CCCEP Accreditation Manual for Accredited Providers

Version: July 2022

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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.

# # # #		# # # #		# # #		Letter		P, T or Z
Provider Number		Year		Sequential Number		Format		Target Audience
						C = Conference		P = Pharmacist
						L = Live		T = Pharmacy Technician
						I = Independent Study		Z = Pharmacist & Technician (Dual Accreditation)
						B = Blended		

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 is only submitted once, with the target audience indicated as pharmacists and pharmacy technicians.

If the above example learning activity was submitted for both, the CCCEP number would be:

Sample Number:	1092-2009-357-L-Z

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]
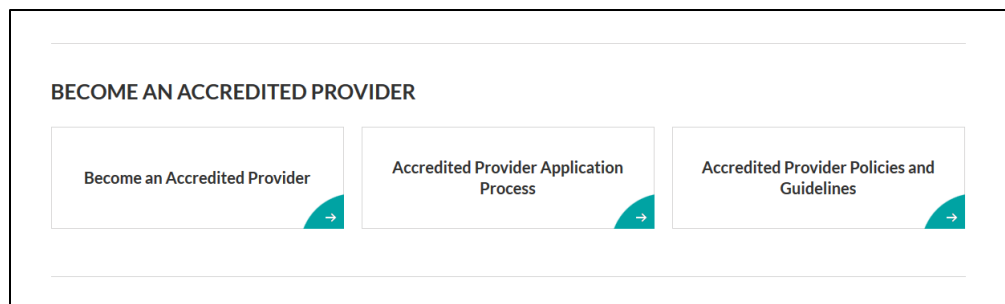
3   Login/Logout as Accredited Provider

3.1   Login

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

b) Go to the CCCEP Home Page (www.cccep.ca).

c) Click on the LOGIN button on the top right-hand corner of the Home Page.

3
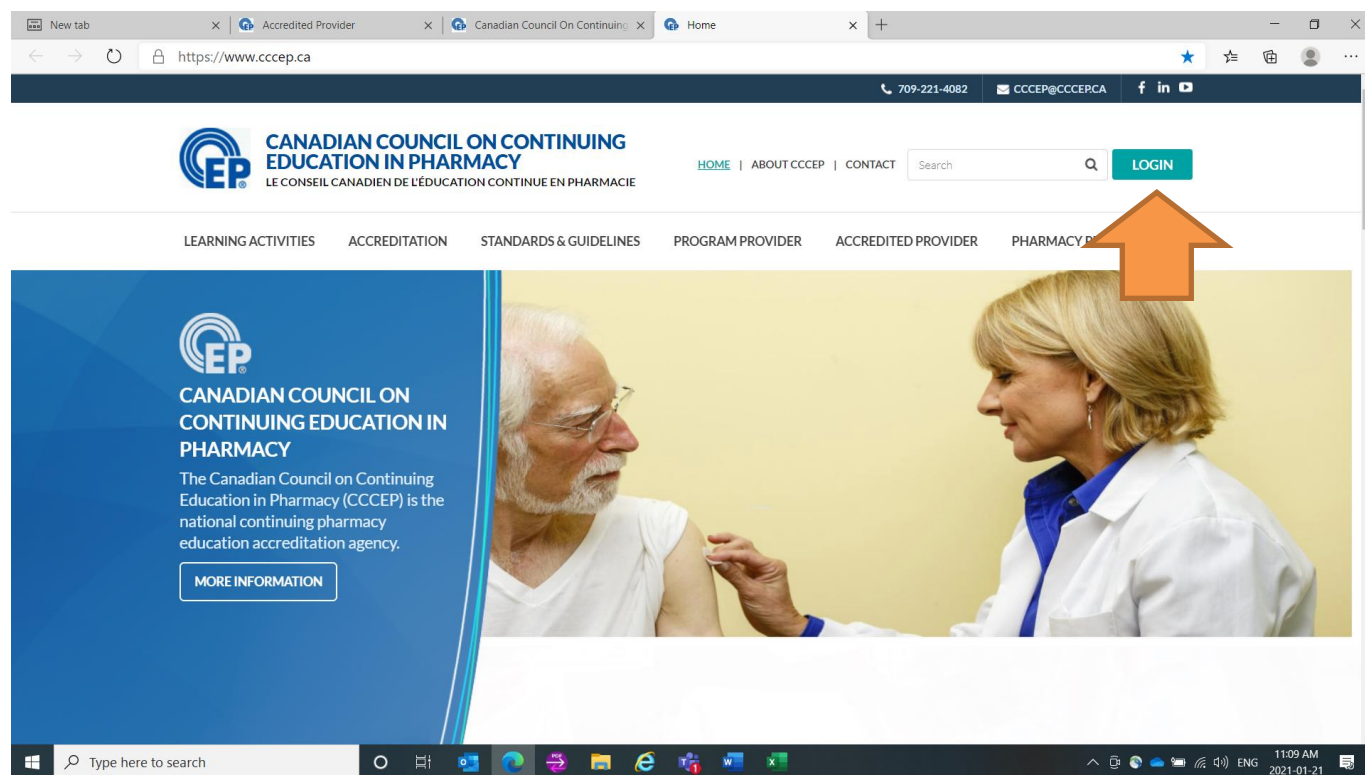
d) When you click on the LOGIN button the screen to the right will appear. The category you select is "Accredited Provider"

After entering your username and password, click on the "SUBMIT" button and you will enter your "Accredited Provider Work Area."
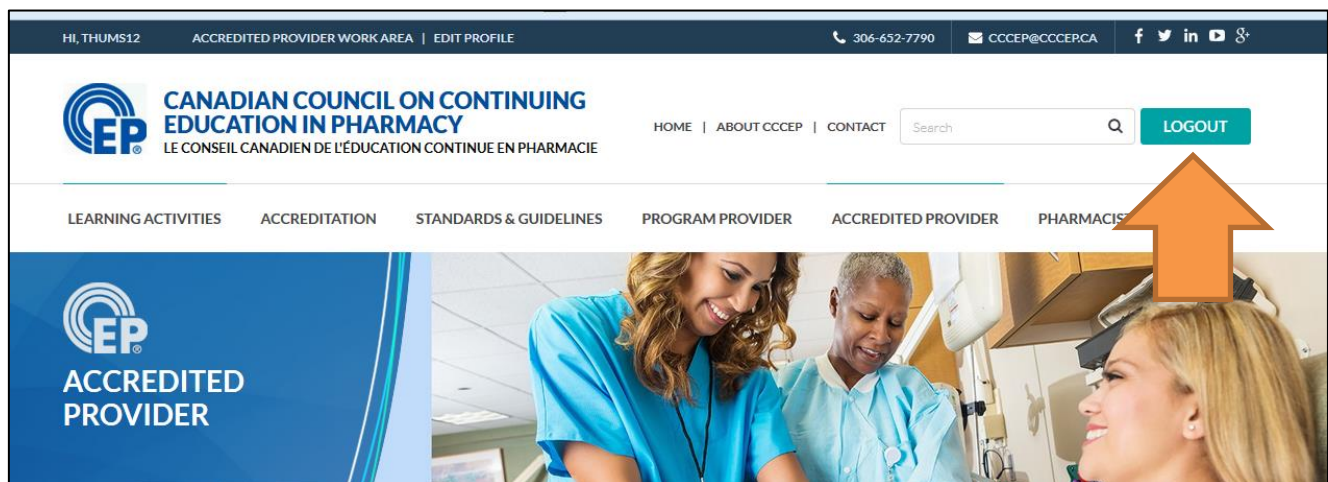
3.2 Log Out

a) You use the same button to Log Out as you do to Log In. Once you Log In, the button on the top of the page

changes to LOGOUT. Click on the button to log out of your Accredited Provider Work Area.

4 Forgot your Login ID or Password

a) Forgot your <u>Login ID</u>?

- If you have forgotten your Login Id, please send an e-mail to admin.assistant@cccep.ca, 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 <u>Password</u>.

- 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 that is on your Accredited Provider Profile.

- Alternatively, please send an e-mail to admin.assistant@cccep.ca, to reset your password. Please be prepared to verify your identification as an authorized contact person for the Accredited Provider.

5   Accredited Provider Work Area

Upon logging in, the Accredited Provider work area page will appear. You will then have two buttons in the blue bar at the top of the page (see orange arrows below): "Accredited Provider Work Area" (which will be displayed automatically after logging in) and an "Edit Profile" button (details of this are explained in section 6 of this manual).

You can visit other areas of the main CCCEP website by clicking on the various other section headings (see green arrow below) and then **return to your Accredited Provider Work Area** by clicking on the 'Accredited Provider Work Area" button.
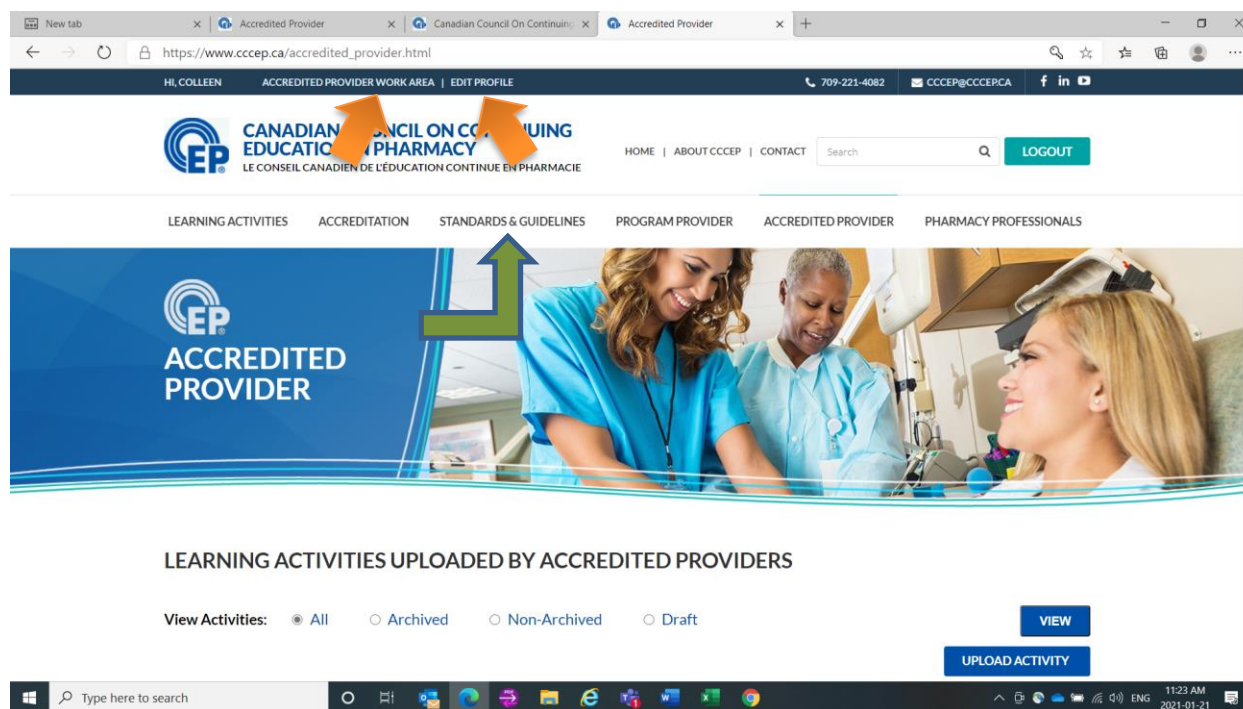
The Accredited Provider Work Area is your private work area. Only you may access and view the information in this area – unless you provide someone else with the access information.

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.

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

CLICK on "Edit Profile" at the top of the webpage.

You may edit any of the previously submitted information in your Accredited Provider Profile except for:
- Accredited Provider Number
- Date of Registration as an Accredited Provider

7   Viewing the List of Your Learning activities

From your Accredited Provider Work Area, you are able to see a list of all your learning activities, including archived activities.

The "draft" view is the default view when you log in to your Accredited Provider Work Area. These are accreditation activities you have started entering but have not completed and chose to save a draft.

To view other types of learning activities, select the type of activities that you wish to view (the button should be highlighted/coloured in, as shown below), then, CLICK on the "View" button. Only the activities from the group you selected 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.

9   Submit and Accredit a Learning Activity

9.1   Overview of Submission Process

- The CCCEP accreditation application process is almost entirely an **on-line process**. Applications are therefore to be 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**. **Please note** that you may save a draft at any time and return to your draft to complete the application form at a later date. For further information on how to save a draft please see Section 11 of this manual.

- As an Accredited Provider, you do not need to submit any documents or forms, but you do need to complete and retain the **required CCCEP documents and forms (or their equivalent)**, in your record for the learning activity. These include, but are not limited to, the following (for a full list of required items associated with accreditation please see the Accreditation Checklist found on CCCEP's website at https://www.cccep.ca/pages/cccep_forms.html?page=accreditation):

  - Disclosure/COI forms (for all individuals associated with the development and delivery of the learning activity)
  - Expert Reviewer Release Statements (for all expert reviewers)
  - Accreditation Checklist
  - Declaration forms for all Authors, Presenters, and the Provider
  - 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 at:
  https://www.cccep.ca/pages/cccep_forms.html?page=accreditation

9.2   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. (**NOTE**: learning objectives and abstracts do not need to be included in your on-line application form if submitting a <u>Conference or a Regularly Scheduled Series</u> application)

    b. You do not need to know the Accreditation Date. You may enter this later by using the Edit feature in your Accredited Provider Work Area.

9.3   Step 2: Complete the Online Accreditation Application Form

IMPORTANT:

This section pertains only to NEW learning activities or administrative or program delivery type changes (e.g., a live accredited program is now being accredited also as an independent study). For information on other types of accreditations such as renewals or extensions please see sections 13 and 14 of this manual.

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 application form is set up in 'Accordions' (see picture below). If you click on the accordion it expands the section. Most Accordions and sections are self-explanatory. Notes to provide additional guidance, and links to CCCEP's website for further information, are included within the application form. Additional guidance for certain sections and subsections can be found beginning at Section 9.3.1of this manual, to assist you in completing the application form. If you feel further sections require additional detail in this manual to assist you please email CCCEP at any time and ask that the information be added. You email can be sent to admin.assistant@cccep.ca

9.3.1 Learning Activity Information Section

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

a) **Type of Application**

- Select the appropriate "Type of Application" Option from the drop-down menu. For information on the different Type of Applications, see https://www.cccep.ca/pages/accreditation.html

- Select "**Administrative Review**" if you are changing an administrative aspect of the Learning Activity (e.g., provider, sponsor, title).

- Select "**Program/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 "**New Learning Activity**" if:
  o the learning activity is one that has not previously been accredited;
  o the learning activity was previously accredited but the content has been changed by more than 10%; or
  o the learning activity was previously accredited but the maximum number of renewals and an extension have been completed.

b) **Type of Review**

- From the **drop-down menu**, select "**Regular**". "Fast Track" and "Dual Fast Track" are only used by program providers.
- For more information, refer to the **Accreditation Timelines** page: http://www.cccep.ca/pages/timeline__cccep_accreditation.html?page=accreditation

c) **Original CCCEP Number**: This field is generally only applicable if you are doing a Program/Delivery Type Change. In that case you will enter the CCCEP Number for the currently accredited program from which you are seeking to accredit the new format. Delivery Type Changes require that the programs are identical in all aspects (content, CEUs etc.)

For more information on Delivery Type Changes please see https://www.cccep.ca/pages/extensions_delivery_type_change_administrative_change_updates.html?page=accreditation

9.3.2 Certificate Program Section

- For details on submissions for Certificate Program Accreditation please see https://www.cccep.ca/pages/certificate_programs.html?page=accreditation
- 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*. This policy can be found on the CCCEP website at https://www.cccep.ca/ckfinder/userfiles/files/PR-03%20Certificate%20Program%20Accreditation%20Policy%202018-05-30%20approved.pdf . A link to the policy is also on the application form itself.

- Please note that Conferences and Regularly Scheduled Series are <u>not</u> eligible for certificate accreditation.

9.3.3 Competency Mapped Program Section

- For details on submissions for Competency Mapped Program Accreditation please see https://www.cccep.ca/pages/competencymapped_accreditation.html?page=accreditation

- Click "**No**," if you submitting a regular continuing education learning activity.

- Click "**Yes**", if you intend to apply for Competency Mapped Accreditation, as defined by CCCEP's *Policy on Competency Mapped Certificate Program Accreditation*. This policy can be found on the CCCEP website at https://www.cccep.ca/ckfinder/userfiles/files/PR-05%20Competency-mapped%20accreditation%202019-11-29.pdf . A link to the policy is also on the application form itself.

<u>Note</u> that competency mapped accreditation is a two-stage process. Stage 1 is certificate program accreditation, which Accredited Providers have the authority to complete. Stage 2 must be submitted to CCCEP, as described at the first link provided above.

- Please note that Conferences and Regularly Scheduled Series are <u>not</u> eligible for competency mapped accreditation.

9.3.4 Modular Learning activity Section

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 <u>do not</u> 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.

If you click "Yes", additional fields will appear. the required information for the first module will appear. Enter the information for each module.

- Please note that Conferences and Regularly Scheduled Series are <u>not</u> eligible for modular accreditation.

Note: Statement of Attendance for Modules

- You may issue a statement of attendance for a module by stating on the Statement of Attendance the Full learning activity program title, along with the Module number, Module title, number of CEUs of the module and date of completion of the module.

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

9.3.5 Application Information Section

- You may enter the **Date Accredited and Expiry date now**, or you may **enter it later** using the Edit feature.

- Date Accredited.
    - Use the Calendar to enter the Accreditation Date.
    - 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 you may accredit it in French at a later date.

- 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 accreditation.

- 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.

9.3.6 Submit Learning Activity Application

Beneath the Application Information Section, you will find your final step.

To complete the submission, click on the **"Submit Application" button** at the bottom of the application form.

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.

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 can open and print, or save the PDF.

11 Save a Draft of Your Accreditation Application

11.1 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, <u>scroll</u> to the bottom of the page, and click on the "Save as Draft" button.

- 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.

11.2 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 CANNOT be retrieved

12 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 "Submit Application" button to save your edits.

13 Renew an Accreditation

13.1 What May be Renewed and When to Renew

- Any learning activity, <u>except for a conference or a regularly scheduled series</u>, 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.

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

13.2 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 maintain in your program files a copy of the revised content, expert reviewer report and author(s) response and any new disclosure/COI forms. For information on documentation requirements for renewals please see
https://www.cccep.ca/pages/renewal_of_an_accreditation.html?page=accreditation

b) **Submit Renewal**

- Log in to your Accredited Provider Work Area.
- If your accredited program is eligible for a renewal the "Apply for Renewal" button should appear (as below). When you click on the button the Renewal Application form will appear.

c) **Check Learning Activity Information**

- The Learning Activity Information will be automatically filled.
- The date that you are submitting the renewal will be automatically entered (see green arrow)

- As an accredited provider, you can complete your own renewals. If you are ready to renew this you may edit the accreditation expiry date as you are entering your renewal application details. Otherwise, you may submit, and return to edit the activity at a later date and adjust the expiry date to accommodate the renewal period.

- The Number of Previous Renewals will be shown (e.g., Not renewed, 1). Two renewals are allowed, after which a program must be extended (see Extend a Learning Activity in section 14). After an extensions two further renewals are allowed.

- Review the information. If any edits are required you must first submit the renewal. Then you return to your provider work area and select the 'edit' button to edit the activity.

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.

d) 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.

14 Extend a Learning Activity

After two renewals of a learning activity, you must apply for an Extension. However, if the content updates required at that time cover more than 10% of the learning activity it is not eligible for Extension and it must be accredited as a new Learning Activity.

Please note that Conferences and Regularly Scheduled Series are not eligible for either Renewals or Extensions.

Requirements for extensions include two expert reviews. For details on the requirements please see https://www.cccep.ca/pages/submit_an_extension.html?page=accreditation

14.1 Submit an Extension Application

e) <u>Review Content</u>

- Review the content to ensure that any required updates, including those suggested by the two expert reviewers, are made.
- Log in to your Accredited Provider Work Area.
- If your accredited program is eligible for an Extension the "Apply for Extension" button should appear (as below). When you click on the button the Extension Application form will appear.

f) **Check Learning Activity Information**

- The Learning Activity Information will be automatically filled.

- The date that you are submitting the Extension will also be automatically entered (see green arrow)

- As an accredited provider, you can complete your own extensions. If you are ready to extend the accreditation you may edit the accreditation expiry date as you are entering your extension application details. Otherwise, you may submit, and return to edit the activity at a later date and adjust the expiry date to accommodate the extension period.

- The Number of Previous Renewals will be shown (e.g., Not renewed, 1). Two renewals are allowed, after which a program must be extended (see Extend a Learning Activity in section 14). After an extension two further renewals are allowed.

Verify Content is Current and Submit

- 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 extension will be submitted.

g) **Edit to Update Expiry Date and Verify/Change Extension Date**

- Use the Edit button to open the Accreditation Application Form

- Revise your **Expiry Date** by Using the Calendar.

- Enter or revise the "**extension date**".

15 Learning Activity Update

Learning activities may be updated at any time, provided no more than 10% of the content is being updated. If more than 10% requires updating it must be done as a new activity accreditation.

If you are updating your activity during a renewal or extension process then you submit your renewal or extension and subsequently edit the learning activity to enter the date of the update.

If you updating an accredited activity at another time, select edit from your Accredited Provider Work Area, go to the Learning Activity Update Section and enter the date using the calendar that pops up.

16 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 under View Activities and the click on the "View" button to view the list of Archived activities. You can then click on "Unarchive" button for the individual learning activity to unarchive the activity and return it to your Non-Archived list of activities.

LEARNING ACTIVITIES UPLOADED BY ACCREDITED PROVIDERS

View Activities: ○ All   ◉ Archived   ○ Non-Archived   ○ Draft   [VIEW]   [UPLOAD ACTIVITY]

CCCEP Number	Title	Accreditation Date	Expire Date	French Accreditaion	Status	Action
8004-2015-1434-L-P	testing database	25-Jun-2015	25-Jun-2015	No	☐	Edit	Un Archive	Generate PDF	Renew Activity
8004-2015-1434-L-P	testing database	25-Jun-2015	25-Jun-2015	No	☐	Edit	Un Archive	Generate PDF	Renew Activity

17 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 709-221-4082.

18 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:

    709-221-4082

    admin.assistant@cccep.ca

    exec.dir@cccep.ca