# Declaration form

# Revised December 2023

This form is to be completed by the Program Provider or Conference Organizer and is to be submitted with the learning activity materials at the time of application for accreditation.

The intent of this form is for Providers/Conference Organizers to declare that reasonable measures have been taken by them to ensure the learning activity/conference sessions align with CCCEP Standards and Guidelines. Details on the Standards and Guidelines from which the statements in this form were derived can be found at [STANDARDS & GUIDELINES (cccep.ca)](https://www.cccep.ca/pages/standards__guidelines.html).

|  |  |
| --- | --- |
| **Learning Activity or Conference title** |  |
| **CCCEP number assigned at the time of application** |  |
| **Provider/Conference Organizer** |  |
| **Provider/Conference Organizer Representative Name** |  |

**Instructions:** Check the box after each statement below to confirm the statement applies to the activity/conference you have submitted for accreditation.

| **Requirement** |  |
| --- | --- |
| 1. I have provided the authors, presenters and moderators with relevant information pertaining to CCCEP’s Standards and Guidelines, to ensure their awareness.
 |[ ]
| 1. I have submitted Disclosure/Conflict of Interest forms for all authors, presenters, moderators, expert reviewers and planning committee members and have reviewed these forms to ensure no conflicts exist that are contrary to CCCEP’s Standards and Guidelines.
 |[ ]
| 1. I have or will ensure that the required disclosure statements or slides, both personal (e.g., pertaining to the author or presenter) and commercial, are/will be provided to participants at the start of the learning activity/conference/conference session, as applicable, and that such disclosures are/will be complaint with [Guideline G: Conflict of Interest Disclosure (cccep.ca)](https://www.cccep.ca/pages/guideline_g_disclosure.html?page=standards__guidelines).
* *[Note: sample Disclosure/Conflict of Interest slides are available on CCCEP’s website at* [CCCEP Forms](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)*]*
 |[ ]
| 1. I have or will ensure that the name of the sponsor is presented once, and only once, in the presentation of the learning activity/conference session and that this is presented without the sponsor’s logo.
 |[ ]
| 1. I determined the need for the learning activity/educational conference sessions through a needs-assessment.
 |[ ]
| 1. I have ensured that the learning activity is relevant to the practice of pharmacy.
 |[ ]
| 1. I will provide each learner with an evaluation form at the end of the learning activity or conference session and encourage its completion. This form complies with CCCEP’s requirements under Standard 9 – 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). *(Note: for conferences one form that evaluates the conference as a whole and the sessions within it is also acceptable)*
 |[ ]
| 1. I have ensured that comments from the expert reviewers/expert panel regarding the content of the learning activity have been incorporated or otherwise addressed (e.g., by responding in detail to the expert reviewer) if they indicated that revisions were required and that they have reviewed and approved without conditions or revisions the version submitted to CCCEP for accreditation. *(Note: not applicable to conferences)*
 |[ ]
| 1. I will provide CCCEP with a summary of the results of the learner evaluations of the learning activity/conference, in accordance with the timeframes stated in my letter of accreditation.
 |[ ]
| 1. I will ensure that each participant receives a statement of attendance, that this statement of attendance will contain all the information required under Guideline F – see [Guideline F: Statements of Attendance (cccep.ca)](https://www.cccep.ca/pages/guideline_f_statements_of_attendance.html?page=standards__guidelines), and I will have a reasonable method of confirming their attendance.
 |[ ]
| 1. I will maintain a list of those who attended the learning activity for a period of three (3) years.
 |[ ]
| 1. In my application for accreditation, the number of CEUs requested includes only the time of the presentation and learner assessments (i.e., exclusive of break or meal time).
 |[ ]

**Declaration:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*print name*], declare that the above information is accurate and I understand that this information may be publicly available.

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Signature Date

(electronic signature is acceptable)