**Accreditation Application Checklist**

* **To be used for Conferences only**

**Updated January 13, 2021**

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| --- | --- |
| **Title** |  |
| **CCCEP application number** |  |
| **Provider Name** |  |

All documents referenced on this checklist are submitted electronically by uploading them with the on-line Accreditation Application Form. **Please note that the submission of this completed Accreditation Application Checklist Form is required for all conferences.**

Your application is not complete until all documents are submitted. Failure to submit all documents at the time you apply for Accreditation may result in processing delays.

The Filename used for the Documents/Forms submitted should be in accordance with the following format:

|  |  |  |
| --- | --- | --- |
| **Document/Form Number** | **Required Document/Form** | **Submitted****(Mark √ )** |
| 1 | Completed Conference Accreditation Application Checklist |  |
| 2 | Content *(Please note that if you are applying under Option 2, the presentation slides may be submitted within 30 days after the conference for post-conference audit. If you have selected Option 2 then indicate “to follow post-conference” in the Submitted column; explanation of the Options for Submission can be found at* [Conference Accreditation (cccep.ca)](https://www.cccep.ca/pages/conference_accreditation.html?page=accreditation) *)* |  |
| 3 | Conference agenda or brochure*(Please note that this should clearly identify the speakers, title of conference sessions, length of the sessions, and whether any sessions will be unaccredited)* |  |
| 4 | Bios for each speaker/presenter/moderator |  |
| 5 | Learning objectives for each session*(Please note – if you are applying under Option 1 and your content (i.e., presentation slides) are being submitted, the learning objectives can be submitted as part of the presentation. If you are applying under Option 1 you may indicate “included in #2 – content” in the ‘Submitted’ column; Guidance on Learning Objectives requirements can be found at* [Standard 2: Learning Objectives (cccep.ca)](https://www.cccep.ca/pages/standard_2_learning_objectives.html?page=standards__guidelines)) |  |
| 6 | Abstract for each session*(Please note – if you are applying under Option 1 and your content (i.e., presentation slides) is being submitted, you may indicate “not applicable – applying under Option 1” in the ‘Submitted’ column.)* |  |
| 7 | Reference list for each session*(Please note – if you are applying under Option 1 and your content (i.e., presentation slides) are being submitted, the references can be submitted as part of the presentation. If you are applying under Option 1 you may indicate “included in #2 – content” in the ‘Submitted’ column.)* |  |
| 8 | Participant evaluation form*(Please note – evaluation forms per session or one form that evaluates all sessions and the general conference are both acceptable provided the questions posed address CCCEP’s standard 6 – see* [Standard 6: Evaluate Learning Activity (cccep.ca)](https://www.cccep.ca/pages/standard_6_evaluate_learning_activity.html?page=standards__guidelines) *)* |  |
| 9 | Sample Letter or Statement of Participation/Attendance for participants (*For information on CCCEP’s requirements for the Statement of attendance wee CCCEP Guideline F at* [*Guideline F: Statements of Attendance (cccep.ca)*](https://www.cccep.ca/pages/guideline_f_statements_of_attendance.html?page=standards__guidelines) )  |  |
| 10 | Disclosure/COI Form for each author/presenter/speaker/moderator (*One document required for each author, presenter, speaker and moderator, which may be combined into one pdf; required form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)) |  |
| 11 | Disclosure/COI form for the provider |  |
| 12 | Declaration forms for each author/presenter/speaker/moderator (*One document required for each author, presenter speaker and moderator, which may be combined into one pdf; required form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)) |  |
| 13 | Declaration form for the provider |  |
| 14 | (Other-specify) |  |
| 15 | (Other-specify) |  |

**Providers please also complete the following:**

1. How will the conference for which you are seeking accreditation be delivered?

[ ] In person (if you select this delivery option you do not need to answer question 2)

[ ] Virtually

[ ] Combination of in person and virtually

1. What platform are you using to deliver the virtual conference/session?