CCCEP ACCREDITATION PROCESS

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CCCEP Accreditation Process

There are five steps in the CCCEP individual learning activity accreditation process, followed by post-accreditation reporting:
1) Pre-Application (Development)
2) Application Submission
3) Accreditation Review
4) Decision on Accreditation
5) Final review (for virtual or self-study delivery)
6) Post-Accreditation Requirements and Reporting

1. **Pre-Application (Development) Phase**.
    1.1. The program provider develops the learning activity.
    1.2. Expert Review. The program provider submits the learning activity for expert review to two experts in the subject matter, or an expert panel (see Guideline A: Expert Review and Panel Review (cccep.ca)).
        1.2.1. The provider will ensure that any content changes required by the expert reviewers are addressed.
        1.2.2. If revisions were required, the provider must send the revised content to the Expert Reviewers.
        1.2.3. The expert reviewers must sign off, without conditions, on the version of the learning activity being submitted to CCCEP.

2. **Application Phase**
    2.1. Learning activities are submitted to CCCEP using the on-line Accreditation Application Form.
    2.2. The three basic steps are:
        2.2.1. Complete the on-line Accreditation Application Form
        2.2.2. Attach the learning activity content and all other required documents/forms (or provide a link to the documents)
        2.2.3. Pay the accreditation fee
    2.3. The application is reviewed for completeness (i.e. required materials, documents and forms are submitted)
   2.4. Learning activity content is sent to a Learning Review Panel for review.

3. **Accreditation Review Phase**
    3.1. The Learning Review Panel assesses the learning activity for relevance to the intended pharmacy audience, the quality of the learning experience, and all other CCCEP requirements for accreditation regarding the content.
    3.2. Each learning review panelist completes and submits a Learning Review Panel Report.
    3.3. The Preliminary Report, based on Learning Review Panelist reports, is drafted.

4. **Decision on accreditation Phase**

    4.1. Preliminary Report is sent to the program provider. The report includes the required and recommended changes identified by the Learning Review Panel.

    4.2. The program provider makes the requested changes. If any **major** revisions were made based on the recommendations of the Learning Review Panel the program provider should submit the new version to the expert reviewers/expert panel for confirmation of their continued approval for accreditation.

    4.3. The program provider submits their response to the preliminary report, along with the revised content.

    4.4. Upon receipt of the response and revised content, provided the response and changes are deemed to have addressed the comments from the review panel, the learning activity is either:

        4.4.1. Accredited and a letter of accreditation is issued; or

        4.4.2. Conditionally approved pending the review of the website, the on-line test, a video or other materials.
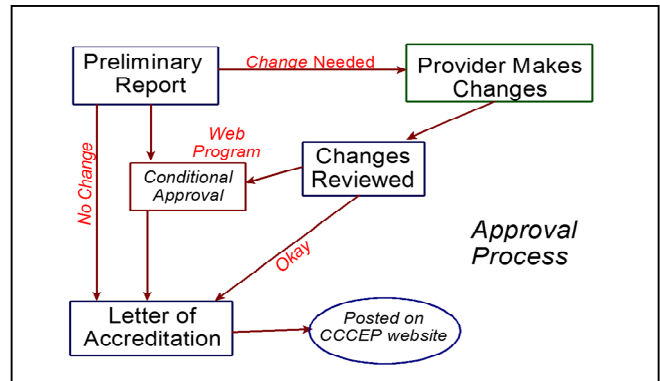
5. **Final Review (if conditionally approved)**

    5.1. The provider submits the link for CCCEP to view the final program on its delivery platform.

    5.2. If approved, the letter of accreditation is sent to the program provider.

    5.3. The learning activity is posted on the CCCEP website (via the search for a learning activity function).

    5.4. Documentation is filed.

6. **Post Accreditation Requirements and Reporting**

    6.1. Providers will provide summary reports to CCCEP on the results of learners' program evaluations. Timelines for submission can be found at Guideline H: Post Delivery Requirements (cccep.ca)

    6.2. Any changes to an accredited Learning Activity must be approved as part of an Activity Update (see UPDATE AN ACTIVITY (cccep.ca)) and cannot exceed 10% of the Learning Activity content.