# Table of Contents

1. CCCEP Number ........................................................................................................... 2
2. Information about CCCEP Accredited Provider System ........................................... 3
3. Forgot you Login Id or Password ................................................................................ 3
4. Login/Logout as Accredited Provider ........................................................................... 3
   4.1 Login ......................................................................................................................... 3
   4.2 Log Out ...................................................................................................................... 4
5. Accredited Provider Work Area .................................................................................... 5
6. Edit your Profile ........................................................................................................... 5
7. Viewing the List of Your Learning activities ............................................................... 7
8. Viewing and Printing the Information about a Learning Activity ............................... 8
9. Submit and Accredit a Learning Activity ..................................................................... 9
   9.1 Save a Draft of Your Accreditation Application .................................................. 9
      9.1.1 Save a Draft at Any Time ................................................................................... 9
      9.1.2 Retrieve, Complete or Delete your Draft ......................................................... 9
   9.2 Overview of Submission Process .......................................................................... 10
9.3 Step 1: Compile Required Information .................................................................... 11
9.4 Step 2: Complete the Online Accreditation Application Form ............................... 11
   9.4.1 Learning Activity Information Section ......................................................... 12
   9.4.2 Delivery Information Section ............................................................................. 18
   9.4.3 Modular Learning activity .................................................................................. 21
   9.4.4 Author Information Section ................................................................................ 23
   9.4.5 Registration/Contact Information ...................................................................... 23
   9.4.6 Learning Activity Update ................................................................................... 24
   9.4.7 Sponsor Organization ......................................................................................... 25
   9.4.8 Contact Person (For CCCEP) ............................................................................ 25
9.5 Completing the Accreditation .................................................................................... 28
9.6 Viewing and Obtaining a Copy of the Information Submitted .................................. 29
10. Editing A Learning Activity ....................................................................................... 30
11 Renew an Accreditation .................................................................................................................. 30
   11.1 What May be Renewed and When to Renew ......................................................................... 30
   11.2 Submit an Accreditation Renewal .......................................................................................... 31
12 Archive and UnArchive a Learning Activity .................................................................................. 34
13 Problem Submitting or Editing a Learning activity: ................................................................. 35
14 Contact Us ..................................................................................................................................... 35
1 CCCEP Number

The CCCEP Number has five parts:

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

<table>
<thead>
<tr>
<th>Provider Number</th>
<th>Year</th>
<th>Sequential Number</th>
<th>Letter</th>
<th>P, T or Z</th>
</tr>
</thead>
<tbody>
<tr>
<td># # # #</td>
<td># # #</td>
<td># #</td>
<td>Format</td>
<td>Target Audience</td>
</tr>
<tr>
<td>C = Conference</td>
<td>P = Pharmacist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L = Live</td>
<td>T = Pharmacy Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I = Independent Study</td>
<td>Z = Pharmacist &amp; Technician (Dual Accreditation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B = Blended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Sample Number: 1092-2009-356-L-P

It is important to note that a learning activity intended to be delivered for both pharmacists and pharmacy technicians must be submitted twice – one with the target audience indicated as pharmacists and one with the target audience indicated as pharmacy technicians.

If the above example learning activity was also submitted for pharmacy technicians, the CCCEP number for pharmacy technicians would be:

Sample Number: 1092-2009-357-L-T
2 Information about CCCEP Accredited Provider System

a) Log on to the CCCEP website www.cccep.ca

b) Go to the Accredited Provider section of the website for information about accredited providers and the application process. [http://www.cccep.ca/pages/accredited_provider.html]

3 Forgot your Login ID or Password

a) Forgot your Login ID?

- If you have forgotten your Login Id, please send an e-mail to admin.assistant@cccep.ca or phone CCCEP, and we will send you your Login Id.
- Please be prepared to verify your identification as an authorized contact person for the Accredited Provider.

b) Forgot your Password.

- If you have forgotten your password, CLICK on “Forgot your password?” A password reset well be sent to you at the main e-mail address on your Registration form.
- Alternatively, contact us at 306-652-7790 to reset your password. Please be prepared to verify your identification as an authorized contact person for the Accredited Provider.

4 Login/Logout as Accredited Provider

4.1 Login

a) You need your Login Id (USERNAME) and a Password to login.

b) Log on to the CCCEP Home Page (www.cccep.ca).
c) Click on the LOGIN button on the top right-hand corner of the Home Page.

![Login button on CCCEP website]

d) On the “Member Login” form of the LOGIN page

- CLICK on the CATEGORY box, and select Accredited Provider from the Drop-Down menu.
- Enter your:
  - USER NAME
  - PASSWORD
- Click on the “SUBMIT” button.
- You will now enter your “Accredited Provider Work Area.”

4.2 Log Out

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

a) Upon logging in, the Accredited Provider work area page will appear. This will have two buttons in the blue bar at the top of the page: “Accredited Provider Work Area” and “Edit Profile.”

You can go to other areas of the CCCEP website and then return to your Accredited Provider Work Area by clicking on the ‘Accredited Provider Work Area” button.

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

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

d) In the Provider Work Area you can:

- Edit your Profile;
- Review your currently accredited learning activities;
- Submit a learning activity to the database (Upload Program);
- Edit your learning activity information
- Print and save your learning activity information on your own computer;
- Renew accreditation of learning activities
- Archive your learning activities
- Make learning activities active (visible on CCCEP database) or not active.

6 Edit your Profile

a) CLICK on “Edit Profile”

b) You may edit the information in your Accredited Provider Profile except for:
- Accredited Provider Number
- Date of Registration as an Accredited Provider
c) Login Id and Password

- You were assigned Login Id/Username and Password when you were approved as an Accredited Provider. You may change these at any time.

- Your Login Id must be one word (no blank spaces)

- Your password should be:
  - Be between 6 and 15 digits
  - Contain at least:
    - One capital letter
    - One number
    - One symbol (e.g., # $ % ^ & * ( ) < > ,.;)

- See the previous section “Forgot Your Login Id or Password?” if you have forgotten your Login Id or Password.

- NOTE: All contacts must use the same login and password.

d) Company/Organization Information.

- The first set of information is the information about your company/organization.

- You may edit the name, address, telephone numbers, and e-mail address.

- The telephone and fax numbers should be the main telephone number of the company/organization.

- The e-mail address should be the general e-mail address for the company/organization.

- The date of incorporation or formation is optional.

NOTE: The main e-mail address is very important because this is the e-mail address to which:

- Your new password will be sent if you forget your password;
- A copy of the Accreditation Application Form will be sent when you submit a learning activity; and
- Notices of impending and actual expiry of the learning activity, the need to renew your accreditation and other changes in accreditation status.

You should ensure that all contact persons submitting Learning Activities for your organization know this main e-mail address.
Sub-note: All communications during the accreditation process will be sent to the person and e-mail stated in the Accreditation Application Form. A copy of the CCCEP accreditation letter will be sent to the main e-mail address.

e) Contact Person Information

- You may enter the information for up to four (4) contact persons.
- You may edit the information for a contact person, or add or remove contact persons, at any time.
- The information entered here should be their direct contact information – address, telephone, e-mail, etc. – that you wish CCCEP to use.
- To enter the Salutation, CLICK on the field, and then select the appropriate salutation from the drop-down menu.
- The remainder of the fields are text fields. Just enter the appropriate text in the field.

7 Viewing the List of Your Learning activities

a) When you ENTER your Accredited Provider Work Area, you will see a list of all your learning activities that are either accredited or that have been submitted for accreditation review.

b) The “All” view is the default view when you log in to your Accredited Provider Work Area.

c) “Archived” activities are those learning activities that you have archived.

d) “Non-Archived” learning activities are those activities that have not been moved to your archive folder.

e) “Draft” learning activities are activities for which you have started to complete the Accreditation Application Form, and saved a draft prior to completing the accreditation submission.

f) To view only those learning activities that are “All,” “Archived,” “Non-Archived” or “Draft”:
   
   i. First, CLICK on the “button” in front of the type of learning activity list (e.g., Reviewing) you want to see – the button should be highlighted;
ii. Then, CLICK on the “View” button. Only the learning of the group you selected (e.g., Reviewing) will now appear in your Accredited Provider Work Area.

8 Viewing and Printing the Information about a Learning Activity

a) To VIEW or PRINT a copy of your learning activity information, CLICK on “Generate PDF.”

b) A PDF file will be created, which you may download and save.

c) If the information about your learning activity has been updated (e.g., you have renewed your learning activity), you may generate a new PDF with the revised information.
9 Submit and Accredit a Learning Activity

9.1 Save a Draft of Your Accreditation Application

9.1.1 Save a Draft at Any Time

- You may save the information you have entered at any time after you have entered the Title by saving a draft of your Application Form.

- To save a Draft of your learning activity, scroll to the bottom of the page, and click on the “Save Draft” button.

- Do NOT attach any documents. They will not be retained by the system.

- Your draft information will be saved in the Draft section of your Accredited Provider Work Area.
  - The information will remain in your draft folder until you either retrieve or delete it.

9.1.2 Retrieve, Complete or Delete your Draft

- Once you are ready to complete your submission, you may retrieve, edit and submit the draft of your application, or you may delete your draft application.

- In your Accredited Provider Work Area,
  - Click on the “Draft” button.
  - Then, Click on the “View” Button.

- All your draft applications will be listed.

- To open, complete and submit your application, click on the “edit” button. This opens the Application Accreditation Form.
To delete the application, click on the “delete” button
  ○ Deleted draft application can NOT be retrieved

9.2 Overview of Submission Process

• The CCCEP accreditation application process is an **on-line process**. All forms and documents are submitted using the on-line forms and processes.

• To submit and accredit a learning activity, you need to **complete and submit** the on-line **Accreditation Application Form**.

• You do not submit any forms, but you need complete and retain the **required CCCEP forms (or their equivalent)**, in your record for the learning activity:
  • Disclosure Statements (for all individuals associated with the development and delivery of the learning activity)
  • Expert Reviewer Release Statements (for all expert reviewers)
  • Learning Activity Submission Checklist
  • Author/Presentor Declaration/Checklist (required for conferences only)
  • French/English Translation Form (If translating the learning activity from English to French or French to English).

• All CCCEP forms may be found on the CCCEP Forms page in the “Apply for CCCEP Accreditation” section of the CCCEP website.

CLICK on the following to go the forms page
9.3 Step 1: Compile Required Information

a) You will need the following information to complete the Accreditation Application Form

   a. Title, Delivery Mode/Type, Learning Objectives, Key Words, Abstract, Module Information (if applicable), Author Information, Sponsor Information, Your contact person information for Learners and for CCCEP
   b. You do not need to know the Accreditation Date. You may enter this later by using the Edit feature.

9.4 Step 2: Complete the Online Accreditation Application Form

a) Login to your “ACCREDITED PROVIDER WORK AREA”

b) CLICK on the “UPLOAD ACTIVITY” button.

c) The Accreditation Application Form will open.

   a. The general instructions for completing the form and finalizing your application are on the top of the form.

   b. The instructions for the completion of each section of the Accreditation Application Form are at the beginning of each section of the form
9.4.1 Learning Activity Information Section

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

d) **Title**: Enter the “Title of the Learning Activity” in the text box.

![LEARNING ACTIVITY INFORMATION](image)

![LEARNING ACTIVITY INFORMATION](image)

- **Application**

  Select the appropriate “Application” Option from the drop-down menu

  For information on the different accreditation options, refer to the “Accreditation Options” section on the “Overview of Accreditation” web page:  
• Select “Administrative Review” if you are changing an administrative aspect of the Learning Activity (e.g., provider, sponsor, title) OR if you wish to also accredit only a portion of the Learning Activity.

• Select “Delivery Type Review” if you are seeking to accredit a currently accredited Learning Activity for a different delivery mode (e.g., accredit a Live Learning Activity as an Independent Study Learning Activity).

• Select “Accreditation Extension” if you wish to extend the accreditation of a currently accredited Learning Activity for another accreditation period.
  o An accreditation may be extended if there is there no or minimal change required for the content to remain current.

• Select “New Activity” if:
  o The learning activity is one that has not previously been submitted to CCCEP for accreditation, or
  o The learning activity was previously accredited by CCCEP but the content has been changed.

f) Type of Application

• From the drop-down menu, select “Regular”.
• “Fast Track” and “Dual Fast Track” are used only by program providers.

• For more information, refer to the Accreditation Timelines page: http://www.cccep.ca/pages/timeline__cccep_accreditation.html?page=accreditation
g) **Original CCCEP Number**: Enter the original CCCEP Number if the learning activity has been previously accredited.

![Original Number](image)

h) **Learning Activity Category**: From the Drop-Down menu, select the category of the subject matter of the learning activity: Health Condition, Management Skills, Special Populations, Special Skill Areas (Pharmacist), Special Skills Areas (Technicians).


i) **Sub-Categories**: You may select a sub-category from the Drop-Down menu that appears after you choose the main category.

![Sub-Categories](image)

j) **Delivery Mode**

- Select the **Delivery Mode/Type** from the drop-down menu (Conference, Live, Independent Study or Blended).

- Then, select the learning activity **Level** (which appears on the right of the screen once you have selected the delivery mode)
  
  - Select the Level based on your estimate of the number of CEUs of your learning activity (1 CEU = 1 Hour). See the table below.
### Learning Activity Levels
(determined by number of CEUs)

<table>
<thead>
<tr>
<th>Learning activity Level</th>
<th>CEUs</th>
<th>Conferences</th>
<th>Learning activity Level</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live, Independent Study, Blended Learning Activities</td>
<td>0.25 – 4.0</td>
<td>1</td>
<td>0.25 – 4.9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4.1 – 10.0</td>
<td>2</td>
<td>5.0 – 10.0</td>
<td></td>
</tr>
<tr>
<td>Special</td>
<td>Greater than 10</td>
<td>3</td>
<td>11.1 – 20.0</td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td>4</td>
<td>4</td>
<td>21.1 – 30.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td>Greater than 30</td>
<td></td>
</tr>
</tbody>
</table>

Note: Estimate the number of CEUs, and then select the appropriate level (1 CEU = 1 Hour).

Refer to **Delivery and Activity Types** page (http://www.cccep.ca/pages/extensions_delivery_type_reviews_administrative_reviews_and_updates.html?page=accreditation)

k) **Certificate Program.**

- Click “No,” if you submitting a regular continuing education learning activity.

- Click “Yes”, if you are requesting accreditation of a “certificate” program, as defined by CCCEP’s **Policy on the Accreditation of Continuing Education Certificate Learning Activities**, which may be found in the Standards and Guidelines section of the CCCEP website (http://www.cccep.ca/pages/certificate_programs.html?page=standards_guidelines). Certificate programs must meet the additional requirements outlined in the policy to be accredited as certificate programs.
1) **Target Audience.** Select either “Pharmacists,” “Technicians” or “Pharmacists and Technicians” from the drop-down menu.


m) **Area of Practice.** From the Drop-Down menu, select the area of practice target audience – “Community,” “Hospital,” “All Pharmacy,” or “Other”.

n) **Target Audience Other.** If the learning activity is an inter-professional learning activity designed for other health professional as well, then select: “Physicians,” “Nurses,” “All Health Professionals,” or “Other Health Professionals” from the drop-down menu.
o) **Competency Area.** The Competency Areas are based on the NAPRA Standards of Practice for Technicians and Pharmacists.

Select the Competency Area that best matches the Learning Objectives and Content of the Learning Activity.

p) **Learning Objectives.** You are required to enter at least two (2) learning objectives. You may enter up to six (6) learning objectives by completing the following sentence: “At the end of the learning activity, the participant will be able to:”

q) **CEUs.** Enter the number of CEUs for the learning activity.

**Key Words.** Enter the key words that you feel will be used to search for Learning Activities on this topic by prospective participants. The database will be searchable by key words.

r) **Description/Abstract.** You must enter a short description or abstract of the learning activity.

Pharmacy professionals searching the database will use this information to determine if they wish to register in the learning activity.
9.4.2 Delivery Information Section

s) **Date Available.** The accreditation date and the date at which a learning activity is available for registration may be the same or they may be different. Enter the date you expect it to be available for registration or delivery.

- Some Learning Activities (such as a magazine article or web learning activity) may be accredited several days or weeks before they are actually available. If this is the case with your learning activity, enter the date on which the learning activity will be available by CLICKING on the box beside the text box to open the calendar.

![Calendar](image)

**t) Date No Longer Available**

- Enter the date on which the learning activity will no longer be available by CLICKING on the box beside the text box to open the calendar.

- A learning activity provider may wish to discontinue a learning activity on a certain date prior to the accreditation expiry date.

  Example: A web-based learning activity that takes three months to complete. You may set the Date No Longer Available for three months prior to the accreditation expiry date, so that participants are able to complete the learning activity prior to the expiry date.

- You may edit the “Date No Longer Available” at any time.
Entering Delivery Information about Your Learning Activity.

IMPORTANT: On the On-Line form, you will ONLY SEE the information for the Delivery Mode (Conference, Live, Independent Study, Blended) you selected.

- If you selected **Conference**
  - Enter the **format** from the drop-down menu (live, web-based, tele/video conference)
  - Enter the **start and end dates** using the drop-down calendars
  - Enter the **town and the province** of delivery. These are required fields.
    - You can enter multiple towns and provinces; or
    - Enter “all locations” and “all provinces’” if available anywhere, such as a webinar

- If you selected **Live**
  - Enter the **Format** using the Drop-Down menu (Seminar/Workshop, Internet/Web-based, Teleconference, TV/Cable, Videoconference, Other).
    - If you selected “Other”, describe the format in the “Description/Abstract” area.
  - Enter the number of **contact hours**.
    - The contact hours may be less than the number of CEUs if you are having students complete and submit a learner assessment, or some other activity, after the live session.
  - If you **know the dates and locations** when you will be delivering the learning activity, you may enter the dates, times and locations for up to **four delivery dates/times**.
After entering the Delivery Date, Delivery Time and Delivery Location for the first delivery,
- Click on the “Add More” button to add another date, time and location.
- Repeat for the third and fourth delivery.

- **Changing or Adding dates/times/locations for the Live Learning Activities.**
  - You may change or add additional dates and locations at any time.

- **If you selected Independent Study**
  - Enter the format using the drop-down menu (Monograph, audio recording, video recording, computer software, internet/website, other)
    - If you selected “Other”, **describe the format** in the “Description/Abstract” area.
  - Then, enter the **journal name, website, or other source** of the learning activity.

- **If you selected Blended**
  - Enter the **Live Format information** using the drop-down menu.
  - Enter the Contact Hours for the Live portion
You may also enter the Date, Time and Location of the Live portion of the learning activity.

Enter the ISP (Independent Study) Format using the drop-down menu.

Enter the journal name or other sources for the independent study portion of the learning activity.

9.4.3 Modular Learning activity

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

1) You want to allow participants to register in individual modules, AND

2) You want to be able to issue a Statement/Letter of Attendance for each module.

- Click “Yes”, if you wish to be able to issue Statements of Attendance for each module in a learning activity. This enables you to list the modules.
  - You will be able to issue a Statement/Letter of Attendance for each module.

- Click “No”, if you do not wish to enter the names of modules.
  - This means you do NOT wish to allow participants to register in and take individual modules – even if the learning activity may be composed of individual modules.
  - If you click “No”, proceed to Delivery Information Section of application form.
w) **Enter Module Information.** When you click “Yes”, the required information for the first module will appear. Enter the following information for the first module:

- Title of Module
- Short Description of Module (limit 50 words)
- CEUs of Module
- Click on the “Add More”, enter the information for module 2.
- Repeat for each module.

### Note: Statement of Attendance for Modules

- The provider may issue a statement of attendance for a module by stating on the Statement of Attendance the Module number, Module title, Learning activity title and number of CEUs of the module.

- If Statements of Attendance are issued for one or more modules and a Statement of Attendance or Certificate is issued for the whole learning activity, this Statement of Attendance must clearly list the modules, titles and CEUs for each module in which the Statement of Attendance has been issued.
9.4.4 Author Information Section

x) **Author Information.**

For **Live, Independent Study and Blended Learning Activities:**

- For the **first author**, enter the name, credentials and contact information.
- Provide a short description (education and/or learning, practice experience or research) of the author’s expertise in subject matter of the learning activity. Why would the author be considered an expert?
- For second author, if applicable, click “**Add More**”, to enter the information. You may enter up to four authors. If more than 4 authors, contact CCCEP.

For **Conferences:**

- Enter “Not applicable” or “NA” in each of the fields; except
- Enter your own phone number and e-mail.

9.4.5 Registration/Contact Information

The information in this section provides **information to prospective learners or purchasers** about who to contact to obtain **for more information, to register or to purchase**.

y) **Registration/Information Contact**

- **Open/Closed Registration.**
  - Use the **drop-down menu** to select either Open or Closed registration.
  - An **Open Registration** learning activity is open to anyone wishing to register in the learning activity.
  - A **Closed Registration** learning activity is one that is restricted to a specified group. A person must be a member of the specified group to be able to participate in the learning activity.
• **Contact Person/Position for Learners**
  
  o Enter the name of the Person and/or the Position that prospective learners should contact to obtain information about the learning activity or to register in the learning activity.

  o Enter the contact information: phone number, e-mail and fax

  o If the registration, or information about the learning activity, is on-line, enter the website address. Use the format: [http://www.yourwebsitesname.ca](http://www.yourwebsitesname.ca)

---

### 9.4.6 Learning Activity Update

#### z) Activity Update

- If you have updated an accredited activity, enter the date using the calendar that pops up.
- If you have changed more than 5% (for activities) or 15% (for small activities), you should submit it as a new learning activity, and not an update.
9.4.7 Sponsor Organization

aa) **Sponsor Organization**. This information is included on the database for full disclosure to potential registrants.

- Click “Yes” or “No” to the question: “Is Learning activity Sponsored by Another Organization”
  - If you click “Yes”, enter the name of the sponsor organization in the “Sponsor” text box.
  - If you click “No”, proceed to next section of form.

9.4.8 Contact Person (For CCCEP)

bb) **Contact Person** (for application of accreditation)

- The person’s name to enter here is the person who CCCEP should contact regarding the current application for accreditation of the learning activity.
  - This is the person who CCCEP is to contact with any questions regarding the application, and to whom the Preliminary Report and the Accreditation Letter will be sent.
- Enter this contact person’s name, phone number, and e-mail address
cc) **Contact Person** (for delivery of the learning activity).

- This is the person who will be responsible for the delivery of the learning activity.

- If the Delivery Contact Person is going to be the same as the Contact Person for the application, click on the Box “Same as CCCEP Contact Person”. The information for the Contact Person – Delivery will be automatically filled.

- If the Contact Person for Delivery will be a different person, enter the person who will be responsible for the delivery of the learning activity:
  - Name
  - Phone number
  - E-mail

dd) **Date Accredited and Expiry Date**

- You may enter the Date Accredited and Expiry date now, or you may enter it later using the Edit feature.
• Date Accredited.
  o Use the Calendar to enter the Accreditation Date.
  o This may be the current date or a later date.

• Accreditation Expiry Date. Enter a date **one year** from the date of accreditation using the Calendar feature.

**French Language Accreditation**

• You may enter the information for French Accreditation now, or later.

• To accredit in French, click on “Yes” from the Drop-Down menu.

• Then, enter the Date using the Calendar feature.

**Removed/Withdrawn, Renewal, General Comments, Archived**

• These fields do not need to be completed at this time.

• The Removed/Withdrawn and Reason withdrawn are used only if you later withdraw the

• General Comments – you may use this at any time to provide information about this activity for others in your organization.

• Archived – date will appear when you use the Archive feature. See below.
gg) Amount and Payment Mode

- Ignore the amount and Payment Mode

<table>
<thead>
<tr>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PayPal</td>
</tr>
<tr>
<td>☐ Invoice</td>
</tr>
<tr>
<td>☐ Cheque</td>
</tr>
</tbody>
</table>

hh) Submit Learning Activity Application

- To complete the submission, click on the “Upload Activity” button at the bottom of the page.

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

- Once you have submitted your application, you will be returned to your Accredited Provider Work Area.

- The CCCEP Number for your application will be listed in the left column of the table.
  - Please USE this number in the Subject line of all communications with CCCEP about this learning activity.

9.5 Completing the Accreditation

- There is one final step in completing the application.

- Click on the “Status” button for the Learning Activity. This will make the Accreditation Active and the Learning Activity will be searchable on the CCCEP website.
If the Status button is not clicked, the accreditation is viewed as Not Active. It will not appear on the CCCEP website or be searchable when a person searches for a learning activity.

10 Viewing and Obtaining a Copy of the Information Submitted

a) **View a Copy of the Application**

- To VIEW a copy of the learning activity information that you have submitted, CLICK on “Generate PDF” in the Activity Info column.

- You open and print, or save the PDF, any changes that to the Learning Activity Information.
11 Editing A Learning Activity

a) You may edit the Learning Activity form at any time.

b) Click on the “Edit” button. This opens the Accreditation Application form. You may edit any of the fields.

c) Click the “Upload Activity” button to save your edits.

12 Renew an Accreditation

12.1 What May be Renewed and When to Renew

• A learning activity, other than a conference, may be renewed for up to two one-year periods.

• Following the second renewal, a learning activity must either be:
  o Submitted for accreditation as a New Learning Activity, or,
  o Submitted for an Accreditation Extension, if there are minimal content changes to the content.

• We recommend that you begin the renewal process about two (2) to three (3) months prior to the accreditation expiry date.
  o If your content needs to be update, you need time to revise the content and have it reviewed by one expert reviewer.

• The renewal should be submitted at least 14 days prior to the expiry date to ensure continuity of accreditation of the learning activity.
12.2 Submit an Accreditation Renewal

a) **Review Content**

- Review the content to ensure that the content does not need to be updated – i.e., that it still contains the most current best available evidence.
- If content is updated, you will need to submit the revised content, expert reviewer report and author response and disclosure forms.

b) **Submit Request for Renewal**

- The learning activity renewal is an on-line process.
- Log in to your Accredited Provider Work Area.
- Click on the “Renew Activity” button of the learning activity that you wish to renew.
  - The Accreditation Renewal Form will open.
  - Complete the Accreditation Renewal Form
- NOTE: The Renew Activity button will disappear after the second renewal.

![LEARNING ACTIVITIES Uploaded by Accredited Providers](image)

<table>
<thead>
<tr>
<th>CCCEP Number</th>
<th>Title</th>
<th>Accreditation Date</th>
<th>Expire Date</th>
<th>French Accreditation</th>
<th>Status</th>
<th>Action</th>
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</thead>
<tbody>
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<td>10-Mar-2016</td>
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<td>8004-2016-1703-CP</td>
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<td>02-Sep-2013</td>
<td>09-Sep-2013</td>
<td>No</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

c) **Check Learning Activity Information**

- The Learning Activity Information will be automatically filled. If incorrect, please notify CCCEP by e-mail. We will correct it.
- The date that you are submitting the renewal will be automatically entered.
- The Number of Renewals will be shown (Not renewed, 1 or 2).
• Review the information.

• If it needs to be changed, complete the renewal;
  
  o Then edit the Accreditation Application Form. You are not able to EDIT the information directly on the form.

NOTE: You will need to edit the Accreditation Application form to record the information on the renewal.

<table>
<thead>
<tr>
<th>ACCREDITATION RENEWAL FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Activity Information</td>
</tr>
<tr>
<td>CCCEP Number</td>
</tr>
<tr>
<td>Program Title</td>
</tr>
<tr>
<td>Program Provider</td>
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<tr>
<td>Status</td>
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<td>Accreditation Date</td>
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<tr>
<td>Expiry Date</td>
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<td>Contact Person</td>
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<td>Contact Person</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Renew Date</td>
</tr>
</tbody>
</table>

d) Number of Renewals

• The Number of Renewals will be indicated as: “Not Renewed” or “1”

e) Verify Content is Current and Submit Renewal

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

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

• Click on the “Submit” Button. Your renewal will be submitted.
f) **Edit to Update Expiry Date and Verify/Change Renewal Date**

- Use the Edit button to open the Accreditation Application Form.
- Revise your **Expiry Date** by Using the Calendar.
- Enter or revise the” renewal date” (“Renewal1 Date” for the first renewal and “Renewal2 Date” for the second renewal.)
13 Archive and UnArchive a Learning Activity

a) You may Archive a learning activity at any time after the expiry date. You may also UnArchive the activity if you wish to resurrect the learning activity.

b) Archiving an activity retains the Learning Activity information in the database.

c) To archive a learning activity, click on the “Archive” button. Your activity is automatically moved to the archived folder.

d) To UnArchive a learning activity, click on the “Archived” button and “View” to view the list of Archived activities.

e) Then click on “UnArchive” button to unarchive the activity and return it to your Non-Archived list of activities.
14 Problem Submitting or Editing a Learning activity:

- If you have a problem submitting a learning activity application, contact either the Administrative Assistant (admin.assistant@cccep.ca) or the Executive Director (exec.dir@cccep.ca) or phone 306-652-7790.

15 Contact Us

- To report any problems or for assistance with submitting a learning activity for accreditation, please contact the Administrative Assistant or the Executive Director at:

  306-652-7790

  admin.assistant@cccep.ca

  exec.dir@cccep.ca