



# CCCEP Accreditation Manual for Program Providers

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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 or T
Provider Number		Year		Sequential Number		Format		Target Audience
						C = Conference		P = Pharmacist
						L = Live		T = Pharmacy Technician
						I = Independent Study		
						B = Blended		

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

Sample Number:	1092-2009-356-L-P
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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
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## 2 Registration as a Program Provider

- 1) You must register as a program provider in order to submit a learning activity to CCCEP for accreditation.
- 2) To register as a provider, you fill out the on-line *Register as a Provider* form. As soon as you have completed the form, you may login in the “Member Login” area, using the “Login Name” and “Password” you created, and submit a learning activity for accreditation.
- 3) A program provider number will automatically be assigned. This number will appear as part of the CCCEP number when you submit a learning activity for accreditation.

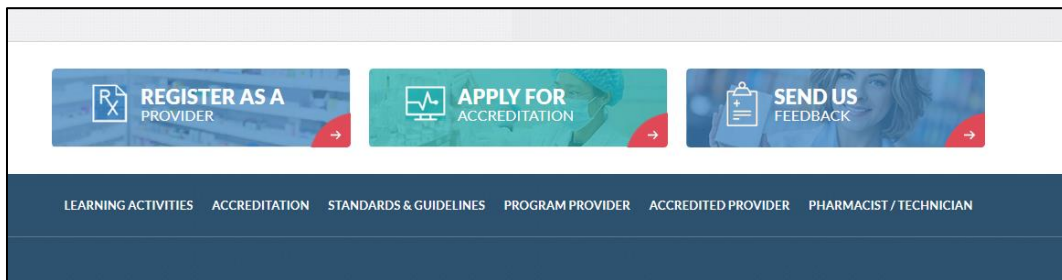
### 2.1 Finding the Registration Form

Note: Your organization or business may already be registered and have a program provider number if it has submitted a learning activity for accreditation since 2004. Contact the CCCEP office to see if your organization is already registered.

There are two ways to access the “Register as a Provider” form: (1) Home Page or (2) Program Provider Page

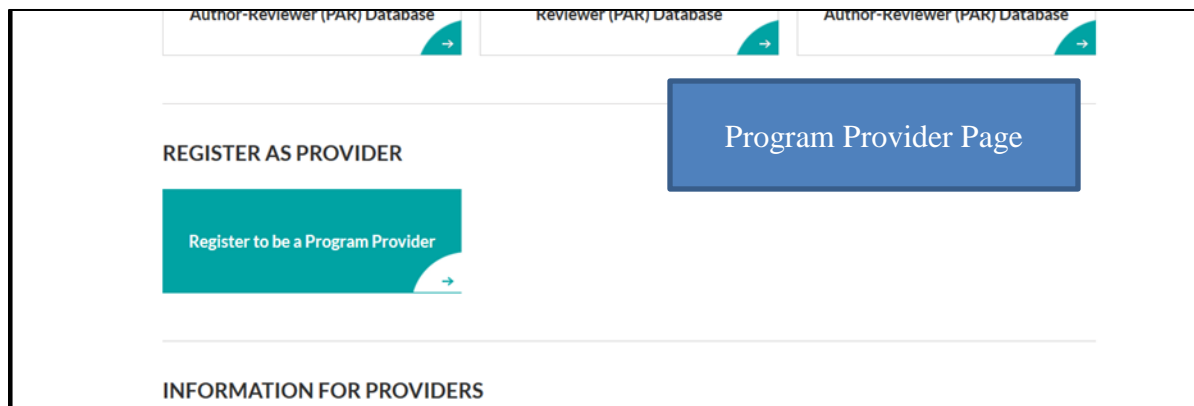
**On the HOME page** ([www.cccep.ca](http://www.cccep.ca)):

- 1) Scroll down to the bottom of the home page, CLICK on the “REGISTER AS A PROVIDER” button.
- 2) This will take you to the “Register as Provider” form. Complete the form.



**On the PROGRAM PROVIDER page** ([http://www.cccep.ca/pages/program\\_provider.html](http://www.cccep.ca/pages/program_provider.html))

- 1) Scroll down to the Register as a Provider heading.
- 2) Click on the Register as Provider box. This will open the Registration form.



Author-Reviewer (PAR) Database → Reviewer (PAR) Database → Author-Reviewer (PAR) Database →

REGISTER AS PROVIDER

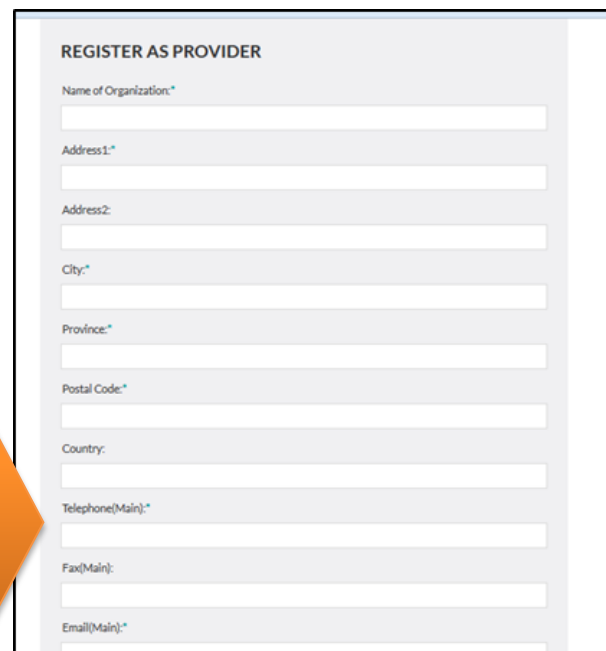
Register to be a Program Provider →

Program Provider Page

INFORMATION FOR PROVIDERS

## 2.2 Completing the Registration Form

- 1) The first set of information is your corporate information.
  - a) First, enter the address, main telephone and corporate e-mail as opposed to your personal phone number or e-mail.
    - i) This is the e-mail to which general information will be sent and which we will contact if the contact person information is no longer valid.



REGISTER AS PROVIDER

Name of Organization:\*

Address1:\*

Address2:

City:\*

Province:\*

Postal Code:\*

Country:

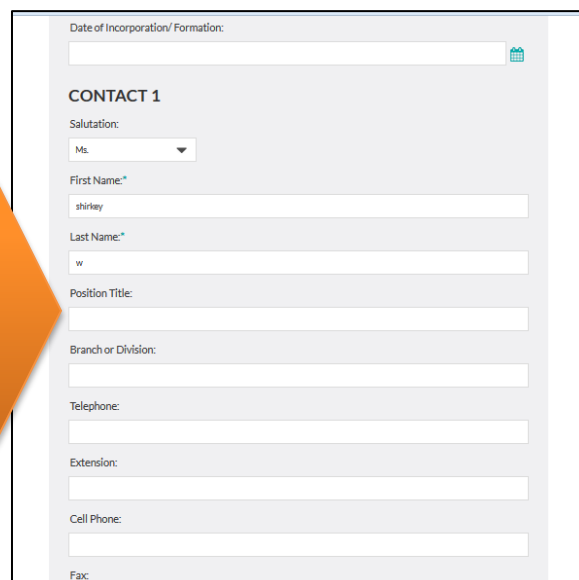
Telephone(Main):\*

Fax(Main):

Email(Main):\*

Corporate  
Information

- b) Enter the name and contact information for **at least one contact person**. You may enter the information for up to **four contact persons**.



Date of Incorporation/ Formation:

CONTACT 1

Salutation:

First Name:\*

Last Name:\*

Position Title:

Branch or Division:

Telephone:

Extension:

Cell Phone:

Fax:

Individual  
Contact  
Information

2) Once you have entered your contact information, enter a Login Id and Password.

- a) Enter a Login Id that you would like to use. This will be your USERNAME.

Your Login Id must be 'one word' of at least four letters.

- b) Enter a password.

Your password must be between 6 and 15 digits and should contain at least:

- One capital letter
- One number
- One symbol
- (e.g. # \$ % ^ & \* ( ) < > ,.;)

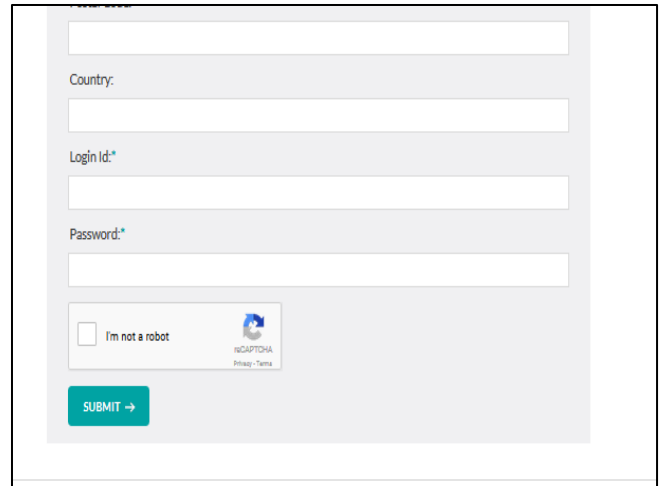
3) Submit the Registration Form

- a) Click on the “I am not a robot” bullet
- b) Then, **CLICK** on the “**SUBMIT**” button.

4) You can **now login using the Login page** of the website and submit a learning activity for accreditation.

5) You can find out your program provider number:

- a) On your list of activities in your Provider Work Area once you submit a learning activity.
- i) Your program provider number will be first digits on the CCCEP Number assigned to your learning activity; or
- b) You can contact us at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) and we will e-mail your program provider number to you.

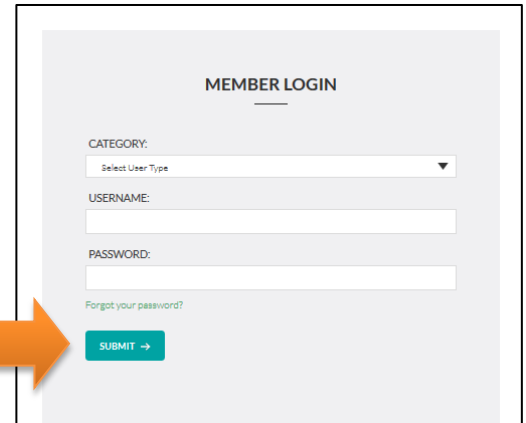


The image shows a registration form with the following fields and elements:

- A text input field at the top.
- A label "Country:" followed by a text input field.
- A label "Login Id: \*" followed by a text input field.
- A label "Password: \*" followed by a text input field.
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A green button labeled "SUBMIT →" at the bottom.

### 3 Forgot your Login ID or Password

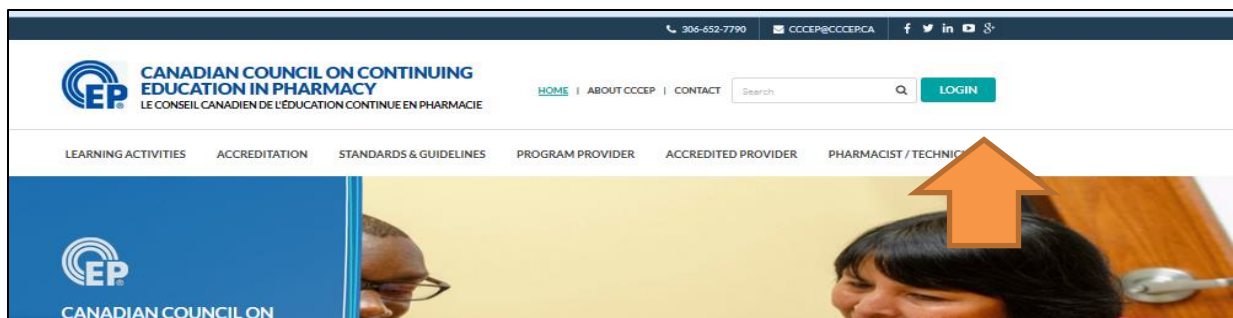
- 1) Forgot your Login ID?
  - a) If you have forgotten your Login Id, please send an e-mail to [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or phone CCCEP, and we will send you your Login Id.
  - b) Please be prepared to verify your identification as an authorized contact person for the provider.
- 2) Forgot your Password.
  - a) If you have forgotten your password, **CLICK** on “Forgot your password?” A password reset will be sent to you at the main e-mail address on your Registration form.
  - b) 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 provider.



### 4 Login/Logout as Provider

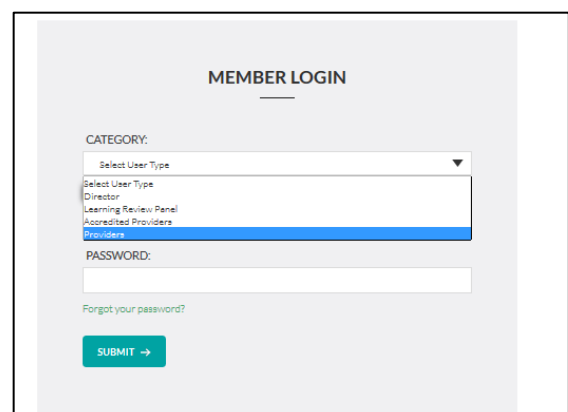
#### 4.1 Login

- a) You need your Login Id (USERNAME) and a Password to login.
- b) Log on to the CCCEP Home Page ([www.cccep.ca](http://www.cccep.ca)).
- c) Click on the LOGIN button on the top right-hand corner of the Home Page.



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

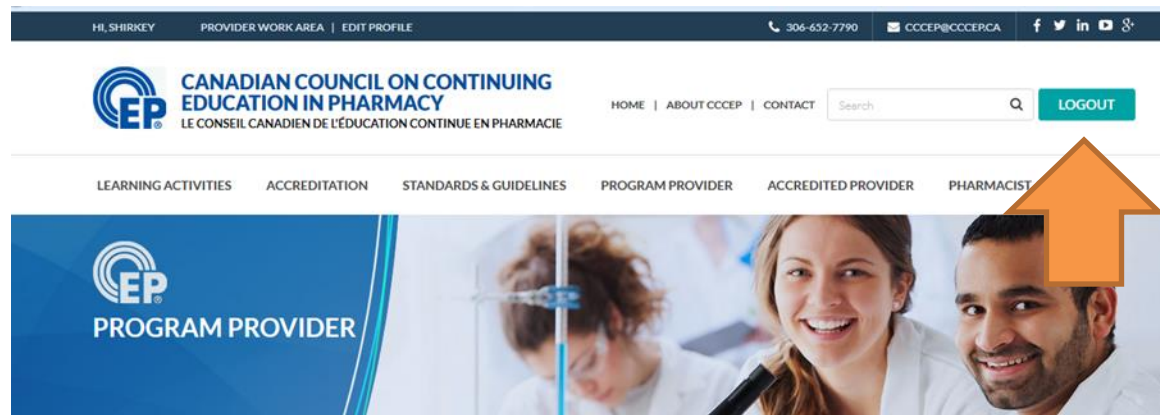
- **CLICK** on the arrow on the right side of the Category “select user type” box.
- A drop-down menu appears.
- Select “Providers”, then, enter your:
  - USER NAME
  - PASSWORD



- Click on the “SUBMIT” button.
- You will now enter your “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 Provider Work Area.



## 5 Provider Work Area

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

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



- b) The 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 “Provider Work Area” button.



- d) In the Provider Work Area you can:
- (1) Edit your Profile;
  - (2) Review your currently accredited learning activities;
  - (3) Review your “draft” applications;
  - (4) Review your learning activities submitted for accreditation.
  - (5) Submit a learning activity for accreditation review.
- Each of these items is explained in more detail in the next three sections.

## 6 Edit your Profile

- a) CLICK on “Edit Profile”
- b) You may edit the information in your Provider Profile except for:
- Provider Number
  - Date of Registration as a Provider

- c) Login Id and Password

- You selected a Login Id and Password when you registered as a 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.



**EDIT PROFILE**

Login Id:\*  
zeester

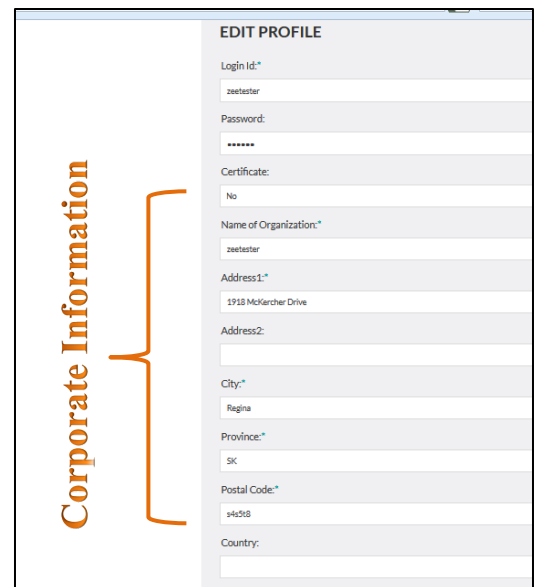
Password:  
\*\*\*\*\*

Certificate:  
No

Name of Organization:\*

- 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.



**EDIT PROFILE**

Login Id:\*  
zeester

Password:  
\*\*\*\*\*

Certificate:  
No

Name of Organization:\*

Address1:\*  
1918 McKercher Drive

Address2:

City:\*  
Regina

Province:\*  
SK

Postal Code:\*  
S4S0B

Country:



- 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.

**Contact 1**

Salutation: Mme. ▼

First Name: Aaa

Last Name: Zzz

Position Title:

Branch or Division:

Telephone:

Extension:

Cell Phone:

Fax:

Email:

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:

**Contact 2**

Salutation: Ms. ▼

**Contact 1**

Salutation: Mme. ▼

First Name: Ms.

Last Name: Mlle.

Position Title: Mrs.

Branch or Division: Mr.

Telephone: M.

Extension: Dr.

## 7 Viewing the List of Your Learning activities

- When you ENTER your 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 Provider Work Area.
- c) “Pending” activities are those that you have submitted for review, but that have not yet been submitted to a Learning Review Panel.
- d) “Reviewing” learning activities are those activities that have been submitted to a Learning Review Panel for review.
- e) “Accredited” learning activities are those activities that are currently accredited. You will have received a letter indicating the learning activity has been accredited with the date of accreditation.
- f) “Expired” learning activities are activities for which the accreditation has expired.
- g) “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.
- h) To view only those learning activities that are “Pending,” “Reviewing,” “Accredited,” “Expired” or “Draft”
  - a. 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;
  - b. Then, CLICK on the “View” button. Only the learning of the group you selected (e.g., Reviewing) will now appear in your Provider Work Area.

**LEARNING ACTIVITIES UPLOADED BY PROVIDERS**

View Activities: ☒ All ☐ Pending ☐ Reviewing ☐ Accredited ☐ Expired ☐ Draft **VIEW** **UPLOAD ACTIVITY**

CCCEP Number	Activity Name	Status	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity
1122-2012-605-L-P	program test	Expired	15-Aug-2012	16-Aug-2012	aw	artw@cceep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-605-L-P	program test	Expired	01-Aug-2012	19-Jun-2015	aw	artw@cceep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-635-C-P	program test		Not Set	Not Set	aw	aw	Generate PDF	Renew Activity Prepay

## 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.

LEARNING ACTIVITIES UPLOADED BY PROVIDERS								
View Activities: <input checked="" type="radio"/> All <input type="radio"/> Pending <input type="radio"/> Reviewing <input type="radio"/> Accredited <input type="radio"/> Expired <input type="radio"/> Draft <span>VIEW</span> <span>UPLOAD ACTIVITY</span>								
CCCEP Number	Title	Status	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity
1122-2012-574-L-P	program test	Expired	15-Aug-2012	16-Aug-2012	aw	artw@cccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-605-L-P	program test	Expired	01-Aug-2012	19-Jun-2015	aw	artw@cccep.ca	Generate PDF	Renew Activity Prepay Renewal

## 9 Submitting an Accreditation Application

### 9.1 Overview of Application Process

- a) The CCCEP accreditation application process is an **on-line process**. All forms and documents are submitted using the on-line forms and processes.
- b) Learning activities may be submitted in English or French. All forms are submitted in English.
- c) To submit a learning activity for CCCEP accreditation, you need to **complete and submit** the on-line **Accreditation Application Form**.
- d) You will also need to submit a number of documents and forms as part of your application. See the list of required documents below.
- e) The **required CCCEP forms**, in addition to the Accreditation Application Form, are:
- 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/Presenter Declaration/Checklist** (required for conferences only)
- f) If you are **translating your learning activity** from English to French or French to English, you will need to use a fifth form:



- **French/English Translation Form** (If translating the learning activity from English to French or French to English).

See *Guideline J: Translating an Accredited Learning Activity*. The Guidelines may be found in the 'Standards and Guidelines' section of the CCCEP website

[http://www.cccep.ca/pages/guideline\\_j\\_translation.html?page=standards\\_guidelines](http://www.cccep.ca/pages/guideline_j_translation.html?page=standards_guidelines)

**IMPORTANT: The translation DOES NOT NEED to be submitted at the same time as the original application.**

- g) 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

[http://www.cccep.ca/pages/cccep\\_forms.html?page=accreditation](http://www.cccep.ca/pages/cccep_forms.html?page=accreditation)

## **9.2 Step 1: Compile Required Documents and Forms**

- a) It is suggested that you compile the necessary documents and completed forms prior to starting to complete the Accreditation Application Form. You will be asked to upload the documents and forms as part of the completion of the Accreditation Application Form.
- b) The required documents include (You may download a checklist, see below):
- Learning activity Text/Content (*In the format in which it is being presented*)
  - Learning Objectives
  - Table of Contents or Index
  - Reference List
  - Information available to learners (*E.g., submission of answers, marks required, and notification of results*)
  - Post-Test Questions
  - Answer Key with Rationale (*This must be in a separate document*)
  - Alternate Learner Assessment (*If applicable*)
  - Participant Evaluation Form
  - Sample Letter or Statement of participation/attendance for participants
  - Comments from Expert Reviewer (1) Collated
  - Comments from Expert Reviewer (2) Collated
  - Author(s) written response to Expert Reviewers' comments
  - Expert Reviewer (1) release statement
  - Expert Reviewer (2) release statement
  - Disclosure statement(s) that will be published (*This may be included at the beginning of the content document or included as a separate document.*)
  - Disclosure Forms (All Authors)
  - Disclosure Forms (All Expert Reviewers)
  - Disclosure Form (Provider)
  - Disclosure Form (Presenters – If known at time of application)
  - Author/Presenter Declaration/Checklist (Required for conferences only)

- c) You can download the **Accreditation Application Checklist**, which may be found on the CCCEP Forms page of the CCCEP website:  
[http://www.cccep.ca/pages/cccep\\_forms.html?page=accreditation#Accreditation%20Checklist](http://www.cccep.ca/pages/cccep_forms.html?page=accreditation#Accreditation%20Checklist)

### 9.3 Step 2: Complete the Online Accreditation Application Form

- a) To submit a learning activity for CCCEP accreditation, you complete the on-line Accreditation Application Form.

**IMPORTANT NOTE:** Do NOT use this on-line form for submitting a Learning Activity Update. For updates, e-mail CCCEP at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca). See below for submitting an Activity Update.

**NOTE: Saving a Draft.** You may **save a draft** of the Accreditation Application Form at any time prior to completing and submitting the application by clicking on the “Draft” button at the bottom of the application form.

- b) Login to your “PROVIDER WORK AREA”  
c) CLICK on the “UPLOAD ACTIVITY” button.

LEARNING ACTIVITIES UPLOADED BY PROVIDERS									
View Activities: <input checked="" type="radio"/> All <input type="radio"/> Pending <input type="radio"/> Reviewing <input type="radio"/> Accredited <input type="radio"/> Expired <input type="radio"/> Draft									<a href="#">VIEW</a>
									<a href="#">UPLOAD ACTIVITY</a>
CCCEP Number	Title	Status	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity	
1122-2012-574-L-P	program test	Expired	15-Aug-2012	16-Aug-2012	aw	artw@cccep.ca	Generate PDF	Renew Activity Prepay Renewal	

- d) The **Accreditation Application Form** will open.
- The general instructions for completing the form and finalizing your application are on the top of the form.
  - The instructions for the completion of each section of the Accreditation Application Form are at the beginning of each section of the form

## ACCREDITATION APPLICATION FORM

### INSTRUCTIONS:

1. Complete the appropriate sections of this Accreditation Application Form in accordance with the Instructions below.

You will find detailed instruction on how to complete this Accreditation Application Form in the CCCEP Accreditation Manual for Program Providers which may be found in the "Apply for Accreditation" page of the website.

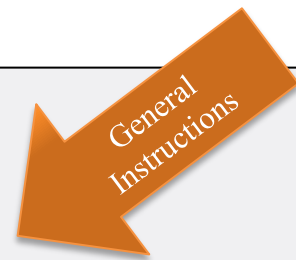
2. The Required Fields are marked with an "\*"

3. You may save a draft of the information you entered by clicking on the "Save Draft" button at the bottom of this page.

You will be returned to your Provider Work Area. To continue entering information and to complete your application, click on the "Edit application" button(i.e:the pencil) on the right side of the page.

4. Once you are ready to submit your application for review, attach your documents and select your fee payment option.

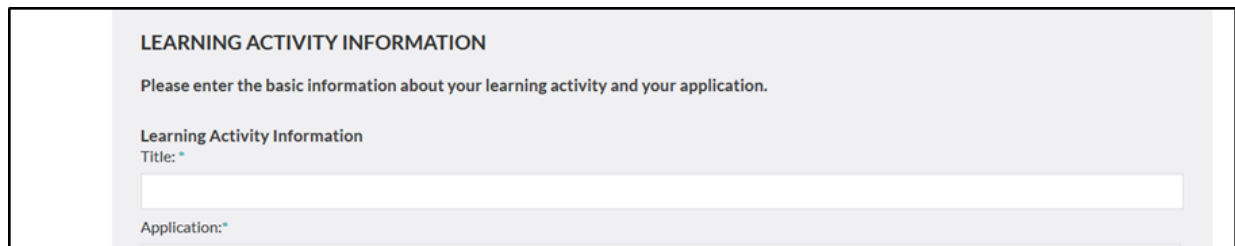
5. To submit the application, click on the "Submit" button on the bottom of the page. Your application is now complete. The Accreditation Application Form, your documents and your payment information are automatically submitted to CCCEP.



### 9.3.1 Learning Activity Information Section

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

e) **Title:** Enter the "Title of the Learning Activity" in the text box.



**LEARNING ACTIVITY INFORMATION**

Please enter the basic information about your learning activity and your application.

Learning Activity Information

Title: \*

Application: \*

f) **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:

[http://www.cccep.ca/pages/overview\\_of\\_cccep\\_accreditation.html?page=accreditation#Accreditation](http://www.cccep.ca/pages/overview_of_cccep_accreditation.html?page=accreditation#Accreditation)



- 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.
  - An accreditation may be extended if there is there no or minimal change required for the content to remain current.
- Select “**New Activity**” if:
  - The learning activity is one that has not previously been submitted to CCCEP for accreditation, or
  - The learning activity was previously accredited by CCCEP but the content has been changed.

NOTE: Do not use the online application form to submit an Update.

NOTE: An update may be submitted at any time to CCCEP. It is submitted by e-mail ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)). There is no fee for updates. For information on submitting an update, see the Update an Activity page”

[http://www.cccep.ca/pages/update\\_an\\_accredited\\_activity.html?page=accreditation](http://www.cccep.ca/pages/update_an_accredited_activity.html?page=accreditation)

**g) Type of Application**

- From the **drop-down menu**:
  - Select “**Regular**” if you are submitting an **Administrative Review, Delivery Type Review or Accreditation Extension** application.
  - Select either “**Regular**” or “**Fast Track**” from the drop-down menu, if you are submitting a “**New Activity**” application.
    - A “**regular**” review takes 5 to 6 weeks for you to receive your report, depending on the size of the learning activity.
    - A “**fast track**” review takes 9 to 14 days for you to receive your report, depending on the size of the learning activity. A “fast track” surcharge is applied.





Application:\*

New Activity

Type of Application:\*

--Select--

Fast Track

Regular

Learning Activity Category:\*

- For information, refer to **Accreditation Timelines** page:  
[http://www.cccep.ca/pages/timeline\\_cccep\\_accreditation.html?page=accreditation](http://www.cccep.ca/pages/timeline_cccep_accreditation.html?page=accreditation)

h) **Original CCCEP Number:** Enter the original CCCEP Number if the learning activity has been previously accredited.

Original Program Number:

Learning Activity Category:\*

--Please Select--

Health Conditions

Management Skills

Special Populations

Special Skill Areas (Pharmacist)

Special Skills Areas (Technicians)

Certificate program\*

Certificate program Is this learning activity being submitted as a certificate program under the CCCEP policy on accreditation of continuing education

i) **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).

For information on the Learning Activity Categories and Sub-Categories, go to the Topic Categories page of the website: <http://www.cccep.ca/pages/categories.html?page=accreditation>

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



Learning Activity Category:\*

Health Conditions

Learning Activity Sub Category:

--Please Select--

--Please Select--

Endocrine and Metabolic Disorders

Eye / Ear/ Nose/ Throat Disorders

Fluid and Electrolyte Disorders

Gastrointestinal Disorders

Genitourinary/ Reproductive Disorders

Hematologic Disorders

Infectious Diseases

Mental Health and Addictions

Musculoskeletal Disorders

Neurologic Disorders

Nutrition and Weight Loss

Oncology

Pain management

Palliative Care

Renal Disorders

Respiratory Disorders

Skin Disorders

Area of Practice :\*

--select--

k) **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.

--Please Select--

Delivery Mode:\*

--Please Select--

--Please Select--

Conference

Live

Independent Study

Blended

Certificate programs:

☐ Yes

☐ No

--Please Select--

Delivery Mode:\*

Live

Level:

1

1

2

Special

Certificate program is this learning activity being submitted as a certificate program under the CCCEP policy on accreditation of continuing education certificate programs?

☐ Yes

**Learning Activity Levels**  
**(determined by number of CEUs)**



Live, Independent Study, Blended Learning Activities		Conferences	
Learning activity Level	CEUs	Learning activity Level	CEUs
1	0.25 – 4.0	1	0.25 – 4.9
2	4.1 – 10.0	2	5.0 – 10.0
Special	Greater than 10	3	11.1 – 20.0
Note: Estimate the number of CEUs, and then select the appropriate level (1 CEU = 1 Hour)		4	21.1 – 30.0
		5	Greater than 30

Refer to **Delivery and Activity Types** page

([http://www.cccep.ca/pages/extensions\\_delivery\\_type\\_reviews\\_administrative\\_reviews\\_and\\_updates.html?page=accreditation](http://www.cccep.ca/pages/extensions_delivery_type_reviews_administrative_reviews_and_updates.html?page=accreditation))

l) **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](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.

**Certificate program \***

Certificate program Is this learning activity being submitted as a certificate program under the CCCEP policy on accreditation of continuing education certificate programs?

☐ Yes

☐ No

Target Audience :\*

m) **Target Audience.** Select either “**Pharmacists**” or “**Pharmacy Technicians**” from the drop-down menu.

NOTE: If you are **submitting a learning activity for both Pharmacists and Pharmacy Technicians.**

- You submit the learning activity twice: once for ‘pharmacists’ and again for “pharmacy technicians.”
- There is no fee for the second submission if the learning activity for both pharmacists and technicians is the same learning activity, provided:
  - It is a “Regular” review;
  - Less than 10 CEUs; and
  - You have advised CCCEP that you will be submitting the same learning activity for pharmacists and for pharmacy technicians.



## CCCEP Accreditation Manual for Program Providers

See the **Policy on Dual Accreditations**: [http://www.cccep.ca/public/uploads/documents/PR-06-2\\_Dual\\_Accreditation\\_2016-02-18.pdf?page=accreditation](http://www.cccep.ca/public/uploads/documents/PR-06-2_Dual_Accreditation_2016-02-18.pdf?page=accreditation)

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

- o) **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.

- p) **Competency Area**. The Competency Areas are based on the NAPRA Standards of Practice for Technicians and Pharmacists.

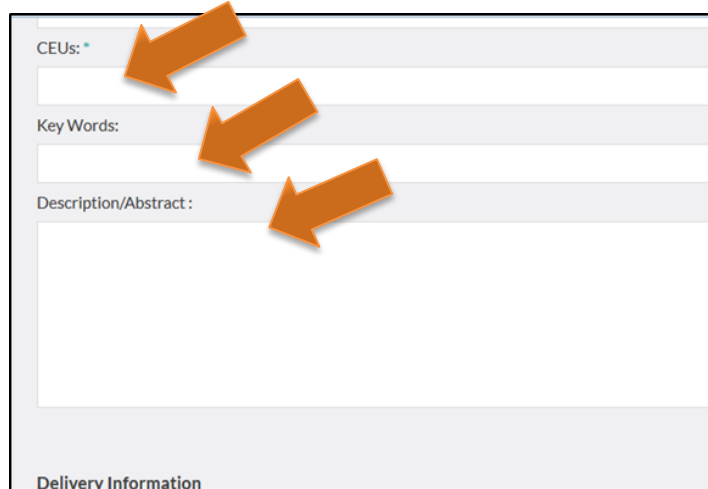
Select the Competency Area that best matches the Learning Objectives and Content of the Learning Activity.

- q) **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:”*

- r) **CEUs.** Enter your estimate of the number of CEUs for the learning activity.

The final number of CEUs will be assigned by CCCEP after the accreditation review, except for Accredited Providers who will assign the CEUs.

- s) **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.



CEUs: \*

Key Words:

Description/Abstract :

Delivery Information

- t) **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.

### 9.3.2 Delivery Information Section

- u) **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.



**Delivery Information**  
You may enter the date that the learning activity will be available. Also, you may enter a date at which the learning activity will no longer be available (even if the accreditation has not expired). The learning activity will automatically be removed from the public portion of the on-line database on the accreditation expiry date.

Date Available:

Date No Longer Available:

Mar 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

v) **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.

**Entering a “Date No Longer Available” after learning activity has been accredited**

At the time you are submitting the learning activity for accreditation, you may not know the Date No Longer Available or the expiry date.

To add or change the Date No Longer Available, contact CCCEP by phone or e-mail ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)). We will enter the date for you.

w) **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

**Conference**  
Select the format from the drop-down list and enter the start date, end date, and the location information of the conference.

Format:\*

--Please Select--

Start Date:\*

End Date:\*

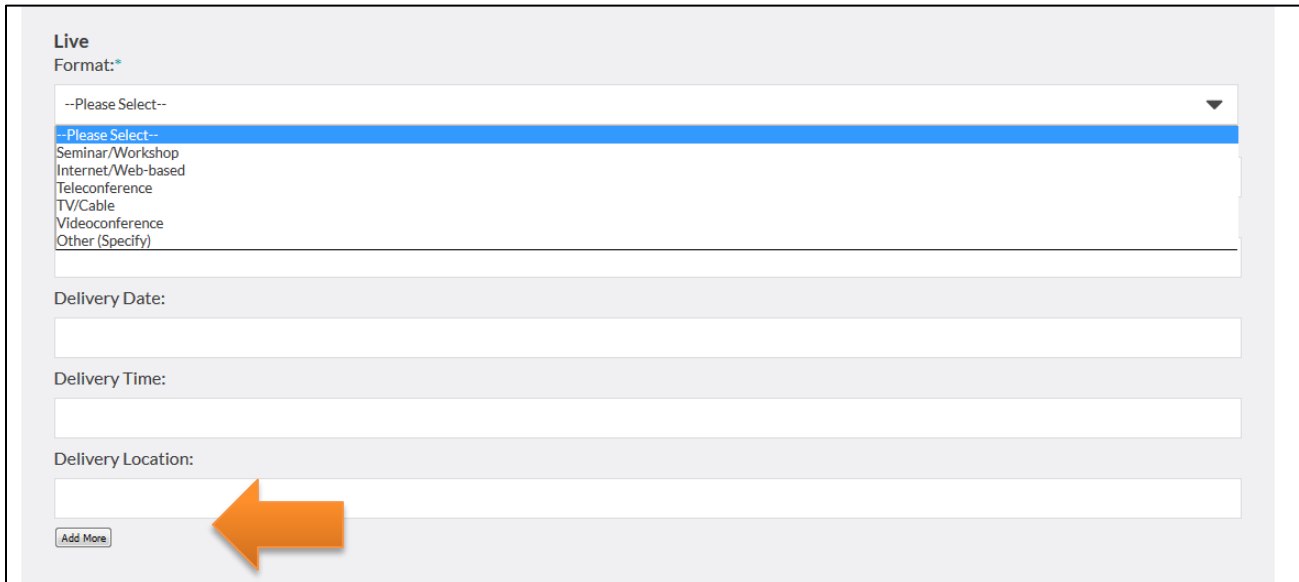
Town: \*

Province: \*

Modular Learning Activity

- 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 by Contacting CCCEP ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)) or 306-652-7790

- CCCEP will update your delivery date and location information – delete past dates/locations and add new dates/locations – at any time.



**Live**  
Format:\*

--Please Select--

--Please Select--  
Seminar/Workshop  
Internet/Web-based  
Teleconference  
TV/Cable  
Videoconference  
Other (Specify)

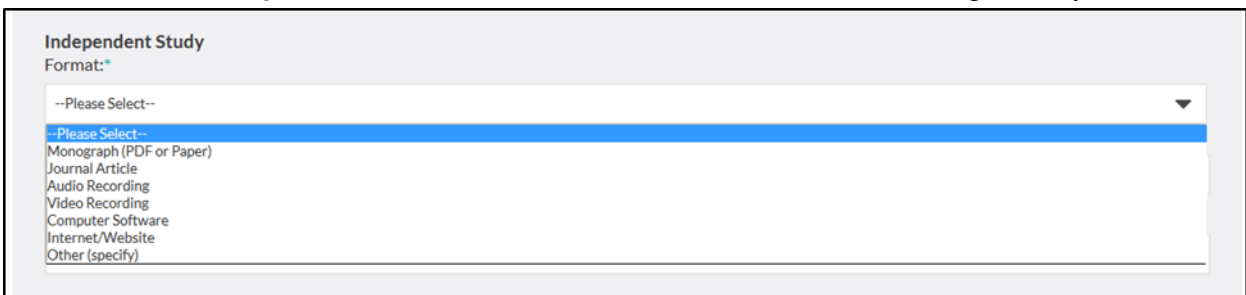
Delivery Date:

Delivery Time:

Delivery Location:

Add More

- 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.



**Independent Study**  
Format:\*

--Please Select--

--Please Select--  
Monograph (PDF or Paper)  
Journal Article  
Audio Recording  
Video Recording  
Computer Software  
Internet/Website  
Other (specify)

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 earning activity.





**Blended**  
Blended - Live Format:\*

--Please Select--

Contact Hours: \*

Blended - ISP Format:\*

--Please Select--

Website Address:

Ex. <http://cccep.ca/>

Journal Name:

Other Source:

Start Date:

End Date:

Town: \*

### 9.3.3 Modular Learning activity

- x) **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.

**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 completion of each module.

Enter YES below, if you wish participants to register in individual modules Enter NO below, if 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.

For more information, see CCCEP Accreditation Manual for program Providers.

**This learning activity is a modular activity:**

☒ Yes (Participants will be able take and receive attendance statements for individual modules)

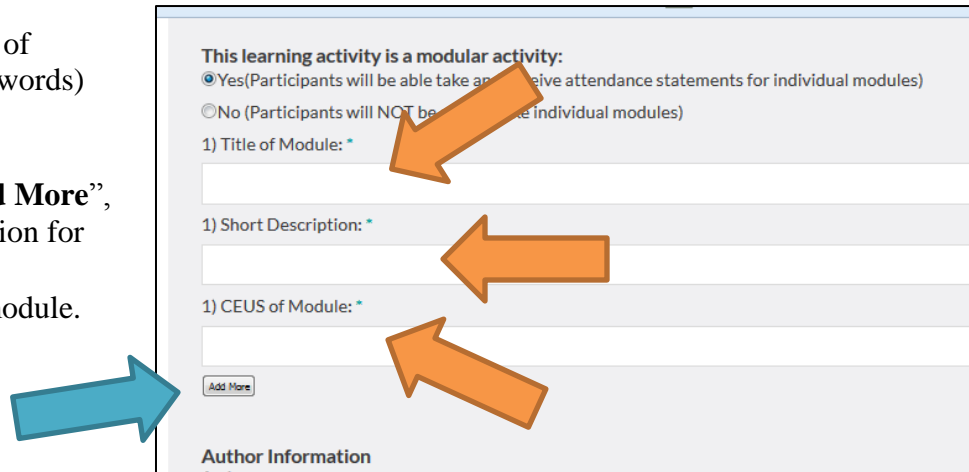
☐ No (Participants will NOT be able to take individual modules)

[Add More](#)

**Author Information**

y) **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.



This learning activity is a modular activity:

☒ Yes (Participants will be able to take and receive attendance statements for individual modules)

☐ No (Participants will NOT be able to take and receive attendance statements for individual modules)

1) Title of Module: \*

1) Short Description: \*

1) CEUs of Module: \*

[Add More](#)

Author Information

#### **Note: Statement of Attendance for Modules**

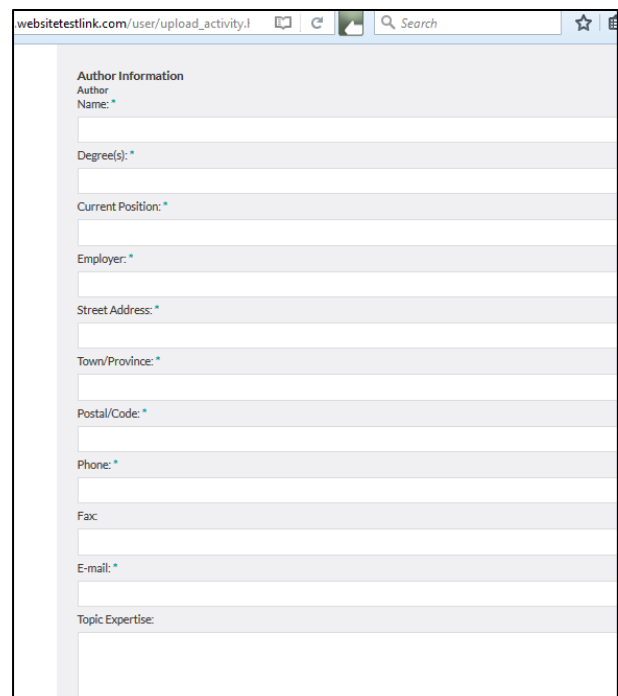
- The provider may issue a statement of attendance for a module by stating on the Statement of Attendance the Module number, Module title, Learning activity title and number of CEUs of the module.
- If Statements of Attendance are issued for one or more modules and a Statement of Attendance or Certificate 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.

### **9.3.4 Author Information Section**

z) **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?



websiteblink.com/user/upload\_activity.l

Author Information

Author Name: \*

Degree(s): \*

Current Position: \*

Employer: \*

Street Address: \*

Town/Province: \*

Postal/Code: \*

Phone: \*

Fax:

E-mail: \*

Topic Expertise:



- 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.

### 9.3.5 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**.

#### aa) 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.

**Registration/Information Contact**

The Contact Person to be listed in this section is the person or position to whom individuals interested in registering in the activity or obtaining information about the learning activity should contact. Enter the Contact Information for the contact person or position.

First indicate whether the learning activity has an open or closed registration. An 'open' registration means that the learning activity is open to anyone who wishes to register. A 'closed' registration means that the learning activity is only open to people invited to attend.

Then, enter the contact person information.

Registration:

--select--

--select--

Open

Closed

Phone Number: \*

- **Contact Person/Position for Learners**
  - 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.
  - Enter the contact information: phone number, e-mail and fax



- If the registration, or information about the learning activity, is on-line, enter the website address. Use the format: **http://www.yourwebsitename.ca**

Then, enter the contact person information.

Registration:

--select--

Person/Position: \*

Phone Number: \*

E-Mail: \*

Fax:

On-line (website):

Ex. <http://cccep.ca/>

Learning Activity Update

### 9.3.6 Learning Activity Update

#### bb) Activity Update

- Use this field **ONLY IF**:
  - You are submitting an Administrative Review, Delivery Type Review or Accreditation Extension, and
  - You have updated the learning activity since its last accreditation
- If you have updated an accredited activity, enter the date using the calendar that pops up.

Learning Activity Update

Activity Updated:

Mar 2017

Su Mo Tu We Th Fr Sa

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Sponsor:

an organization(s) other than the program provider, enter the name of the sponsor organization(s). If organization name or enter "no sponsor".

organization:

- **Do NOT enter an Update date** if you are submitting a New Activity application.

NOTE: An update may be submitted at any time to CCCEP. It is submitted by e-mail ([admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)). There is no fee for updates. For information on submitting an update, see the Update an Activity page”

[http://www.cccep.ca/pages/update\\_an\\_accredited\\_activity.html?page=accreditation](http://www.cccep.ca/pages/update_an_accredited_activity.html?page=accreditation)

### 9.3.7 Sponsor Organization

cc) **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 Anther 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.

**Sponsor Organization**

If the learning activity is sponsored by an organization(s) other than the program provider, enter the name of the sponsor organization(s). If there is no sponsor, either enter your organization name or enter "no sponsor".

Is Learning Activity Sponsored by another organization:

☐ Yes

☐ No

Sponsor:

### 9.3.8 Contact Person (For CCCEP)

dd) **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

ee) **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

**Contact Person (for CCCEP)**  
Please enter the name and number of the of the program provider who is submitting the learning activity for accreditation and of the contact person to whom CCCEP should send all communications regarding the accreditation of this learning activity

Contact Person Name: \*

Contact Person Phone: \*

Contact Person E-mail: \*

The Contact Person to be listed in this section is the person who will be responsible for overseeing the delivery of the learning activity for the first 1 -2 years.

☐

Same Contact Person as above listed above, click on Box to autofill information

Delivery Contact Person Name: \*

Delivery Contact Person Phone: \*

Delivery Contact Person E-mail: \*

## **SAVE DRAFT OR COMPLETE ACCREDITATION APPLICATION**

At this point you must either SAVE a DRAFT of your submission OR COMPLETE your Accreditation Application.

If you are not quite ready to submit your materials, or you just need a break, you may save a draft of your submission at any time prior to submitting your learning activity.

### **9.3.9 Save a Draft of Your Accreditation Application**

#### **ff) Safe a Draft**

- 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 Provider Work Area.
  - The information will remain in your draft folder until you either retrieve or delete it.

Your documents will automatically be submitted to CCCEP and a notice is sent to CCCEP of the new accreditation submission.


**REMEMBER:**  
Attach all documents prior to clicking on the “Submit” button.

Please be Patient.Do not click reset your browser.The submission may take a couple of minutes-it depends on the size of your files.

Please be Patient.Do not click reset your browser.The submission may take a couple of minutes-it depends on the size of your files.

UPLOAD ACTIVITY →

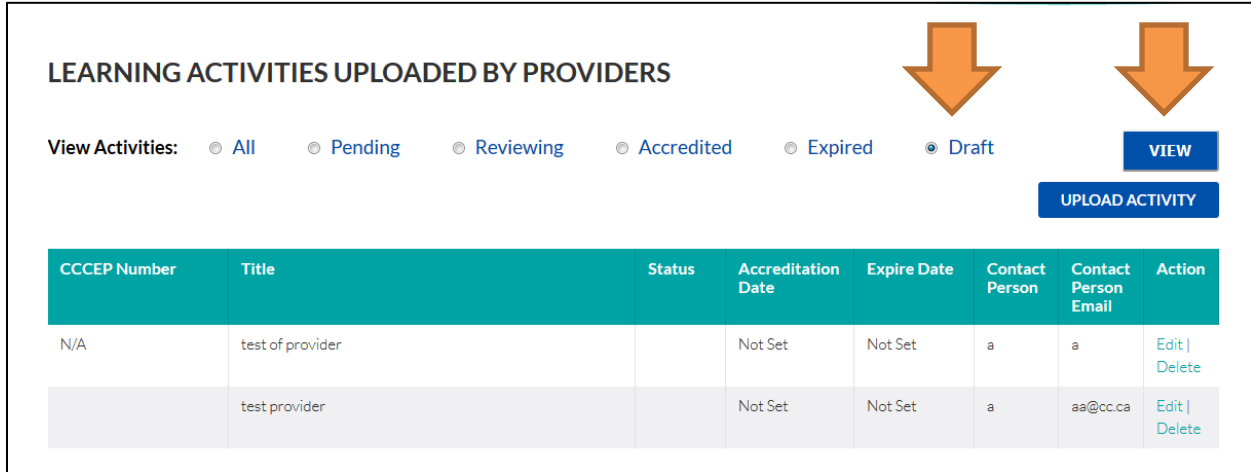
SAVE AS DRAFT →



#### **gg) Retrieving, Editing, Submitting or Deleting 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 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



**LEARNING ACTIVITIES UPLOADED BY PROVIDERS**

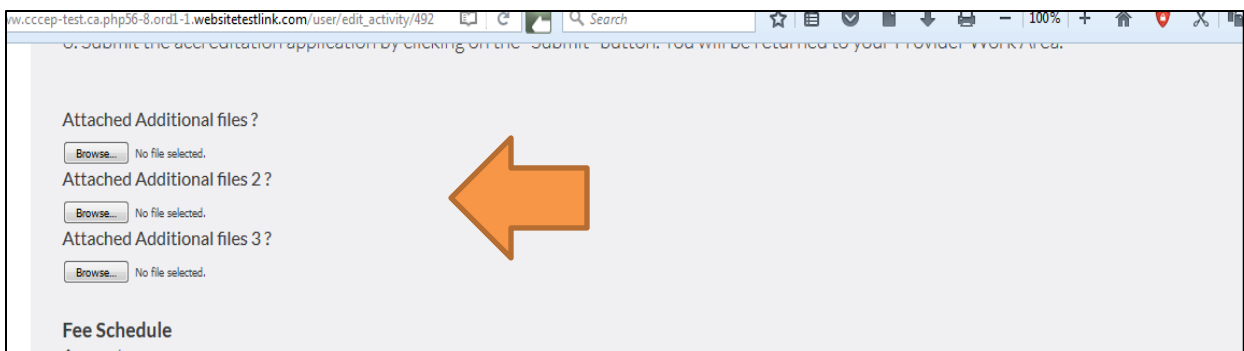
View Activities: ☐ All ☐ Pending ☐ Reviewing ☐ Accredited ☐ Expired ☒ Draft [VIEW](#) [UPLOAD ACTIVITY](#)

CCCEP Number	Title	Status	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Action
N/A	test of provider		Not Set	Not Set	a	a	<a href="#">Edit</a>   <a href="#">Delete</a>
	test provider		Not Set	Not Set	a	aa@cc.ca	<a href="#">Edit</a>   <a href="#">Delete</a>

### 9.3.10 Completing the Submission of your Application

#### hh) Attach Forms and Learning activity Files.

- Complete any fields that were not completed when you saved the Draft.
- Attach all your learning activity materials and required forms. Use the “Browse” buttons to upload the files.
  - Refer to the Accreditation Application Checklist on the Forms page of the CCCEP website for the complete list of required documents and forms –
- You may attach up to three individual files or three sets of ZIP files.
- Files larger than 20 MB may take some time to load, and files larger than 30 MB may not load due to the time it takes to upload them.
  - If you have very large files, contact CCCEP for options on submitting files.
- SUGGESTION: Combine files into a one or more ZIP files.



ww.cccep-test.ca.php56-8.ord1-1.website-testlink.com/user/edit\_activity/492

g. Submit the accreditation application by clicking on the "Submit" button. You will be returned to your Provider Work Area.

Attached Additional files ?

[Browse...](#) No file selected.

Attached Additional files 2 ?

[Browse...](#) No file selected.

Attached Additional files 3 ?

[Browse...](#) No file selected.

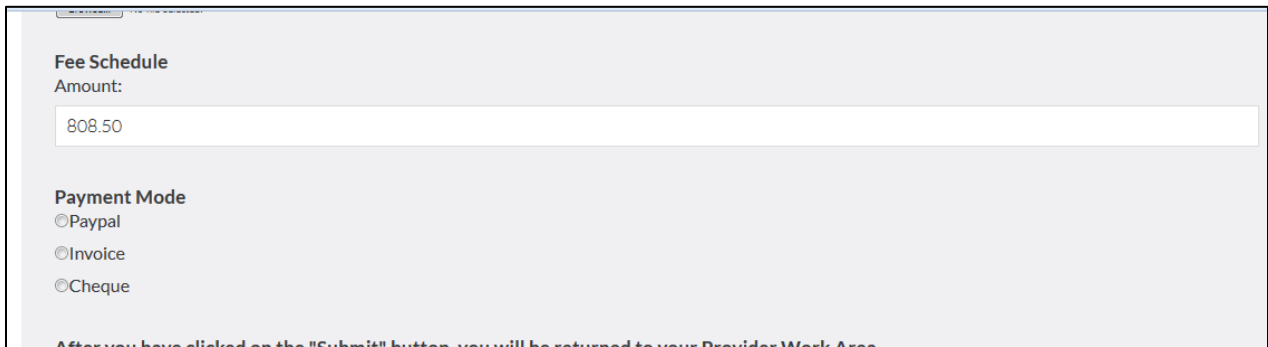
Fee Schedule

Amount:



## ii) Choose Your Fee Payment Option

- The **accreditation fee is automatically generated** and will appear in the “Amount” box.
  - The **GST is included** in the amount shown
  - Exception: If your application is a “special” level (larger than 10 CEUs), the fee amount will not show.
    - An "Invoice" will be sent which you may pay through PayPal or Cheque.



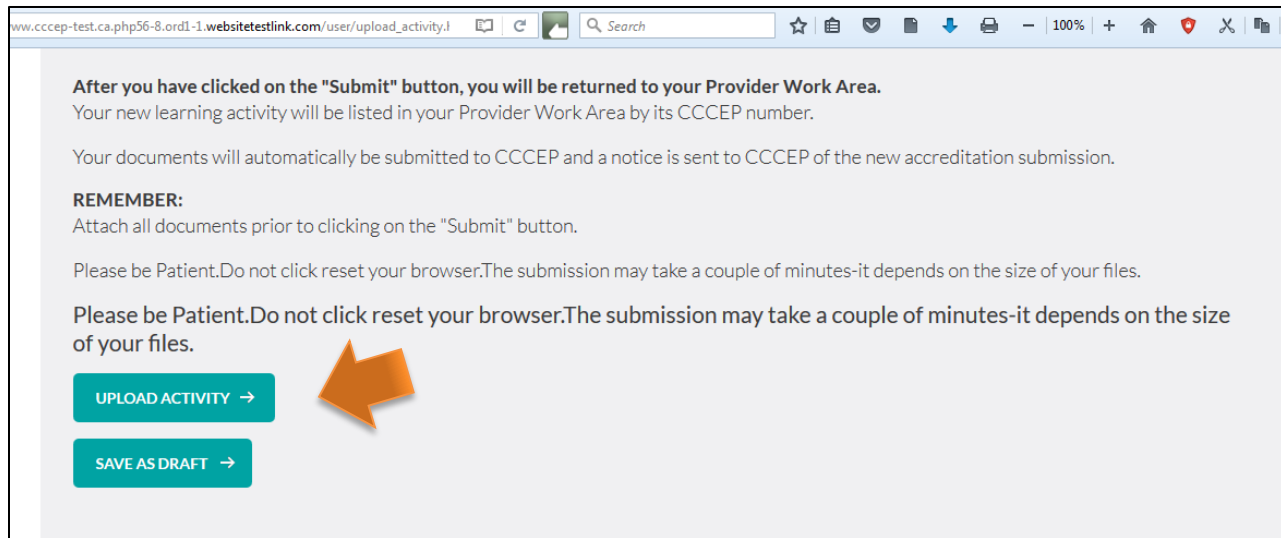
The screenshot shows a web form titled "Fee Schedule". It has a section labeled "Amount:" with a text input field containing the value "808.50". Below this is a section labeled "Payment Mode" with three radio button options: "Paypal", "Invoice", and "Cheque". At the bottom of the form, there is a line of text that reads: "After you have clicked on the 'Submit' button, you will be returned to your Provider Work Area."

- You may **pay the fees** by:
  - **Credit Card** – click on PayPal and follow the instructions.
    - An invoice will be sent to you once payment is received.
  - Requesting an Invoice
    - An electronic invoice will be sent which you may pay through cheque
    - If you wish to pay through PayPal, request a PayPal invoice
  - Submitting a Cheque
    - An invoice will be sent for your records
- Click on your **payment choice** – PayPal, Invoice or Cheque.

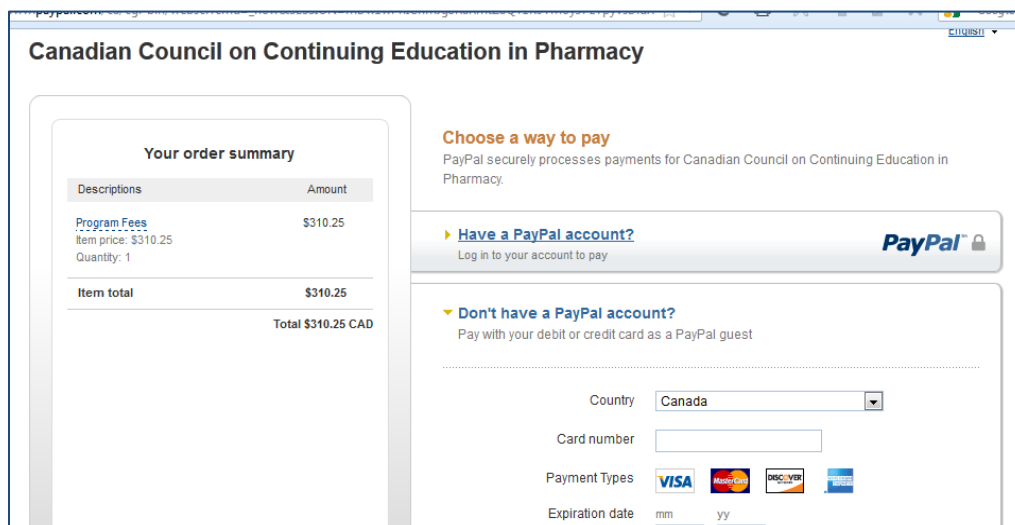
## jj) Submit

- Once you have selected your payment option, click on the **“Submit” button** at the bottom of the page.

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



- If you **selected "Invoice" or "Cheque" payment options**, you will be returned to your "Provider Work Area."
  - Your new Accreditation Application will be listed in your list of Learning Activities.
  - It will appear in both the "All" list and in the "Pending" list.
- If you **selected PayPal payment option**, you will be transferred to PayPal, where you may complete your payment by credit card or PayPal account.



- Once you have completed your payment, you will be returned to your 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.



## 9.4 Viewing and Obtaining a Copy of the Information Submitted

### kk) View and Save Copy of Application

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

LEARNING ACTIVITIES UPLOADED BY PROVIDERS							
View Activities: <input checked="" type="radio"/> All <input type="radio"/> Pending <input type="radio"/> Reviewing <input type="radio"/> Accredited <input type="radio"/> Expired <input type="radio"/> Draft							<a href="#">VIEW</a>
<a href="#">UPLOAD ACTIVITY</a>							
CCCEP Number	Title	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity
1122-2012-574-L-P	program test	15-Aug-2012	16-Aug-2012	aw	artw@cccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-605-L-P	program test	01-Aug-2012	19-Jun-2015	aw	artw@cccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-635-C-P	program test	Not Set	Not Set	aw	aw	Generate	Renew

## 10 Problem Submitting a Learning activity:

- If you have a problem submitting a learning activity application, ensure that:

The CCCEP website [www.cccep.ca](http://www.cccep.ca) is added as a Safe Sender and/or Trusted Site list on your computer.

If you are a company network, have your network administrator add the CCCEP website [www.cccep.ca](http://www.cccep.ca) to your company's Safe Sender and/or Trusted Site list.

- Contact CCCEP at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or phone 306-652-7790 and advise us of the problem.

## 11 Accreditation Notification

- Once your learning activity has been submitted, **CCCEP is notified** by the system that a learning activity has been submitted.
- CCCEP will either:
  - Contact you to **ask for further information** if there is information or forms missing from your application; or



- Contact you to let you know that your **learning activity has been received** and that the application information is complete.
- Once complete, your submission will be processed in the normal manner.

**IMPORTANT:** If you **do not get confirmation** from us in **two working days** that your learning activity has been received, please contact the Administrative Assistant at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or 306-652-7790.

## 12 Prepayment of Renewals

### a) Prepaying Renewals



- Refer to Policy PR-06: Accreditation Fees for information on the Prepayment of Renewal Fees.
- You may prepay one or both renewals.
- The prepayment may be made as soon as you submit your learning activity for accreditation or within 60 days the accreditation date.
- Renewal Prepayments are fully refundable, if you later decide not to renew the accreditation.

### b) Submitting a Prepayment

- Log in to your Provider Work Area
- Click on the “Prepay Renewal” button.

LEARNING ACTIVITIES UPLOADED BY PROVIDERS							
View Activities: <input checked="" type="radio"/> All <input type="radio"/> Pending <input type="radio"/> Reviewing <input type="radio"/> Accredited <input type="radio"/> Expired <input type="radio"/> Draft <span>VIEW</span> <span>UPLOAD ACTIVITY</span>							
CCCEP Number	Title	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity
1122-2012-574-L-P	program test	15-Aug-2012	16-Aug-2012	aw	artw@ccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-605-L-P	program test	01-Aug-2012	19-Jun-2015	aw	artw@ccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-635-C-P	program test	Not Set	Not Set	aw	aw	Generate	Renew

### c) Complete the Prepayment of Accreditation Renewal Form

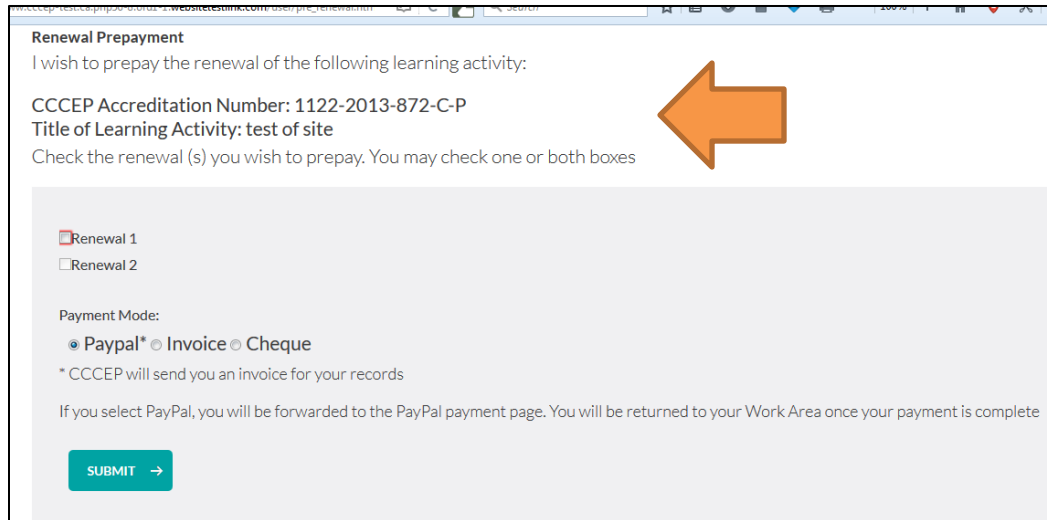



#### Prepayment of Accreditation Renewal

Instructions

1. You may pre-pay the renewal of your accreditation of this learning activity.

- The CCCEP Accreditation Number and Title of the Learning Activity would be automatically filled in.



**Renewal Prepayment**  
I wish to prepay the renewal of the following learning activity:

CCCEP Accreditation Number: 1122-2013-872-C-P  
Title of Learning Activity: test of site

Check the renewal (s) you wish to prepay. You may check one or both boxes

☒ Renewal 1  
☐ Renewal 2

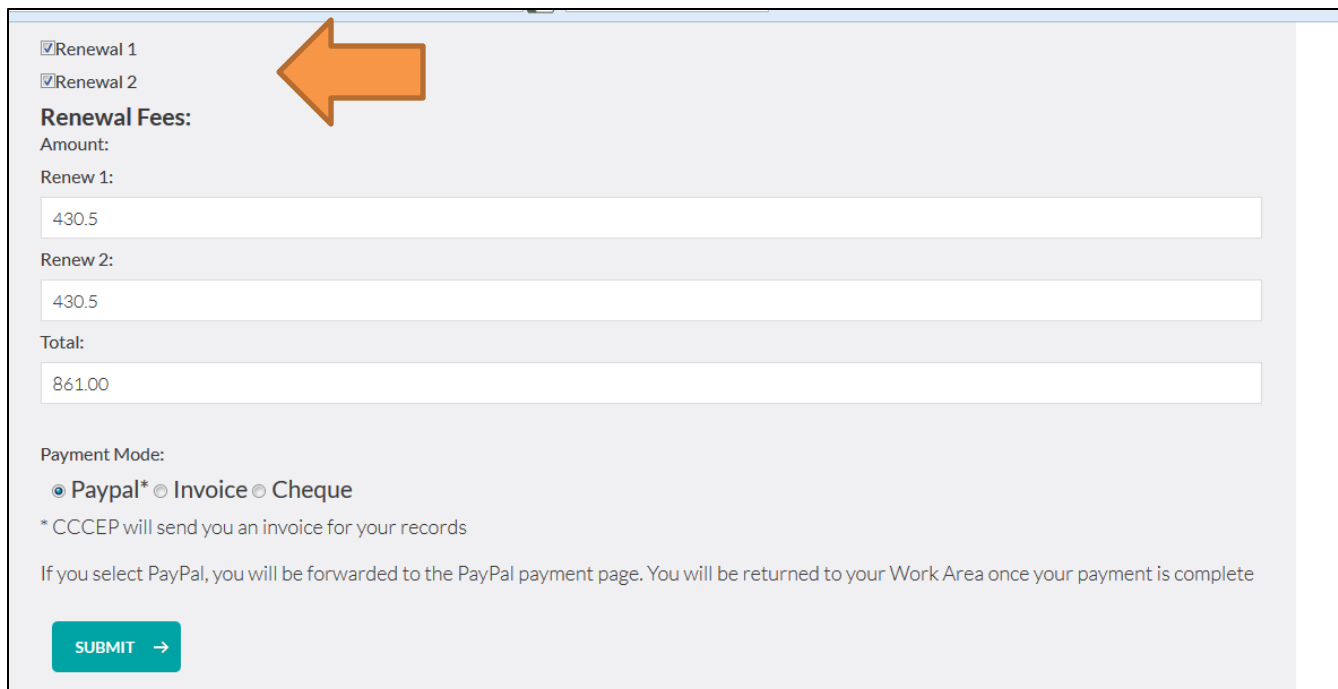
Payment Mode:  
☒ Paypal\* ☐ Invoice ☐ Cheque

\* CCCEP will send you an invoice for your records

If you select PayPal, you will be forwarded to the PayPal payment page. You will be returned to your Work Area once your payment is complete

**SUBMIT →**

- Click on the renewals you wish to prepay. You may:
  - Click on “Renew 1”, or
  - Click on both “Renew 1” and “Renew 2”
- The Renewal fees (Including GST) will be automatically filled in.



☒ Renewal 1  
☒ Renewal 2

**Renewal Fees:**

Amount:

Renew 1:  
430.5

Renew 2:  
430.5

Total:  
861.00

Payment Mode:  
☒ Paypal\* ☐ Invoice ☐ Cheque

\* CCCEP will send you an invoice for your records

If you select PayPal, you will be forwarded to the PayPal payment page. You will be returned to your Work Area once your payment is complete

**SUBMIT →**



- **Select your method of payment** – PayPal (credit card), Invoice or Cheque
- Click on the “**Submit**” button. Your prepayment will be automatically submitted to CCCEP.
- If you selected PayPal payment option, you will be transferred to PayPal, where you may complete your payment by credit card or PayPal account.

**Canadian Council on Continuing Education in Pharmacy**

**Your order summary**

Descriptions	Amount
Program Fees	\$310.25
Item price: \$310.25	
Quantity: 1	
<b>Item total</b>	<b>\$310.25</b>
<b>Total \$310.25 CAD</b>	

**Choose a way to pay**  
PayPal securely processes payments for Canadian Council on Continuing Education in Pharmacy.

[▶ Have a PayPal account?](#)  
Log in to your account to pay

**PayPal**

[▶ Don't have a PayPal account?](#)  
Pay with your debit or credit card as a PayPal guest

Country:

Card number:

Payment Types:

Expiration date:

- Once you have completed your payment, you will be returned to your Provider Work Area.
- CCCEP will be notified of your Prepayment, and will send you an invoice for your records.

## 13 Renew an Accreditation

### 13.1 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:
  - Submitted for accreditation as a **New Learning Activity**, or,
  - 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.
  - 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.

### 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 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 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

CCCEP Number	Title	Accreditation Date	Expire Date	Contact Person	Contact Person Email	Activity Info	Renew Activity
1122-2012-574-L-P	program test	15-Aug-2012	16-Aug-2012	aw	artw@ccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-605-L-P	program test	01-Aug-2012	19-Jun-2015	aw	artw@ccep.ca	Generate PDF	Renew Activity Prepay Renewal
1122-2012-635-C-P	program test	Not Set	Not Set	aw	aw	Generate	Renew



**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 (e.g., contact name, e-mail) please contact CCCEP at [admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca) or 306-652-7790.

**ACCREDITATION RENEWAL FORM**

**Learning Activity Information**

CCCEP Number 1122-2017-1900-L-T  
 Program Title Pharmacy Continuing Education  
 Program Provider zeetester  
 Status Pending  
 Accreditation Date 12-Mar-2017  
 Expiry Date 31-Mar-2017  
 Contact Person Lee Provider  
 Contact Person aa@aa.ca  
 E-mail  
 Renew Date 2017-03-28

**d) Number of Renewals**

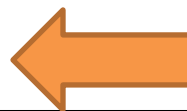
- The Number of Renewals will be indicated as: “Not Renewed” or “1”

**INSTRUCTIONS**

**Number of Renewals**

A learning activity may be renewed a maximum of two times. After two renewals the learning activity must either be submitted for accreditation as a new activity or be extended (if no major changes are required to ensure that the content contains the best currently available evidence).

How many times has this learning activity been renewed? Not Renewed



**e) Verify Content is Current**

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

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

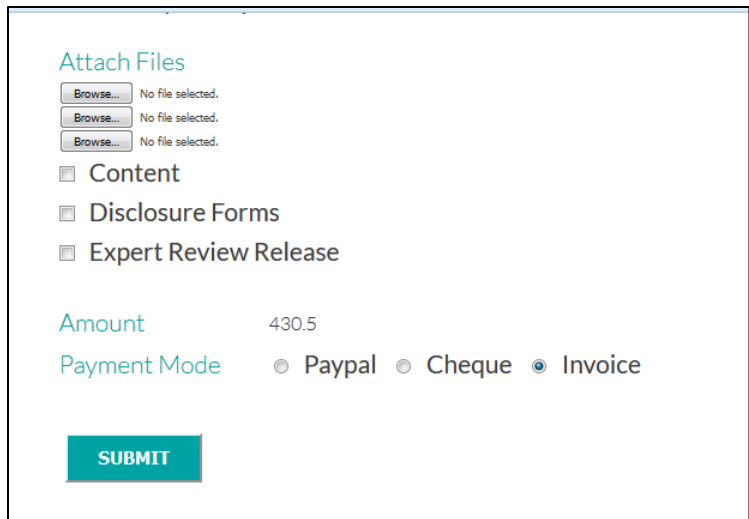
is current and does not need to be updated.

☐ **Activity Updated** : We have updated the content and submitting an updated version of the learning activity.

☒ **Activity not Updated** : We have reviewed the content and certify that the content remains current.

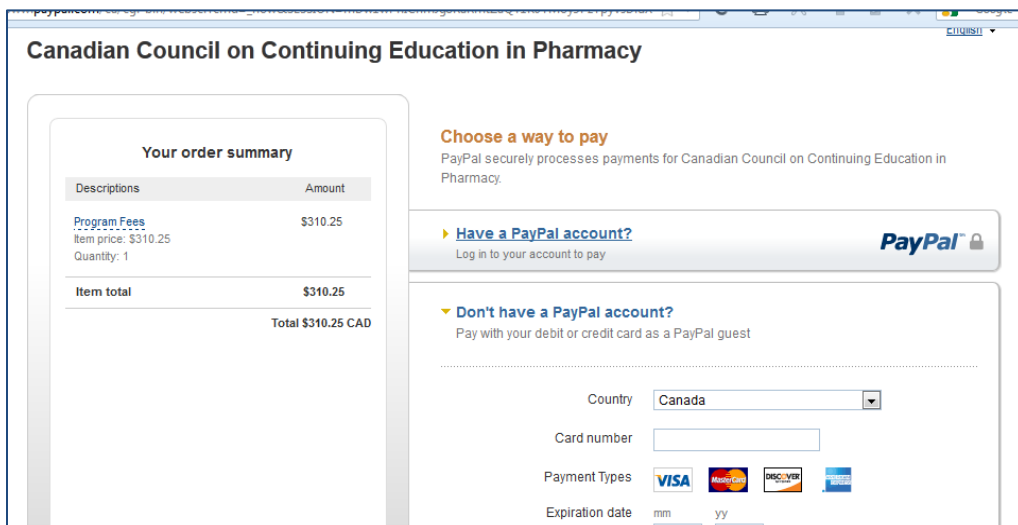
[Attach Files](#)

- If content has been updated, use the “Browse” buttons to add content files and forms.  
SUGGESTION: Combine multiple files into one or more ZIP files.



**f) Select Payment Option**

- The renewal fee is automatically generated and will appear in the “Amount” box.
  - The GST is included in the amount shown
- You may pay fees by:
  - Credit Card – click on PayPal and follow the instructions.
    - An invoice will be sent to you once payment is received.
  - Requesting an Invoice
    - An electronic invoice will be sent which you may pay through cheque
    - If you wish to pay through PayPal, request a PayPal invoice
  - Submitting a Cheque
    - An invoice will be sent for your records
- Click on your payment choice – PayPal, Invoice or Cheque.
- If you selected PayPal payment option, you will be transferred to PayPal, where you may complete your payment by credit card or PayPal account.



Descriptions	Amount
Program Fees	\$310.25
Item price: \$310.25	
Quantity: 1	
<b>Item total</b>	<b>\$310.25</b>
	<b>Total \$310.25 CAD</b>

- Once you have completed your payment, you will be returned to your Provider Work Area.



**g) Submit the Renewal**

- Click the “Submit” button.
- The renewal application and documents (if attached) will automatically be submitted to CCCEP.
- CCCEP will review the renewal submission and update the information in your records.
- You will receive a new accreditation letter with the new accreditation expiry date.

## **14 Training on the On-line Application Process**

- CCCEP holds periodic training sessions on the on-line application process for providers.
- Please contact CCCEP if you are interested in participating in a training session.

## **15 Contact Us**

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

306-652-7790

[admin.assistant@cccep.ca](mailto:admin.assistant@cccep.ca)