**Accreditation Application Checklist**

* **To be used for Conferences only**

**Revised December 2023**

**Effective July 1, 2023**

|  |  |
| --- | --- |
| **Title of Conference** |  |
| **CCCEP application number** |  |
| **Provider Name** |  |

All documents referenced on this checklist are submitted electronically by uploading them with the on-line Accreditation Application Form. If these documents exceed the maximum sizes indicated on the Application Form you may send a link to the document via email to CCCEP. **Please note that the submission of this completed Accreditation Application Checklist Form is required for all conferences.**

Your application is not complete until all documents are submitted. Failure to submit all documents at the time you apply for Accreditation may result in processing delays.

The Filename used for the document/form submitted should start with the number of the Document/Form you are submitting. If there are multiple documents/forms for each of the items listed in the table below, please start each filename with 1a, 1b, etc.

|  |  |  |
| --- | --- | --- |
| **Document/Form Number** | **Required Document/Form** | **Submitted**  **(Mark √ )** |
| 1 | Completed Conference Accreditation Application Checklist |  |
| 2 | Needs Assessment (See [Standard 1: Relevance & Transfer (cccep.ca)](https://www.cccep.ca/pages/standard_1_relevancetransfer.html?page=standards__guidelines)) |  |
| 2 | Content  *Please note that if you are applying under Option 2, the presentation slides may be submitted within 30 days after the conference for post-conference audit. If you have selected Option 2 then indicate “to follow post-conference” in the Submitted column.*  *An explanation of the Options for Submission can be found at* [Conference Accreditation (cccep.ca)](https://www.cccep.ca/pages/conference_accreditation.html?page=accreditation) |  |
| 3 | Scientific Planning Committee (SPC) membership list and brief Bios *(see SPC requirements document at* <https://www.cccep.ca/public/uploads/documents/Scientific_Planning_Committee_-_Requirements_-_revised_June_2023.docx?page=accreditation> |  |
| 4 | Conference agenda or brochure  *(Please note that this should clearly identify the speakers, title of conference sessions, length of the sessions, and whether any sessions will be unaccredited)* |  |
| 5 | Bios for each speaker/presenter/moderator |  |
| 6 | Learning objectives for each session  *(Please note – if you are applying under Option 1 and your content (i.e., presentation slides) are being submitted, the learning objectives can be submitted as part of the presentation. If you are applying under Option 1 you may indicate “included in #2 – content” in the ‘Submitted’ column; Learning Objectives requirements can be found at* [Standard 2: Learning Objectives (cccep.ca)](https://www.cccep.ca/pages/standard_2_learning_objectives.html?page=standards__guidelines)) and information on writing Learning Objectives can be found in [Information and Resources for Providers (cccep.ca)](https://www.cccep.ca/pages/information_and_resources_for_providers.html?page=program_provider) |  |
| 7 | Abstract for each session  *(Please note – if you are applying under Option 1 and your content (i.e., presentation slides) is being submitted, you may indicate “not applicable – applying under Option 1” in the ‘Submitted’ column.)* |  |
| 8 | Reference list for each session  *(Please note:*   * *While encouraged, references do not need to be submitted at the time of application for accreditation if submitting under Option 2; however, they must be included in the presentation content submitted post Conference.* * *If you are applying under Option 1 and your content (i.e., presentation slides) are being submitted, the references can be submitted as part of the presentation. If you are applying under Option 1 you may indicate “included in #2 – content” in the ‘Submitted’ column.)* |  |
| 9 | Participant evaluation form  *(Please note – evaluation forms per session or one form that evaluates all sessions and the general conference are both acceptable provided the questions posed address CCCEP’s standard – see* [Standard 9: Evaluation and Continuous Improvement (cccep.ca)](https://www.cccep.ca/pages/standard_9_evaluation_and_continuous_improvement_part_2.html?page=standards__guidelines) *)* |  |
| 10 | Sample Letter or Statement of Participation/Attendance for participants  (*For information on CCCEP’s requirements for the Statement of attendance see* [Guideline F: Statements of Attendance (cccep.ca)](https://www.cccep.ca/pages/guideline_f_statements_of_attendance.html?page=standards__guidelines)) |  |
| 11 | Disclosure/COI Form for each author/presenter/speaker/moderator/SPC member  *One document required for each author, presenter, speaker, moderator, and SPC member, which may be combined into one pdf. The required form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation) |  |
| 12 | Declaration form for the provider/conference organizer  (*Form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)) |  |

**Providers must also complete the following:**

1. Are you applying under Option 1 (inclusive of presentation content) or Option 2 (presentations to follow post-conference)?
2. How will the conference for which you are seeking accreditation be delivered?

In person (if you select this delivery option you do not need to answer question 3)

Virtually

Combination of in person and virtually

1. What platform are you using to deliver the virtual conference/session?
2. Are there any **asynchronous** sessions included in your conference, for which you are seeking accreditation?

Yes

No (if you select No you do not need to answer question 5)

1. By checking the box below, you are confirming that the presenter(s) of the asynchronous sessions will be available to respond to participant questions/comments within 24 to 28 hours of them being proposed, for the full 2-week duration of the asynchronous session’s availability.

I confirm

Name of person completing this checklist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_