



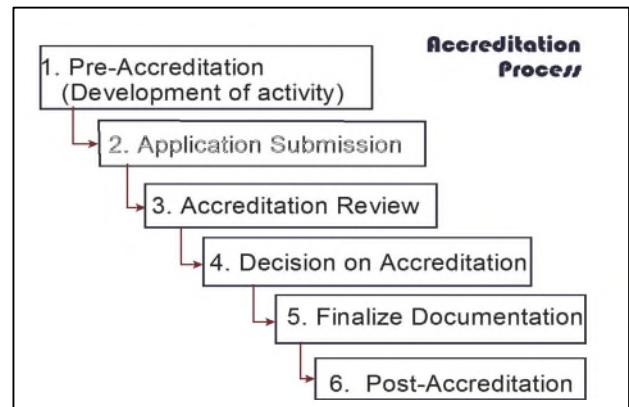
## CCCEP ACCREDITATION PROCESS

Effective Date: 29/03/2019

### CCCEP Accreditation Process

There are six steps in the CCCEP individual learning activity accreditation process:

- 1) Pre-Application (Development)
- 2) Application Submission
- 3) Accreditation Review
- 4) Decision on Accreditation
- 5) Finalize Documentation
- 6) Post-Accreditation

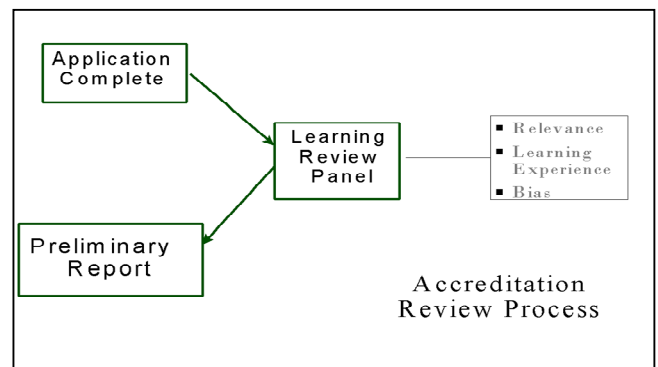


#### 1. Pre-Application (Development) Phase.

- 1.1. The program provider develops the learning activity.
- 1.2. Expert Review. The program provider submits the learning activity for expert review to two experts in the subject matter, or an expert panel (see Guideline A: Expert Review Options). The provider will make changes required by the expert reviewer/panel.
- 1.3. If revisions were required, the Provider must send the revised program to the Expert Reviewers/Panel for a second review.
- 1.4. The expert reviewers/panel must sign off, without conditions, on the version of the learning activity being submitted to CCCEP.

#### 2. Application Phase

- 2.1. Learning activities are submitted to CCCEP using the on-line Accreditation Application Form.
- 2.2. The three basic steps are:
  - 2.2.1. Complete the on-line Accreditation Application Form
  - 2.2.2. Attach the learning activity content and submit all other required documents/forms
  - 2.2.3. Pay the accreditation fee
- 2.3. The application is reviewed for completeness (i.e. required materials, documents and forms are submitted)
- 2.4. Learning activity content is sent to a Learning Review Panel for review.



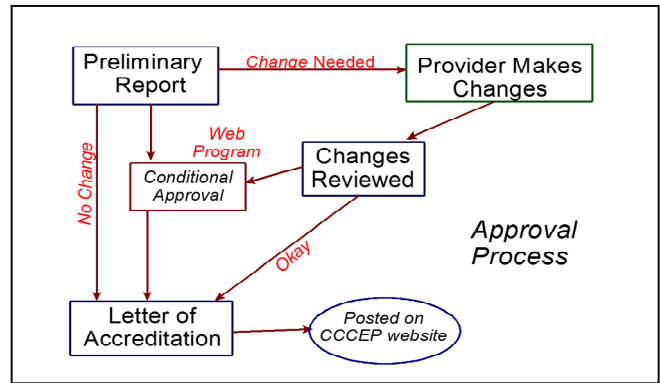
#### 3. Accreditation Review Phase

- 3.1. The Learning Review Panel assesses the learning activity for relevance, learning experience, and bias.
- 3.2. Each learning review panelist completes and submits a Learning Review Panel Report.
- 3.3. The Preliminary Report, based on Learning Review Panelist reports, is drafted.



#### 4. Decision on accreditation Phase

- 4.1. Preliminary Report is sent to the program provider. The report includes the required and recommended changes identified by the Learning Review Panels.
- 4.2. The program provider makes the requested changes. If any **major** revisions were made based on the recommendations of the Learning Review Panelists the program provider should submit the new version to the expert reviewers/expert panel for confirmation of their continued approval for accreditation.
- 4.3. Once the learning activity is approved for accreditation, the provider submits a clean copy of the learning activity to CCCEP.
- 4.4. Upon receipt of the clean final draft of the learning activity, the learning activity is either:
  - 4.4.1. Accredited and a letter of accreditation is issued; or
  - 4.4.2. A conditional approval of the learning activity issued pending the review of the website, the on-line test, a video or other materials.



#### 5. Finalize Documentation Phase

- 5.1. The letter of accreditation is sent to the program provider.
- 5.2. The learning activity is posted on the CCCEP website.
- 5.3. Documentation is filed.

#### 6. Post Accreditation Phase

After learning activity is accredited, the provider:

- 6.1. Delivers learning activity
- 6.2. Provides reports on learner evaluation of activity
  - 6.2.1. Live: 30 days
  - 6.2.2. Independent Study: 1/year
- 6.3. Updates – keeps activity current
- 6.4. May also accredit as Live (if Independent Study) or Independent Study (if Live)
- 6.5. Renews activity. After second renewal, may extend accreditation or revise and resubmit for accreditation

