application. If the renewal request is approved, you will receive an accreditation letter with the new accreditation expiry date.

## 9.2 Extensions

### 9.2.1 What May be Extended and When to Extend

- Any learning activity, except for conferences and regularly scheduled series, may be **renewed for up to two one-year periods, after which it may be Extended**. Unlike a renewal, which doesn't require a new expert review of content (unless an update is completed at that time), Extensions require two expert reviews. It is expected that most extensions require an update to the program content to ensure it is current. However, if more than 10% of the content requires updating the activity cannot be extended and must be submitted as a new activity.



- We recommend that you begin the extension process about **three (3) months prior** to the accreditation expiry date. This ensures sufficient time is available for content revision and expert reviews.
- The extension application should be submitted to CCCEP at least **21 days prior to the expiry date** to ensure continuity of accreditation of the learning activity.
- Requirements for extensions include two expert reviews. For further details on the requirements please see [https://www.cccep.ca/pages/submit\\_an\\_extension.html?page=accreditation](https://www.cccep.ca/pages/submit_an_extension.html?page=accreditation)

## 9.2.2 Submit an Extension Application

### Review Content

- Review the content to ensure that any required updates, including those suggested by the expert reviewers, are made.
- If content is updated, you will need to submit the revised content along with the expert reviewers' reports (i.e., release form) and comments as well as the author(s) response to those comments and the expert reviewers' disclosure form.

### Submit Application for Extension

- The learning activity extension application process is an on-line process.
- Log in to your Provider Work Area.
- Click on the “**Apply for Extension**” button of the learning activity that you wish to renew.
  - The Extension Application Form will open.
  - Complete the Form.

The screenshot shows a web browser window with the URL [www.cccep-test.ca.php56-8.ord1-1.website-testlink.com/user/user\\_filter.html?activity=accredited](http://www.cccep-test.ca.php56-8.ord1-1.website-testlink.com/user/user_filter.html?activity=accredited). The page title is "LEARNING ACTIVITIES UPLOADED BY PROVIDERS". Below the title, there are filters for "View Activities: All (excluding drafts) | Reviewing | Accredited | Expired | Draft". To the right of the filters are buttons for "VIEW" and "UPLOAD ACTIVITY". The main content is a table with the following columns: CCCEP NUMBER, TITLE, ACCREDITATION DATE, EXPIRE DATE, CONTACT PERSON, CONTACT PERSON EMAIL, FRENCH ACCREDITATION, ACTIVITY INFO, and RENEW ACTIVITY. The table contains five rows of data. The first row has a blue arrow pointing to the "APPLY FOR EXTENSION" button in the "RENEW ACTIVITY" column. The second row has a blue arrow pointing to the "APPLY FOR EXTENSION" button in the "RENEW ACTIVITY" column. The third row has a blue arrow pointing to the "APPLY FOR EXTENSION" button in the "RENEW ACTIVITY" column. The fourth row has a blue arrow pointing to the "APPLY FOR EXTENSION" button in the "RENEW ACTIVITY" column. The fifth row has a blue arrow pointing to the "APPLY FOR EXTENSION" button in the "RENEW ACTIVITY" column.

CCCEP NUMBER	TITLE	ACCREDITATION DATE	EXPIRE DATE	CONTACT PERSON	CONTACT PERSON EMAIL	FRENCH ACCREDITATION	ACTIVITY INFO	RENEW ACTIVITY
1189-2021-2295-L-Z	extension demo	2021-01-22	2021-02-28	me	colleenj@cccep.ca	No	Generate PDF	APPLY FOR EXTENSION
1189-2021-2286-C-Z	test extension form	2021-01-17	2022-02-01	me	colleenj@cccep.ca	No	Generate PDF	
1189-2018-1961-L-T	test	2020-12-17	2021-12-31	test	saiyida@2webdesign.com	No	Generate PDF	
1189-2020-2267-C-P	test conference	2020-12-09	2021-01-31	colleen	colleenj@cccep.ca	No	Generate PDF	APPLY FOR RENEWAL
1189-2020-2266-L-Z	CCCEP database review11122	2020-12-08	2021-12-14	colleen	colleenj@cccep.ca	No	Generate PDF	



## Check Learning Activity Information

The date that you are submitting the extension application will be automatically entered.

Review the learning activity information. If it needs to be changed (e.g., contact name, e-mail) please contact CCCEP at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or 709-221-4082.

## Verify Content is Current

Check either “Activity Updated” or “Activity not Updated”

**IMPORTANT:** When you check “Activity not Updated” you are certifying that the content is still current and the Expert Reviewer Release forms must confirm that the content did not require changes.

How many times has this learning activity been renewed? **2**

This learning activity has been extended

### Program Update

Providers are encouraged to ensure that the content of their learning activity is current. There is no additional charge to update a learning activity. If you update an activity you are required to have it reviewed by one expert reviewer. (See the guidelines for updates [here](#)). An update may include a change of up to 10% of the content of the learning activity. Changes to more than 10% of the content require that the activity be submitted for accreditation as a new activity. If you are not sure, please contact us.

Please check one of the following boxes. By checking the "Activity not Updated" box, you are certifying that the program content is current and does not need to be updated.

☐ Activity Updated : We have updated the content and submitting an updated version of the learning activity.

☒ Activity not Updated : We have reviewed the content and certify that the content remains current.

### Attach Files

Attach File 1  No file chosen

Attach File 2  No file chosen

Attach File 3  No file chosen

Please note the maximum size of single attachment is 50MB. The total size of all attachments is 100MB.

Amount  
430.5

Payment Mode

- If content has been updated, use the “Attach File” buttons (shown in the picture above) to add the revised content as well as the required forms. Note that any updates require at least one expert review.
- Documents are **always** required for Extension Applications as they require two expert reviews. Use the “Attach File” buttons to submit these documents.





### **Select Payment Option**

The extension application fee is automatically generated and will appear in the “Amount” box. The HST is included in the amount shown

Fees may be paid by PayPal, cheque or direct deposit.

#### **Payment by PayPal.**

- If you know the accreditation fee, on the on-line Accreditation Application Form, click on the PayPal button and pay through PayPal using your credit card. An invoice receipt will be sent to you.
- If you do not know your fee, on the on-line Accreditation Application form, click on the Invoice button. An electronic invoice will be sent to you that you may pay with your credit card through PayPal.

#### **Payment by Cheque**

- On the on-line Accreditation Application form, click on the Cheque button.
- An invoice will be sent to you.
- Cheques are to be made out to the “Canadian Council on Continuing Education in Pharmacy” and sent to:

Canadian Council on Continuing Education in Pharmacy  
Suite 205, 25 Kenmount Road  
St. John's, NL A1B 1W1

#### **Payment by Direct Deposit**

- On the on-line Accreditation Application form, click on the Invoice button.
- An invoice will be sent to you
- You must then email CCCEP the forms with the required banking information to facilitate direct deposit. This email should be sent to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)

### **c) Submit the Application for Extension**

- Click the “Submit” button.
- The extension application and documents (if attached) will automatically be submitted to CCCEP.
- CCCEP will review the application and update the information in your records.
- If the extension request is approved, you will receive an accreditation letter with the new accreditation expiry date.

## **9.3 Learning Activity Updates**

Detailed information on submission an Activity Update can be found on CCCEP’s website at [https://www.cccep.ca/pages/update\\_an\\_accredited\\_activity.html?page=accreditation](https://www.cccep.ca/pages/update_an_accredited_activity.html?page=accreditation)





While commonly conducted at the time of a renewal or extension application, updates to learning activities (to revise content) can be submitted to CCCEP at any time. Updates submitted as part of a Renewal or Extension application are explained in the previous two sections of this manual. All updates require one expert review (updates done concurrently with an extension require two).

If you are applying for an update outside of a renewal or extension process:

1. Repeat and complete learning activity documents and questions. This document may not be limited to:
  - revised content, as well as a document listing the changes made (a document with tracked markup to show the changes is acceptable);
  - revised Learner assessment/Post Test and answer key/marking rubric (if applicable);
  - any other previously submitted documents that has been revised as part of the update;
  - disclosure forms (for individuals involved in the revision, including the expert reviewer); and
  - Expert Reviewer Release Form, as well as a document listing their suggested changes (if not included in the release form itself) and Author(s) response to those suggestions.
2. Send learning activity documents to CCCEP by email ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)). If that email is too large, you may email a link to which CCCEP can access files. Include the CCCEP Number Subject Line in the email indicating you are applying for Activity Update.

## 10 Problem Submitting a Learning activity:

If you have a problem submitting a learning activity application, contact either the Administrative Assistant ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)) or the Executive Director ([exec.dir@cccep.ca](mailto:exec.dir@cccep.ca)) or phone 709-221-4082.

## 11 Accreditation Notification

Once the accreditation application has been submitted, **CCCEP is automatically notified** by the system.

CCCEP will either:

- Contact you to **ask for further information** if there is information or forms missing from your application; or
- Contact you to let you know that the **learning activity has been received** and that the application information is complete.

**IMPORTANT:** If you **do not get confirmation** from CCCEP within **two business days** that your learning activity has been received, please contact the Administrative Assistant at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or 709-221-4082.



## **12 Training or Questions regarding the On-line Application Process?**

If you would like additional assistance in using the on-line application database please contact CCCEP at any time by emailing [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) If we are unable to address your questions by email or phone, we can arrange a webinar with a live demo.