

GUIDELINES AND CRITERIA FOR CCCEP ACCREDITATION

**Canadian Council on Continuing Education in Pharmacy
Conseil canadien de l'éducation permanente en pharmacie**

The Canadian Council on Continuing Education in Pharmacy (CCCEP) is dedicated to
advancing pharmacy practice through quality continuing pharmacy education



**These guidelines may be revised from time to time by
the Board of Directors without prior notice.**

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INTRODUCTION

CCCEP offers a mechanism for providers of continuing pharmacy education (CPE) to apply for accreditation for continuing education programs that they develop, promote, and deliver.

CCCEP strives to assure an accurate, contemporary, quality learning experience through the accreditation process. However, CCCEP assumes no responsibility for any errors or consequences arising from the use of information in a CCCEP accredited lesson. It is the responsibility of the provider/sponsor to assure compliance with any other Criteria or Codes to which they are subject and it is the responsibility of all program participants as professionals to interpret and apply the information to their own practice as is appropriate.

In accordance with Section 20.04, all criteria must be met before a program is accredited.

Revision of Guidelines and Criteria

Whenever a formal revision, in whole or in part, is indicated, CCCEP will submit a draft of the revised criteria to Council for a motion to approve.

Revisions to the Guidelines and Criteria or any related forms will be posted on the CCCEP website (www.cccep.ca) including the date of Council approval and the effective date of the revisions.

It is the provider's responsibility to assure utilization of and adherence to the most current version of the Guidelines and Criteria and all related forms.

The guidelines may, from time to time, be revised by the board of directors of the Council.

The Executive Director may, from time to time, make revisions to the process and procedures of these guidelines that are consistent with the general principles and intent of the accreditation policy.

Suggestions for changes to the Guidelines and Criteria should be sent to the Executive Director.

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GOALS

CCCEP accreditation is designed to assure quality continuing pharmacy education programs for all pharmacy practitioners.

The planning and delivery of quality programs is a complex process, which draws upon expertise from the field of adult education as well as the discipline of pharmacy. Providers should incorporate principles of adult learning in order to meet the learning needs of pharmacy practitioners and enhance learning outcomes.

This document is intended to assist providers in the planning process and in submitting an application for accreditation. Providers must understand and adhere to the requirements of this document as well as understand their accountability for the quality of the CPE program they deliver.

CCCEP accreditation provides assurance to pharmacy practitioners that a program has been reviewed for both quality education and relevance to practice. CCCEP accreditation is a well-recognized “seal of approval” for CPE programs in Canada. Programs that are accredited for quality and relevance to practice will be of the most interest to practicing pharmacy practitioners as they decide which programs are appropriate for their needs.

Program accreditation aims to:

- Enhance the quality of CPE at the post-baccalaureate level;
- Provide pharmacy practitioners with a dependable basis to select quality programs;
- Enable uniform assignment and acceptance of CPE accreditation across Canada;
- Promote the provision of quality and appropriate CPE to augment the delivery of enhanced pharmacy practice.

PROGRAM DEVELOPMENT

Article I. General

Section 1.01 Continuing education is a planned learning experience beyond a formal degree designed to promote the continual development of knowledge, skills, and attitudes on the part of the practitioner.

Section 1.02 A provider is the person or group responsible for the development and submission to CCCEP of a CPE program.

Section 1.03 A sponsor is the person or group that provides financial support for a continuing pharmacy education program.

Section 1.04 The marketing and/or delivery of a program may be undertaken by the provider and/or the sponsor and/or a third party.

Section 1.05 The provider should ensure that active and/or interactive learning activities are included in the program to assist learners with knowledge transfer into their practice.

Section 1.06 Providers/sponsors are encouraged to work with established pharmacy organizations (licensing bodies, faculties of pharmacy, national, provincial, or regional pharmacy associations) in the development and delivery of programs.

Article II. Needs Assessment

Section 2.01 Providers should assess the learning needs of their target audience.

Section 2.02 Strategies for learning needs assessment include but are not limited to:

- (a) Establish and utilize an advisory/planning committee that includes pharmacy practitioners;
- (b) Survey target audience pharmacy practitioners;
- (c) Solicit participants' suggestions for future program topics in a provider's program evaluation form;
- (d) Analyze professional literature and trends in the profession to identify areas in need of strengthening or development.

Article III. Learning Outcome Objectives

Section 3.01 All programs must include written learning objectives that specify the learning outcomes participants can expect to achieve as a result of the program.

Section 3.02 Learner assessment and program evaluation should be related to the learning outcome objectives specified for the program.

Section 3.03 Learning outcome objectives must be stated as a measurable action or behaviour.

Section 3.04 Program providers, authors, and/or presenters should collaborate to identify the learning outcome objectives prior to development of the program content.

Section 3.05 Learning outcome objectives must reflect the relationship of the program topic and content to contemporary enhanced pharmacy practice.

Section 3.06 Learning outcome objectives must be published in program promotional material as well as at the beginning of learner materials and presenter visuals.

Article IV. Presentation and Style

Section 4.01 Independent Study Programs (ISP) are those that the learner works on without interacting directly with a presenter or facilitator. They may be delivered using a variety of media such as:

- (a) Print (e.g., sent by mail, included in a print journal, downloaded from the Internet in PDF form and printed);
- (b) Audio (e.g., CD/DVD, Internet, tapes);

- (c) Video (e.g., CD/DVD, Internet); and
- (d) Interactive¹ multimedia (e.g., CD/DVD, Internet, PODcast).

Section 4.02 Live Programs (LP) are those in which learners and presenters interact in real time. They usually take place with the presenter and learner in the same room (e.g. lectures, workshops, symposia, conferences), but may also be delivered using distance education technology such as:

- (a) Audioconference
- (b) Videoconference
- (c) Internet webcast
- (d) synchronous Internet conferencing

Section 4.03 Blended Programs (BP) are those that combine some self-study activities by the learner with one or more interactive sessions with an instructor. The interactive sessions may be a Live Program (4.2) or may take place using another interactive distance learning technology such as an asynchronous Internet discussion board or e-mail.

Article V. Program Topic, Content, and Activities

Section 5.01 Programs must be objectively presented and must provide in-depth information with fair, full disclosure and balance.

Section 5.02 Topics and content pertinent to contemporary pharmacy practice include but are not limited to:

- (a) The properties and actions of drugs and dosage forms;
- (b) The etiology, characteristics, therapeutics, and prevention of disease states;
- (c) The pharmaceutical monitoring and management of patient therapy;
- (d) Information unique to specialized types of pharmacy practice;
- (e) The social, ethical, behavioural, legal, pharmacoeconomic, administrative, and managerial aspects of pharmacy practice and health care.

Section 5.03 In those instances where the topics or content are not exclusively specific to pharmacy (e.g. personnel management, computer applications, communications, motivation), the provider must take appropriate steps to assure that the core content is related to contemporary pharmacy practice. This may be addressed in such educational components as:

- (a) The definition of specific learning outcome objectives;
- (b) Selection of authors/presenters and the provision of guidance to them;
- (c) Development and/or modification of supplemental instructional materials;
- (d) Development of learner assessment activities and testing instruments.

Section 5.04 If a program involves multiple components such as a conference, lecture series or blended program with self-study and interactive sessions, segments should be integrally and logically sequenced in an effort to ensure a well-coordinated Continuing Professional Development experience.

Section 5.05 Independent Study Programs must be a single topic or series of integrally related topics.

¹ “Interactive” in this context refers to how the learner uses the program, not that they “interact with a presenter.”

Section 5.06 Generic names must be used by the presenter and in all learner and presenter materials, unless there is no practical way to identify products with multiple ingredients. When use of a proprietary name is required, all pertinent proprietary names must be used.

Section 5.07 The provider should ensure that all programs include active and/or interactive learning activities, which use adult education principles, to help participants transfer knowledge to their practice. Design of the learning activity will depend on the delivery method. These activities may include but are not limited to:

- (a) pre-testing,
- (b) self-assessment activities,
- (c) case studies or case-based exercises (note: they need not be patient management case studies, depending on the topic),
- (d) data manipulation exercises,
- (e) problem-solving activities,
- (f) question and answer sessions, and
- (g) issues-based discussions.

Article VI. Instructional Materials

Section 6.01 The program must include instructional materials that are appropriate for the delivery method (e.g. handouts, outlines, background materials, selected bibliographies, and audiovisual aids).

Section 6.02 All instructional materials must be of satisfactory technical quality, current in content, and designed to enhance the participants' understanding of the topic.

Section 6.03 For Live Programs appropriate handout material to assist learning should be available to participants and must include a reference list if a copy of referenced slides is not provided.

Section 6.04 In addition to references as required in Section 7, providers are encouraged to offer a bibliography for additional reading.

Section 6.05 A copyright/intellectual property statement may be included in learner and/or presenter materials, on slides and printed program materials, in the same text colour but in a smaller font size than the main text on the page.

Article VII. References

Section 7.01 A full reference list must be provided in all instructional materials. (Refer to Article 7.08 for the style requirement).

- (a) For Live Programs, references must be included in the presenter audiovisuals, and in any participant handouts.
- (b) For Independent Study Programs references must be included in printed (or printable) program materials (e.g. print-based home study, print materials accompanying an audio or video program, printable web page within an Internet-based program), or as part of the program (e.g. screen with references in a video program, verbal presentation in an audio program)
- (c) For Blended Programs references must be included in printed (or printable) program materials. (e.g. print-based home study, print materials accompanying an audio or video program, printable

web page within an Internet-based program), or as part of the program (e.g. screen with references in a video program, verbal presentation in an audio program). References for the Live portion of the program must be included in the presenter audiovisuals, and in any participant handouts.

Section 7.02 References must be numbered consecutively as they appear in the program materials. In printed program materials and on slides they must be presented as superscript Arabic numerals and positioned at the end of the relevant quotation or concept outside of quotation marks.

Section 7.03 Each source should have only one reference number used throughout the program.

Section 7.04 Unpublished observations or personal communications should not be cited.

Section 7.05 Web sites may be cited as references providing the complete URL and date accessed are provided.

Section 7.06 Providers are responsible for verifying sources.

Section 7.07 References must be current and relevant. Popular press references may be declined by the Expert Reviewers or during CCCEP review.

Section 7.08 The preferred reference format, as described in the complete Uniform Requirements for Manuscripts Submitted to Biomedical Journals, is available online at www.cma.ca/publications/mwc/uniform.htm.

- (a) In publications and other programs in which a full reference list is impractical, a short reference may be provided that includes: author's surname and initial of first name, short title of publication, publication date (year and volume number or year and month), and page reference. A complete reference list must be available upon request. Example: Jones, A. Pharmaceutical Digest, 2006/05: 10-20.
- (b) The abbreviated references must be readable but may be in a smaller font than the text of the document.

Article VIII. Author/Presenter

Section 8.01 An author is the person responsible for writing the content of a continuing education program.

Section 8.02 A presenter is the person who delivers the content at a Live Program, i.e., speaker or facilitator.

Section 8.03 The provider must submit evidence of the expertise (by training and/or experience) of the program author /presenter.

Section 8.04 The author/presenter must offer an unbiased, factual, evidence-based program. Any personal opinion/experience must be identified as such. Program participants can then determine the most appropriate course of action for their practice setting.

- Section 8.05 The author/presenter for each program must be competent in the subject matter and qualified by experience and/or training in the methods of the program delivery.
- Section 8.06 Providers are strongly encouraged to have pharmacy practitioners as authors and presenters of their programs to ensure that the material is pertinent to pharmacy practice. This will reinforce the concept that the pharmacy practitioner is a unique member of the health care team with specific education needs.
- Section 8.07 It is recognized that there may be significant educational value for pharmacy practitioners to share ideas and information with professionals from other academic disciplines. Therefore, authors and presenters who are competent and qualified in other disciplines (e.g., medicine, nursing, management, psychology) may author/present programs; however, material must meet the unique education needs of pharmacy practitioners.
- Section 8.08 Subject to Section 8.09, an author or presenter must not be an employee of the program sponsor or any of its subsidiaries or associates.
- Section 8.09 CCCEP does recognize that some program sponsor employees possess specialized knowledge on particular subjects that is not available elsewhere. In these cases, the employee may author or present a program with prior approval from CCCEP.

Article IX. **Expert Review**

- Section 9.01 Subject to Section 9.02 and 9.03, all programs are subject to review by two experts in the topic area. One Expert Reviewer must be a Canadian pharmacist.
- Section 9.02 If the author/presenter is not a pharmacist, both Expert Reviewers must be Canadian pharmacists.
- Section 9.03 Occasional exemptions for Expert Review may be granted - for example, for a conference or for a non-clinical program. A provider who believes their program qualifies for an exemption under this section must contact the Executive Director for confirmation prior to submission of the program to CCCEP for accreditation review.
- (a) Requests for exemptions for non-clinical programs shall:
- (i) Demonstrate relevance to contemporary pharmacy practice; and
 - (ii) Show that the program will reflect best practice with respect to the subject area.
- (b) Requests for exemptions for conferences shall meet the following criteria:
- (i) Conferences at which presentations are accredited only for the conference;
 - (ii) Educational event is organized by a Canadian non-profit member-driven organization, professional body or a continuing education division of a Canadian post-secondary institution; and
 - (iii) Control over the content of the program and selection of speakers is maintained by pharmacy professionals on the planning committee;
 - (iv) Speakers are viewed by the planning committee as having known expertise in the topic area.

Section 9.04 An organization requesting an exemption for a conference shall submit the Terms of Reference and composition of the planning committee that clearly states: (i) the role of the planning committee in overseeing content and speaker selection, and (ii) the criteria or qualifications for members of the planning committee.

Section 9.05 The provider is responsible to ensure the Expert Reviews are undertaken prior to submission of the program to CCCEP.

Section 9.06 Expert reviewers critique the therapeutic and subject content of the entire program for clinical relevance, unbiased presentation, completeness, accuracy, and appropriateness of references. When speaker notes are not submitted for a Live Program, the Expert Reviewers and/or the Executive Director may request a copy if required to facilitate their review.

Section 9.07 An author or presenter of a program must not act as an Expert Reviewer for that program.

Section 9.08 An employee of the program provider or sponsor must not act as an Expert Reviewer of the program.

Section 9.09 A colleague who works closely with the author or presenter or who works at the same facility/institution must not act as an Expert Reviewer unless there are no other experts in the topic area in Canada and prior approval is obtained from the Executive Director for an exemption. Expert Reviewers should be from diverse geographical areas wherever possible.

Section 9.10 The provider must submit:

- (a) A signed Expert Reviewer Release Form from each of the two Expert Reviewers that states that the program is approved as reviewed, approved with noted revisions, or not approved;
- (b) A collated and typed copy of all comments made by each Expert Reviewer with the exception of identification of typos;
- (c) The author's written response to all suggested revisions from the Expert Reviewers to confirm that all revisions are incorporated in the submitted version or to briefly explain where a suggested revision is not incorporated.

Article X. **Honoraria and Disclosure**

Section 10.01 An honorarium and expenses may be paid to program authors, presenters, and expert reviewers.

Section 10.02 Every provider, author, presenter, and expert reviewer must complete and submit a Disclosure form to declare any funding or support received from the provider/sponsor further to program specific honoraria and expenses.

Section 10.03 Disclosure, as required under Section 10.02, must be made at the beginning of all programs in the program materials for Independent Study program and by the presenter in Live Programs in an opening slide prior to commencement of a presentation.

Section 10.04 If additional personnel (i.e. a new Live Program presenter) are involved with a program following accreditation, a Disclosure form must be submitted to CCCEP prior to their active participation.

PROGRAM DELIVERY

Article XI. **Methods of Delivery**

Section 11.01 The methods employed in the delivery of continuing pharmacy education play an important role in the effectiveness of the education experience. Innovation and experimentation with delivery methods that incorporate the principles of adult education and promote application/transfer of knowledge to practice are encouraged.

Section 11.02 The method of delivery should be appropriate to the learning objectives outcomes.

Article XII. **Promotion and Advertising**

Section 12.01 Programs must not be used for the promotion of products or companies.

Section 12.02 Social functions must neither compete with nor take precedence over the educational program.

Section 12.03 When both accredited and non-accredited sessions are planned (e.g. as part of a conference), the accredited sessions must be clearly identified.

Section 12.04 The involvement of all parties who contributed to the sponsorship or development of the program must be clearly acknowledged on promotional literature and program material.

Section 12.05 Promotional materials and material available to participants for all programs (e.g., brochures, advertisements, letters of invitation, or other announcements and the program itself) must include but are not limited to the following:

- (a) Learning outcome objectives for the program;
- (b) The identified target audience;
- (c) Presenters or authors and their credentials;
- (d) Registration fees, if applicable, for the program and a clear statement of the items covered by those fees;
- (e) Registration deadline and any applicable deadlines for pre-program cancellations and fee refunds;
- (f) Program schedule and description of the program;
- (g) Full description of all requirements established by the provider for successful completion of the program and subsequent awarding of credit (e.g., successful (graded) completion of a post-test, requirement for reference to external resources to complete a post-test, completion of a program evaluation form, participation in all sessions or certain combinations of sessions);

- (h) A statement indicating when and how a participant may expect to receive notification of CEU credit;
- (i) Name of the program provider and any financial sponsors;
- (j) Provider/sponsor contact name and phone number;
- (k) Confirmation, when applicable, that the program is Extended or Updated from a previously accredited program in accordance with Section 24.04, 24.05, and 26.05.

Section 12.06 All promotional and program material published or distributed after accreditation must also include:

- (a) CCCEP file number and the number of approved CEUs in accordance with Section 30.1;
- (b) CCCEP accredited logo;
- (c) Date of initial publication/presentation;
- (d) Program expiry date.

Article XIII. Program Sponsors

Section 13.01 A program sponsor may recommend the program topic but must not influence the content.

Section 13.02 A grant or other financial support from a program sponsor must be unrestricted.

Section 13.03 The program sponsor should be acknowledged at the beginning and/or end of the program (a discreet logo may be used once). The sponsoring company and its products must not be referenced in any other context.

Article XIV. Program Sponsor Employees

Section 14.01 Employees of program sponsors may introduce speakers in a Live Program.

Section 14.02 All provider and sponsor employees attending a Live Program must be clearly identified with a name badge and must introduce themselves to the chairperson.

Article XV. Registration Lists and Privacy

Section 15.01 Registration lists must comply with PIPEDA or the applicable provincial privacy legislation. Program participants must be advised how registration information will be used.

Section 15.02 A registration list must be used solely to confirm attendance at or participation in a program.

Section 15.03 A program participant who declines to provide any personal information other than their name and license number is eligible for credit upon the successful completion of or participation in the program.

Article XVI. Verification of Participation

Section 16.01 Providers must have a sound method to confirm evidence of participation in and successful completion of a program.

Section 16.02 Procedures to document participation include but are not limited to:

- (a) Individual documentation to confirm participation in accordance with Section 16.03;
- (b) Use of a post-testing procedure with a pre-established proficiency level and credits or certificates awarded only upon attainment of this level in accordance with Section 18.07;
- (c) Use of study groups in which all participants must attest to the successful completion of the program;
 - (i) In such instances, the provider must develop appropriate guidelines for the conduct of the program and use of the study materials. When completed and submitted to the provider, the material will constitute acceptable evidence of participation in and successful completion of the program at the specified level of proficiency.)
- (d) Submission by the participant of a written evaluation or critique of the program and its applicability to practice. The submission must be of sufficient length and detail to demonstrate successful completion of the program.

Section 16.03 For all programs the provider must issue individual documentation of successful completion to each participant in a timely fashion to be retained in their personal learning portfolio or submitted to a licensing body or CE office as required. All documentation (certificate or letter) must include the following:

- (a) Program Name;
- (b) CCCEP File #;
- (c) CCCEP accredited logo;
- (d) Number of CEUs assigned;
- (e) Date/location participant attended or date participant completed the program;
- (f) Provider and/or sponsor company, name of contact person, phone number;
- (g) Participant name and license number.

Section 16.04 All certificates must state the required information in accordance with Section 16.3, but may leave the space blank for the participant's name and license number. On request, a provider must be able to confirm eligibility of any individual participant to have a certificate (for example, by referring to the registration list).

Section 16.05 The provider must assure that certificates are provided only to bona fide participants of the program.

Section 16.06 Certificates must not be issued for completion of a program after the program expiry date.

Section 16.07 Any replacement or duplicate certificate issued must include the original participation or completion date.

LEARNER ASSESSMENT and PROGRAM EVALUATION

Article XVII. General

Section 17.01 Learner assessment and program evaluation are crucial for the maintenance and improvement of CPE quality.

Section 17.02 Providers as well as participants should recognize learner assessment and program evaluation as essential elements of continuing education programs.

Section 17.03 Providers are encouraged to share experiences with other providers with the goal of achieving continuing quality improvement of CPE programs.

Article XVIII. Learner Assessment

Section 18.01 The provider must offer a learner assessment tool for each program so participants can assess their achievement of the program's learning outcome objectives.

Section 18.02 Learner assessment activities are an integral component of a program and will be taken into consideration when determining the amount of credit to award.

Section 18.03 Learner assessment questions based on the learning objectives may be provided separately or incorporated into the program evaluation form.

Section 18.04 Providers are encouraged to utilize a variety of learner assessment activities including but not limited to:

- (a) Pre- and post-testing;
- (b) Post-testing alone or with group discussion and critique of answers;
- (c) Patient case study discussions;
- (d) Problem solving exercises; and
- (e) Self-assessment questions.

Section 18.05 Test items or other learner assessment activities should be designed to move beyond the simple recall of facts and seek to demonstrate learning with an emphasis on integration and transfer of knowledge to professional practice. Case based questions are one way to facilitate integration of learning into practice.

Section 18.06 Feedback to the participant on post-test performance, including provision of correct answers and rationale, is required in accordance to Section 18.7.

Section 18.07 Post-Tests

- (a) Where a post-test is used as the summative learner assessment tool, participants must achieve a minimum score of 70% for post-test questions to demonstrate that they have adequately achieved the program learning outcome objectives;

- (b) A participant who fails a post-test may have one opportunity to re-do the test without being advised which questions were incorrect the first time. Following the second attempt, whether a pass or fail, the correct answers and rationale will be provided to the participant;
- (c) Providers must inform participants of the process for notification of post-test results;
- (d) Post-test results must be provided to all participants in a timely, appropriate, and constructive manner and must include an indication of correct answers and the rationale for the answers;
- (e) Concurrent feedback on a post-test by including the answers with the questions is not acceptable if the test is used as the sole basis for validating participation;
- (f) If a unique set of questions is used for each of the pre and post-test, the provider may include only the pre-test answers to assure the post-test questions serve the validation function. If the same set of questions is used for both the pre and post-test, the answers must not be provided until after the post-test is completed;
- (g) Where the post-test questions are interspersed throughout the program (i.e. at the end of a chapter or module), the score must be based on the total number of questions and provided only at the conclusion of the lesson after all answers have been submitted;
- (h) A post-test must consist of a minimum of 10 questions per CEU anticipated to be approved to a maximum of 30 questions. A program with 30 questions may be approved for more than 3 CEUs. A program of less than one CEU must contain a minimum of four questions per quarter-CEU, up to a maximum of 10 CEUs.
- (i) A post-test may require access/referral to resources external to the program material to promote active learning. Where this option is utilized, the requirement for external resources and examples of potential suitable resources must be prominently noted on all program promotional material and at the beginning of the program text;
- (j) Multiple choice post-test questions must have a minimum of three and a maximum of five answer options (except for true/false);
- (k) True/false questions should be limited; when used, the responses must be shown as a) and b) options to facilitate computer marking of answer sheets.
- (l) CCCEP may request a provider/sponsor to submit copies of the completed learner assessment forms.

Article XIX. **Program Evaluation**

Section 19.01 The provider must develop and implement a program evaluation component.

Section 19.02 All participants must be afforded an opportunity to evaluate the quality of the program. The provider may, at his/her discretion, require the program participant to complete and submit the program evaluation form to be eligible for CEU credit.

Section 19.03 CCCEP may, at its discretion, from time to time require, a provider/sponsor to submit copies of the completed program evaluation forms to the CCCEP office for audit purposes.

Section 19.04 Key components of program quality to be monitored and evaluated must include but are not limited to:

- (a) *The participants:* achievement of the learning outcome objectives, the learning activities, the relevance of the learning experience to practice, and overall program satisfaction;

- (b) *The program/presenters*: suitability of instructional materials, pacing of presentation, relevance of content, knowledge of subject matter, clarity of presentation, actual or perceived content/speaker bias, and responsiveness to participant questions;
- (c) *The topic*: appropriate level of difficulty, currency of information and materials, overall balance.
- (d) The evaluation may also assess the facilities, the administration of the program, and convenience of the location.

APPLICATION FOR ACCREDITATION

Article XX. General

Section 20.01 Providers seeking CCCEP accreditation for a program must complete and submit the appropriate Application for Accreditation form and all required supporting documentation.

Section 20.02 Subject to Section 20.3, CCCEP accreditation is required for any program intended for distribution or presentation in more than one province or intended to attract pharmacy practitioner attendees from more than one province.

- (a) The Atlantic provinces, where there is one Continuing Education office, are exempt from Section 20.02 for programs that are only intended for distribution to pharmacy practitioners in that those provinces.
- (b) Programs offered in the Atlantic provinces that are expected to attract participants from other provinces are not exempt and must apply for CCCEP accreditation.

Section 20.03 All criteria must be met prior to accreditation of a program.

Section 20.04 The accreditation process must be finalized before a program is presented, published, or distributed.

Section 20.05 Programs submitted for accreditation after presentation, publication, or distribution will not be accepted for review by CCCEP.

Section 20.06 Applications should be submitted in sufficient time to allow for any revisions or rewrites required prior to final approval.

Section 20.07 Should the CCCEP Learning Review Panel not reach consensus, the program may be distributed to an alternate Learning Review Panel. In this case, the review process will take longer than the usual period of time. Providers are encouraged to plan for this possibility.

Section 20.08 CCCEP is not responsible for missed publication deadlines or lack of accreditation due to late submission of an application or any delays caused by revisions or further information required from the provider to address issues raised in CCCEP's preliminary report.

Section 20.09 CCCEP will not respond to an external inquiry about a program submission prior to its accreditation; however, a program submission information may be shared with members of CCCEP Council, provincial CE providers, provincial licensing authorities, and the program provider.

Section 20.10 Once accreditation is finalized, program information is public knowledge.

Article XXI. CEU Definition and Assignment

Section 21.01 A Continuing Education Unit (CEU) is defined as one contact hour (60 minutes) in an accredited continuing pharmacy education activity.

Section 21.02 A minimum of one-quarter CEU (15 minutes) is required.

- (a) A provincial CPE office, in conjunction with the licensing authority, may reject fractional CEUs at their discretion.)

Section 21.03 For Independent Study Programs, consideration for the assignment of CEU value includes but is not limited to:

- (a) Average length of time for CCCEP Learning Review Panel members to complete the lesson and post-test, excluding an outlier;

Section 21.04 For Live Programs, consideration for the assignment of CEU value includes but is not limited to:

- (a) Length of presentation;
- (b) Presentation style;
- (c) Active/inter-active learning activities;
- (d) Successful completion (70%) of a post-test - optional at the provider's discretion.

Section 21.05 For Blended Programs, assignment of CEU value takes into consideration, but is not limited to:

- (a) Average length of time for CCCEP Learning Review Panel members to complete the independent study components of the program, excluding an outlier; and
- (b) Length of proposed live or interactive sessions with a facilitator.

Article XXII. Program Expiry Date

Section 22.01 Subject to Sections 21.01(a), 21.01(b), 22.02 and 22.03, program accreditation shall be for a three-year period commencing on the date that the program receives CCCEP accreditation.

- (a) This period may be reduced at the discretion of the Executive Director if:
 - (i) The period of time between the completion of the expert reviews and the submission of the program for accreditation is viewed as too long; or
 - (ii) The period of time between the issuance of the preliminary report and the submission of the required changes required to issue the final report and program accreditation is deemed as too long; or
 - (iii) The combination of the above two periods is deemed as too long; or
 - (iv) The time period from the date of the last expert review to the issuance of the program accreditation is greater than six months.
- (b) The accreditation of an Independent Study Program or Blended Program will expire on the publication of the answer key.

Section 22.02 Accreditation remains valid to the expiry date providing the content, format, and length of the program are unchanged and the content remains current and relevant. It is the provider's responsibility to assure a program is not distributed or presented if the content is no longer accurate and current.

Section 22.03 The expiry date for a Live Program presented at a Conference, except those sessions accredited by CCCEP with their own unique file number, is immediate upon the conclusion of the Conference or at the conclusion of the final presentation of a repeated Conference.

- (a) A repeat Conference is one that is repeated in its entirety for a banner or chain organization.
- (b) Individual sessions accredited under the auspices of a Conference must not be extracted for future presentation as a stand alone program until re-submitted for stand alone accreditation with its own unique file number.

Article XXIII. French Translation of CCCEP Accredited English Programs

Section 23.01 CCCEP accredits all programs in English.

Section 23.02 The translator of a CCCEP accredited program must certify that the French translation corresponds in every respect to the English version.

Section 23.03 If the translator is not a pharmacy practitioner, a bilingual pharmacy practitioner must review the French translation and certify that the translation accurately reflects the content and clinical relevance of the accredited English version.

Section 23.04 The provider must submit to CCCEP a signed statement from the translator and the reviewing pharmacy practitioner on the prescribed form to confirm the French translation accurately depicts the original accredited program.

Section 23.05 CCCEP will advise the provincial Continuing Education offices that the French version of the program is accredited.

Article XXIV. Application for Independent Study Program Accreditation

Section 24.01 It is the responsibility of the provider/sponsor to assure a program application is submitted in sufficient time to facilitate revisions/editing which may be required following receipt of the preliminary report from CCCEP.

Section 24.02 The time lines noted in Section 24.03 and Article XXXV refer only to the provision of the preliminary report from CCCEP to the provider and do not infer in any way that accreditation will be finalized within that period of time.

Section 24.03 Independent Study Programs may be submitted under one of the following categories:

- (a) **Regular** (anticipate 1-4 CEUs) – the preliminary report forwarded to the provider within six weeks of receipt of a complete and accurate application submission.
- (b) **Special** (anticipate 5-10 CEUs) – the preliminary report forwarded to the provider within six weeks of receipt of a complete and accurate application submission.

- (c) **Extended** – the preliminary report will be forwarded to the provider within three weeks of receipt of a complete and accurate application submission.
- (d) **Updated** – the preliminary report will be forwarded to the provider within six weeks of receipt of a complete and accurate application submission.
- (e) **Fast Track** (anticipate four or less CEUs) – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission.
 - (i) The provider must contact CCCEP a minimum of two weeks prior to submission of a Fast Track to confirm availability of the service. Availability of Fast Track service is not guaranteed.
 - (ii) The provider must also confirm the exact date of delivery to the CCCEP office 48 hours in advance.
- (f) **Special Fast Track** (anticipate 5-10 CEUs) – the preliminary report will be forwarded to the provider within three weeks of receipt of a complete and accurate application submission.
 - (i) The provider must contact CCCEP a minimum of two weeks prior to submission of a Special Fast Track to confirm availability of the service. Availability of Special Fast Track service is not guaranteed.
 - (ii) The provider must also confirm the exact date of delivery to the CCCEP office, 48 hours in advance.
- (g) **Administrative Review** – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission.
- (h) **Program Type Review** – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission for a basic review and within four weeks if a more extensive review is required.

Section 24.04 Extended Independent Study Program.

- (a) A previously accredited Independent Study Program may be submitted for review as an Extended Program providing:
 - (i) Revision from the initial accredited version is minimal and clearly identified;
 - (ii) The summative learner assessment activity (e.g., post-test questions) may be the same or similar to the initial accredited version;
 - (iii) Following revisions by the author, the program is reviewed by two Expert Reviewers to assure continued currency and relevance in accordance with Section 9;
 - (iv) The Extended Program Application form and all required documentation stated therein are submitted to CCCEP in accordance with Section 27.05 for review by the Executive Director. On receipt of the submission the Executive Director will determine if a program qualifies for this review process;
 - (v) On accreditation, the new CCCEP file number will include the suffix 'EX';
 - (vi) All marketing and program material must clearly state the program is extended from the original program with minimal revision and must include the original program number and initial publication date;
 - (vii) The expiry date will be determined in accordance with Article XXII.

Section 24.05 Updated Independent Study Program

- (a) A previously accredited Independent Study Program may be submitted for review as an Updated Program, providing:
 - (i) All revisions from the initial accredited version are clearly defined (deletions and additions);
 - (ii) The summative learner assessment activity (e.g. post-test questions) is entirely new;

- (iii) Following revisions by the author the program is reviewed by two Expert Reviewers to assure continued currency and relevance in accordance with Article IX;
- (iv) The Updated Program Application form and all required documentation as stated therein are submitted to CCCEP in accordance with Section 24.6 for review by a CCCEP Learning Review Panel;
- (v) On accreditation, the new CCCEP file number will include the suffix 'UD';
- (vi) All marketing and program material must clearly indicate the program is updated from the original program and contains an all new post-test and must include the original program number and initial publication date;
- (vii) The expiry date will be determined in accordance to Article XXII.

Section 24.06 Application Process for Independent Study Program Accreditation (print or electronic media):

- (a) The appropriate completed Application for Accreditation form and all required documentation as stated therein;
- (b) Print-based programs must be provided as the final program draft text free of typographical, grammatical, and content errors.
- (c) Programs in other media formats (e.g. audio, video, interactive multimedia) must be provided in the form in which the learner will use them. Interactive multi-media programs intended for Internet delivery can be provided on a CD-ROM or through a password-protected website. Instructions for reviewers on how to access an online program must be provided.
- (d) All print-based submissions must be paginated;
- (e) All submissions must be of sufficient quality that reviewers can easily read or view (for example: video, CD) the entire program including any charts, tables, or diagrams;
- (f) References must be noted in text in accordance with Article VII;
- (g) Information for the participant: that a mark of 70% or greater is required to earn Continuing Education credit; where to submit answer sheet for marking; when and how participant will be notified of results; and
- (h) Payment of the accreditation fee plus GST in accordance with Article XXXV.

Section 24.07 Accreditation of all electronic media programs is dependent on the successful review of the final version of the electronic format in accordance with Section 27.05.

NOTE: Since a central part of the CCCEP review is a review of the learning experience, the accreditation decision and assignment of CEU's must be based on the reviewer use of the final program in it's intended delivery format. CCCEP is researching a separate process for providers who want their content to be "vetted" before commencing multimedia development.

Article XXV. **Application for Live Program Accreditation**

Section 25.01 It is the responsibility of the provider/sponsor to assure a program application is submitted in sufficient time to facilitate revisions/editing which may be required following receipt of the preliminary report from the Executive Director.

Section 25.02 The time lines noted in Section 25.04 and Article XXXV refer only to the provision of the preliminary report from CCCEP to the provider and do not infer in any way that accreditation will be finalized within that period of time.

Section 25.03 In accordance with Section 9.03, **occasional** exemptions for Expert Review of a Live Program may be granted - for example, for a major conference or for a non-clinical program.

Section 25.04 A Live Program may be submitted under one of the following categories:

- (a) **Live 1** - 1 to 3 speakers and/or topics (includes a train-the-trainer session).
 - (i) The application and documentation must be received in the CCCEP office a minimum of three weeks prior to the initial presentation date.
 - (ii) The preliminary report will be sent to the provider within two weeks of receipt of a complete and accurate application submission.
- (b) **Live 2** – 4 to 9 speakers and/or topics.
 - (i) The application and documentation must be received in the CCCEP office a minimum of three weeks prior to the initial presentation date.
 - (ii) The preliminary report will be sent to the provider within two weeks of receipt of a complete and accurate application submission.
- (c) **Live 3** –10 to 19 speakers and/or topics.
 - (i) The application and documentation must be received in the CCCEP office a minimum of four weeks prior to the initial presentation date.
 - (ii) The preliminary report will be sent to the provider within three weeks of receipt of a complete and accurate application submission.
- (d) **Live 4** – 20 to 29 speakers and/or topics.
 - (i) The application and documentation must be received in the CCCEP office a minimum of four weeks prior to the initial presentation date.
 - (ii) The preliminary report will be sent to the provider within three weeks of receipt of a complete and accurate application submission.
- (e) **Live 5** – 30 or more speakers and/or topics.
 - (i) The application and documentation must be received in the CCCEP office a minimum of four weeks prior to the initial presentation date.
 - (ii) The preliminary report will be sent to the provider within three weeks of receipt of a complete and accurate application submission.
- (f) **Fast Track Live Program.** the preliminary report will be forwarded to the provider within 8 days for Live 1 and Live 2 programs and 14 days for Live 3, Live 4, or Live 5 programs from the date of the of a complete and accurate application submission.
 - (i) The provider must contact CCCEP a minimum of two weeks prior to submission of a Fast Track to confirm availability of the service. *Availability of Fast Track service is not guaranteed.*
 - (ii) The provider must also confirm the exact date of delivery to the CCCEP office 48 hours in advance.
- (g) **Extended** – The preliminary report will be forwarded to the provider within two weeks of the receipt of a complete and accurate application submission.
- (h) **Program Type Review** – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission for a basic review and within four weeks if a more extensive review is required.

Section 25.05 Extended Live Program

- (a) A previously accredited Live Program may be submitted for review as an Extended Program, providing:
 - (i) Revision from the initial accredited version is minimal and clearly defined.
 - (ii) Following revisions by the author, the program is reviewed by two Expert Reviewers to assure continued currency and relevance in accordance with Article IX;

- (iii) The Extended Program Application form and all required documentation stated therein are submitted to CCCEP for review by the Executive Director. On receipt of the submission, the Executive Director will determine if the program qualifies for this review process;
- (iv) On accreditation, the new CCCEP file number will include the suffix 'EX';
- (v) All marketing and program material must clearly state the program is updated from the original program with minimal revision and include the original program number and initial presentation date;
- (vi) The expiry date will be determined in accordance with Article XXII.

Section 25.06 Application Process for Live Program Accreditation

- (a) The appropriate completed Application for Accreditation form and all required documentation as stated therein;
- (b) If speaker notes are not submitted, a detailed program abstract is required;
- (c) Copy of slides or overheads
 - (i) This requirement may be waived under certain circumstances such as a major conference, only with the prior approval of the Executive Director);
- (d) All slides must be numbered;
- (e) All submissions must be of sufficient quality that the reviewer can easily read the entire program including any charts, tables, or diagrams;
- (f) All submissions must be the penultimate draft, free of typographical, grammatical, and content errors;
- (g) References must be noted on slides and/or handouts in accordance with Article VII;
- (h) Statement for participants advising when and how participant will be notified of credits;
- (i) Accreditation fee plus GST in accordance with Article XXXV.

Article XXVI. Application for Blended Program Accreditation

Section 26.01 The Application Process for Blended Programs is primarily the same as the application process for Independent Study Programs as described in Article XXIV, except that the criteria outlined in 25.06 regarding the requirements for Live Program applications apply to the Live portion of the Blended program.

Section 26.02 CCCEP will customize a process for programs that do not easily fit into this standard process. Applicants should contact the Executive Director if they feel this is the case.

Section 26.03 It is the responsibility of the provider/sponsor to assure a program application is submitted in sufficient time to facilitate revisions/editing which may be required following receipt of the preliminary report from CCCEP.

Section 26.04 The time lines noted in Sections 26.05 and Article XXXV refer only to the provision of the preliminary report from CCCEP to the provider and do not infer in any way that accreditation will be finalized within that period of time.

Section 26.05 Blended Programs may be submitted under one of the following categories:

- (a) **Regular** (anticipate 1-4 CEUs) – the preliminary report forwarded to the provider within six weeks of receipt of a complete and accurate application submission.

- (b) **Special** (anticipate 5-10 CEUs) – the preliminary report forwarded to the provider within six weeks of receipt of a complete and accurate application submission.
- (c) **Extended** – the preliminary report will be forwarded to the provider within three weeks of receipt of a complete and accurate application submission.
- (d) **Updated** – the preliminary report will be forwarded to the provider within six weeks of receipt of a complete and accurate application submission.
- (e) **Fast Track** (anticipate 1-4 CEUs) – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission.
 - (i) The provider must contact CCCEP a minimum of two weeks prior to submission of a Fast Track to confirm availability of the service. Availability of Fast Track service is not guaranteed.
 - (ii) The provider must also confirm the exact date of delivery to the CCCEP office 48 hours in advance.
- (f) **Special Fast Track** (anticipate 5-10 CEUs) – the preliminary report will be forwarded to the provider within three weeks of receipt of a complete and accurate application submission.
 - (i) The provider must contact CCCEP a minimum of two weeks prior to submission of a Special Fast Track to confirm availability of the service. Availability of Special Fast Track service is not guaranteed.
 - (ii) The provider must also confirm the exact date of delivery to the CCCEP office, 48 hours in advance.
- (g) **Administrative Review** – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission.
- (h) **Program Type Review** – the preliminary report will be forwarded to the provider within two weeks of receipt of a complete and accurate application submission for a basic review and within four weeks if a more extensive review is required.

Section 26.06 Extended Blended Program.

- (a) A previously accredited Blended Program may be submitted for review as an Extended Program providing:
 - (i) Revision from the initial accredited version is minimal and clearly identified;
 - (ii) The summative learner assessment activity (e.g., post-test questions) may be the same or similar to the initial accredited version;
 - (iii) Following revisions by the author, the program is reviewed by two Expert Reviewers to assure continued currency and relevance in accordance with Article IX;
 - (iv) The Extended Program Application form and all required documentation stated therein are submitted to CCCEP in accordance with Section 26.08 for review by the Executive Director. On receipt of the submission the Executive Director will determine if a program qualifies for this review process;
 - (v) On accreditation, the new CCCEP file number will include the suffix 'EX';
 - (vi) All marketing and program material must clearly state the program is extended from the original program with minimal revision and must include the original program number and initial publication date;
 - (vii) The expiry date will be determined in accordance with Article XXII.

Section 26.07 Updated Blended Program

- (a) A previously accredited Blended Program may be submitted for review as an Updated Program, providing:
 - (i) All revisions from the initial accredited version are clearly defined (deletions and additions);

- (ii) The summative learner assessment activity (e.g. post-test questions) is entirely new;
- (iii) Following revisions by the author the program is reviewed by two Expert Reviewers to assure continued currency and relevance in accordance with Section 9;
- (iv) The Updated Program Application form and all required documentation as stated therein are submitted to CCCEP in accordance with Section 24.6 for review by a CCCEP Learning Review Panel;
- (v) On accreditation, the new CCCEP file number will include the suffix 'UD';
- (vi) All marketing and program material must clearly indicate the program is updated from the original program and contains an all new post-test and must include the original program number and initial publication date;
- (vii) The expiry date will be determined in accordance to Article XXII.

Section 26.08 Application Process for Blended Program Accreditation.

- (a) The appropriate completed Application for Accreditation form and all required documentation as stated therein;
- (b) Print-based programs must be provided as the final program draft text free of typographical, grammatical, and content errors.
 - (i) Speaker notes are to be submitted for the Live portion of the program. If speaker notes are not submitted, a detailed program abstract must be submitted.
 - (ii) A copy of the slides or overheads are to be submitted.
- (c) Programs in other media formats (e.g. audio, video, interactive multimedia) must be provided in the form in which the learner will use them. Interactive multi-media programs intended for Internet delivery can be provided on a CD-ROM or through a password-protected website. Instructions for reviewers on how to access an online program must be provided.
- (d) All print-based submissions must be paginated;
- (e) All slides must be numbered.
- (f) All submissions must be of sufficient quality that reviewers can easily read or view (for example: video, CD) the entire program including any charts, tables, or diagrams;
- (g) References must be noted in text in accordance with Article VII;
- (h) Information for the participant: that a mark of 70% or greater is required to earn Continuing Education credit; where to submit answer sheet for marking; when and how participant will be notified of results; and
- (i) Payment of the accreditation fee plus GST in accordance with Article XXXV.

Section 26.09 Accreditation of all electronic media programs is dependent on the successful review of the final version of the electronic format in accordance with Section 27.05.

Article XXVII. CCCEP Review Process for Accreditation

Section 27.01 Upon receipt in the CCCEP office, the application and documentation will be reviewed for completeness.

Section 27.02 When determined that the submission is complete, a copy of the application form and program in its final format as described above will be forwarded to a CCCEP Learning Review Panel (volunteer practising pharmacy practitioners). For Independent Study and Live Programs, the answer key is sent to the reviewers in a password protected file. They may open this file after they have completed the post-test.

Section 27.03 The CCCEP Learning Review Panel is responsible to:

- (a) Consider the relevance of the program to contemporary pharmacy practice ;
- (b) Assure the program information is provided in a fair, unbiased, and non-promotional manner;
- (c) Identify any pharmacy practice issues relevant to the learning objectives that are not included;
- (d) Identify any issues that require clarification;
- (e) Assess learner assessment questions or activities (e.g. the post-test questions) for accuracy, clarity, level of complexity, and appropriateness in relation to the learning outcome objectives, subject matter, and application of knowledge to practice (moving beyond simple recall of fact);
- (f) Assure that the program meets the accreditation criteria;
- (g) Document the time required to complete the program; and
- (h) Recommend whether the program should be accredited.

Section 27.04 CCCEP will compile a preliminary report to the provider, including the comments from the reviewers, and will identify any additional matters that must be addressed prior to accreditation approval.

Section 27.05 Review of programs that can be accessed only by the Internet will include but is not limited to:

- (a) Registration requirements to access the site (no extraneous personal data);
- (b) Real or perceived bias on/of the site;
- (c) Access to and scoring of the post-test;
- (d) Access to answer key rationale; and
- (e) Access to participation certificate.

Section 27.06 Once all requirements are met, the CCCEP will advise the provider that the program is accredited, the number of CEUs assigned, the CCCEP file number for the program, and the expiry date.

Section 27.07 For some Live Programs, such as large conferences, CCCEP may use an alternative process to the Learning Review Panels to review the program to:

- (a) Assure the program information is provided in a fair, unbiased, and non-promotional manner;
- (b) Identify any issues that require clarification;
- (c) Assure that the program meets the accreditation criteria;
- (d) Determine the number of CEUs.

Article XXVIII. **Provider Response to Preliminary Report**

Section 28.01 The provider response to the CCCEP's preliminary report must include a copy of the revised program with the revisions clearly noted to facilitate further review. Text, slides, post-test, and answer key rationale must also be included if applicable.

Section 28.02 The provider must also provide a clean revised copy of all materials.

Section 28.03 If the revisions are of a minor nature, the review will be undertaken at no further cost to the provider.

Section 28.04 When the revisions are major, and include significant additional material or changed clinical content, a completely new program submission may be required at the Executive Director's discretion.

Article XXIX. **Administrative Review**

Section 29.01 An accredited program may be submitted for Administrative Review if:

- (a) The provider and/or sponsor changes; and/or
- (b) The program is shortened by removing section(s) of the previously approved content; and/or
- (c) The provider wishes to change the name of the program; and/or
- (d) Other situations that the Executive Director determines do not constitute a substantive addition or change to the content of the approved program;

And provided that:

- (e) The program content is not otherwise revised or updated; and
- (f) The learning objectives are amended as required.

Section 29.02 A program with revisions to the clinical content is not eligible for administrative review.

Section 29.03 The provider must submit the completed Application for Administrative Review form, the required documentation as stated therein, and the applicable fee plus GST in accordance with Article XXXV.

Section 29.04 The original program name and CCCEP file # must be provided.

Section 29.05 The program provider must clearly indicate the changes to the program and the reason for the request for administrative review.

Section 29.06 The expiry date will remain the same as that of the originally accredited program.

Section 29.07 The Executive Director will determine if the program qualifies for this review process.

Section 29.08 The Executive Director will prepare a preliminary report to the provider and identify any requirements that must be addressed prior to approval for accreditation.

Section 29.09 Once all requirements are met, CCCEP will advise the provider that the program is accredited, the number of CEUs assigned, the new CCCEP file number for the program, and re-confirm the expiry date.

- (a) In some circumstances, the program provider may retain the former program and the former accreditation number.
- (b) The Executive Director may waive all or part of the fee for minor changes such as the change of the name of the program.

Article XXX. **Program Type Review**

Section 30.01 A program may be submitted for a Program Type Review if the provider wishes to:

- (a) Deliver an accredited Individual Study Program as a Live Program or Blended Program;
- (b) Deliver a Live program as an Independent Study Program or a Blended Program;
- (c) Deliver a Blended program as a Live program or solely as an Independent Study Program.

Section 30.02 A program with revisions to the clinical content is not eligible for program type review.

Section 30.03 The provider must submit the completed Application for Program Type Review form, the required documentation as stated therein, and the applicable fee plus GST in accordance with Article XXXV.

Section 30.04 The original program name and CCCEP file # must be provided.

Section 30.05 The program provider must clearly indicate the changes that will be made to the program and the type of program type requested.

Section 30.06 The expiry date will remain the same as that of the originally accredited program.

Section 30.07 The new program must meet all the criteria for the new program type by which it will be delivered.

Section 30.08 The Executive Director will prepare a preliminary report to the provider and identify any requirements that must be addressed prior to approval for accreditation.

Section 30.09 Once all requirements are met, CCCEP will advise the provider that the program is accredited, the number of CEUs assigned, the new CCCEP file number for the program, and re-confirm the expiry date.

- (a) The original CCCEP file number will remain in effect along with the new CCCEP file number.

Section 30.10 The base fee for a Program Type Review is the same as the Administrative Review Fee.

- (a) A provider may be assessed an additional fee based on the extent of the review required to review the program for the new delivery format.
- (b) The total fees charged for a Program Type Review will not exceed the total fees for the submission of a new program of the new program type.

Article XXXI. **Program Recognition**

Section 31.01 In addition to the requirements of Section 12.06, program materials will include the “CCCEP accredited” logo and may include the following statement in close conjunction with the required CCCEP accredited logo on program announcements, course materials, and certificates of participation:

The Canadian Council on Continuing Education in Pharmacy has accredited this program for _____ CEUs.

Le Conseil canadien de l'éducation permanente en pharmacie a octroyé _____ crédits de formation continue pour ce program.

Section 31.02 This statement must not be used for programs approved provincially for local presentation or for programs accredited by a CCCEP approved provider. However, the Approved Provider may use the CCCEP approved provider logo on materials and programs.

APPEAL and AUDIT

*Article XXXII. **Appeal***

Section 32.01 A provider/sponsor who is not satisfied with the accreditation decision of CCCEP may submit an appeal of the accreditation decision in writing to the Executive Director of CCCEP.

Section 32.02 An appeal must be based on an error in:

- (a)* The interpretation of the reviewers comments; or
- (b)* The application of the Guidelines and Criteria.

Section 32.03 The Executive Director will advise the appellant of the appeal process. The process is discretionary and dependent on the nature of the appeal and may include:

- (a)* A submission to a new Learning Review Panel; or
- (b)* A submission to the Executive Committee of CCCEP.

Section 32.04 The decision of the appeal process is binding.

Section 32.05 The appeal process will take a minimum of four weeks.

Section 32.06 The appropriate fee plus GST in accordance with Article XXXV must accompany the appeal submission.

*Article XXXIII. **Program Audit***

Section 33.01 From time to time, CCCEP may conduct an audit of accredited programs.

Section 33.02 A program audit strives to assure the quality of the education program and assist CE providers in the continuing improvement of their program development and delivery activities.

Section 33.03 An audit will assist to enhance the overall validity and reliability of the accreditation criteria.

Section 33.04 Auditors will be current or past members of CCCEP or individuals designated by CCCEP.

Section 33.05 An audit may include but is not limited to:

- (a) Analysis of program quality as perceived by the auditor who participates in the program;
- (b) Inquiry with the program participants to solicit their opinions on key indicators reflecting the quality criteria;
- (c) Evaluation of the program provider's compliance with the accreditation criteria;
- (d) Request the provider to submit learner assessment and/or program evaluation forms to CCCEP.

Section 33.06 When an audit indicates the provider has failed to adhere to the Guidelines and Criteria, a penalty may be assessed in accordance with Article XXXV.

*Article XXXIV. **Failure to Adhere to Guidelines and Criteria***

Section 34.01 It is the responsibility of the provider and/or sponsor to assure a program adheres to the Guidelines and Criteria for CCCEP accreditation.

Section 34.02 Should a provider or sponsor fail to comply with the Accreditation Guidelines and Criteria, CCCEP reserves the right to assess a penalty.

Section 34.03 The penalty will be determined at the discretion of the CCCEP Executive Committee, ratified at the next meeting of the Council, and may include any of:

- (a) Refusal to accredit future submissions from the offending provider or sponsor, either for a specified period of time or indefinitely;
- (b) Withdrawal of accreditation prior to the initial or subsequent presentation of a live program or for any further participant submissions of an independent study program;
- (c) Any other penalty as may be determined appropriate;
- (d) The effective date(s) of the penalty.

FEES

*Article XXXV. **Fees***

Section 35.01 The fees for accreditation review and evaluation are set by the CCCEP board of directors. The board may, from time to time, change the fees without prior notice.

Section 35.02 The Total Fees, including GST, are due with the program application and are not refundable.

- (a) The GST Registration Number is 89764 5594 RT

Section 35.03 Please refer to the following Fee Schedule for the current fee rates.

Section 35.04 Cheques are payable to:

“Canadian Council on Continuing Education in Pharmacy” or “CCCEP.”

Section 35.05 Cheques are to be sent to:

Canadian Council on Continuing Education in Pharmacy
 102 – 4010 Pasqua Street
 Regina, Saskatchewan S7J 3V9
 Phone: 306-545-7790 Fax: 305-545-7795
 E-mail: info@cccep.ca
www.cccep.ca

Section 35.06 Fee Schedule

CCCEP Fee Schedule: Effective January 1, 2007 <i>(Effective for program submitted on or before December 31, 2008)</i>				
Program/Review Type	<i>INITIAL</i> CCCEP Report To Provider	Fee	GST	TOTAL DUE
ISP 1 - Regular (Up to 4 CEUs)	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
ISP 2 – Regular (5-10 CEUs)	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
ISP - Extended	Three weeks from receipt of complete application submission	\$370	\$18.50	\$388.50
ISP 1 – Updated	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
ISP 2 – Updated	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
ISP 1 - Fast Track (Up to 4 CEUs)	Two weeks from receipt of complete application submission	\$2,550	\$127.50	\$2,677.50
ISP 2 – Fast Track (5-10 CEUs)	Three weeks from receipt of complete application submission	\$3,290	\$164.50	\$3,454.50
Live 1 – up to 3 speakers or topics. (Includes ‘train-the-trainer)	Two weeks from receipt of complete application submission	\$650	\$32.50	\$682.50
Live 2 – 4 to 9 speakers or topics	Two weeks from receipt of complete application submission	\$975	\$48.75	\$1,023.75
Live 3 – 10 to 19 speakers or topics	Three weeks from receipt of complete application submission	\$1,350	\$67.50	\$1,417.50
Live 4– 20 to 29 speakers or topics	Three weeks from receipt of complete application submission	\$1,400	\$70.00	\$1,470.00
Live 5 - 30 or more speakers or topics	Three weeks from receipt of complete application submission	\$1,450	\$72.50	\$1,522.50
Live - Extended	Two weeks from receipt of complete application submission	\$370	\$18.50	\$388.50

CCCEP Fee Schedule: Effective January 1, 2007 <i>(Effective for program submitted on or before December 31, 2008)</i>				
Program/Review Type	<u>INITIAL</u> CCCEP Report To Provider	Fee	GST	TOTAL DUE
Live - Updated	Same period as for regular Live review (e.g., Live 1 is two weeks, Live 3 is three weeks)	Same as regular review		
Live 1 – Fast Track	Live 1 – eight days	\$1,650	\$82.50	\$1,732.50
Live 2 – Fast Track	Live 2 – eight days	\$2,475	\$123.75	\$2,598.75
Live 3 – Fast Track	Live 3 – 12 days	\$2,850	\$142.50	\$2,992.50
Live 4 – Fast Track	Live 4 – 12 days	\$2,900	\$145.00	\$3,045.00
Live 5 – Fast Track	Live 5 – 12 days	\$2,950	\$147.50	\$3,097.50
Blended 1 (Up to 4 CEUs)	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
Blended 2 (5-10 CEUs)	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
Blended – Extended	Three weeks from receipt of complete application submission	\$370	\$18.50	\$388.50
Blended - Update	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
Blended 1 – Fast Track	Two weeks from receipt of complete application submission	\$2,550	\$127.50	\$2,677.50
Blended 2 – Fast Track	Three weeks from receipt of complete application submission	\$3,290	\$164.50	\$3,454.50
Administrative Review	Two weeks from receipt of complete application submission	\$290	\$14.50	\$304.50
Program Type Review	Two weeks for basic review and four weeks for more extensive review	\$ 290 (Base fee only)	\$14.50	\$304.50
Appeal	Minimum four weeks from receipt of appeal	\$150	\$7.50	\$157.50

Note 1: GST Registration Number is 89764 5594 RT

Note 2: For independent study programs greater than 10 CEUs or for unique program formats, the fee will be set individually by mutual agreement between the Executive Director and the provider.

Note 3 Refer to Sections 24.02, 25.02, and 26.04 for a statement regarding the time frame for preliminary reports.

CCCEP Fee Schedule: Effective January 1, 2009				
Program/Review Type	<i>INITIAL</i> CCCEP Report To Provider	Fee	GST	TOTAL DUE
ISP 1 - Regular (Up to 4 CEUs)	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
ISP 2 – Regular (5-10 CEUs)	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
ISP - Extended	Three weeks from receipt of complete application submission	\$370	\$18.50	\$388.50
ISP1 - Updated	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
ISP 2 - Updated	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
ISP 1 - Fast Track (Up to 4 CEUs)	Two weeks from receipt of complete application submission	\$2,550	\$127.50	\$2,677.50
ISP 2 – Fast Track (5-10 CEUs)	Three weeks from receipt of complete application submission	\$3,290	\$164.50	\$3,454.50
Live 1 – up to 3 speakers or topics (Includes ‘train-the-trainer)	Two weeks from receipt of complete application submission	\$650	\$32.50	\$682.50
Live 2 – 4 to 9 speakers or topics	Two weeks from receipt of complete application submission	\$975	\$48.75	\$1,023.75
Live 3 – 10 to 19 speakers or topics	Three weeks from receipt of complete application submission	\$1,350	\$67.50	\$1,417.50
Live 4– 20 to 29 speakers or topics	Three weeks from receipt of complete application submission	\$1,484	\$74.20	\$1,558.20
Live 5 - 30 or more speakers or topics	Three weeks from receipt of complete application submission	\$1,595	\$74.75	\$1,569.75
Live - Extended	Two weeks from receipt of complete application submission	\$370	\$18.50	\$388.50
Live - Updated	Same period as for regular Live review (e.g., Live 1 is two weeks, Live 3 is three weeks)	Same as regular review		
Live 1 – Fast Track	Live 1 – eight days	\$1,650	\$82.50	\$1,732.50
Live 2 – Fast Track	Live 2 – eight days	\$1,975	\$98.75	\$2,073.75
Live 3 – Fast Track	Live 3 – 12 days	\$2,350	\$117.50	\$2,467.50
Live 4 – Fast Track	Live 4 – 12 days	\$2,984	\$149.20	\$3,133.20
Live 5 – Fast Track	Live 5 – 12 days	\$3,095	\$154.75	\$3,249.75

CCCEP Fee Schedule: Effective January 1, 2009				
Program/Review Type	<i>INITIAL</i> CCCEP Report To Provider	Fee	GST	TOTAL DUE
Blended 1 (Up to 4 CEUs)	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
Blended 2 (5-10 CEUs)	Six weeks from receipt of complete application submission	\$1,700	\$85.00	\$1,785.00
Blended – Extension	Three weeks from receipt of complete application submission	\$370	\$28.50	\$598.50
Blended - Update	Six weeks from receipt of complete application submission	\$970	\$48.50	\$1,018.50
Blended 1 – Fast Track	Two weeks from receipt of complete application submission	\$2,550	\$127.50	\$2,677.50
Blended 2 – Fast Track	Three weeks from receipt of complete application submission	\$3,290	\$164.50	\$3,454.50
Administrative Review	Two weeks from receipt of complete application submission	\$290	\$14.50	\$304.50
Program Type Review	Two weeks for basic review and four weeks for more extensive review.	\$ 290 (Base fee only)	\$14.50	\$304.50
Appeal	Minimum four weeks from receipt of appeal	\$150	\$7.50	\$157.50

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