**Accreditation Application Checklist and Provider Declaration**

**For Regularly Scheduled Series (RSS) applications only**

**Revised May 2023**

**Please note that you must be an RSS approved Provider in order to apply for RSS accreditation.**

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| --- | --- |
| **Title of RSS** |  |
| **CCCEP application number (assigned at the time of online application)** |  |
| **Provider Name** |  |
| **Provider Number** |  |
| **RSS Target Audience** |  |
| **Location of RSS delivery** |  |
| **Number of learning activities in the RSS** |  |

This **completed checklist must be signed by an authorized representative for the RSS provider and submitted electronically** by uploading it with the on-line Accreditation Application Form.

As RSS accreditation is a self-approval process for approved RSS providers, **no other documents are required to be submitted**; however, the **RSS provider must maintain documentation** with respect to all elements referenced in this checklist for the purpose of audits that may be conducted by CCCEP at any time. For details on the audit/review process please consult the Accreditation of Regularly Scheduled Series Policy on CCCEP’s website.

You may wish to file/name the documents in accordance with the numbering in the left-hand column, for ease of retrieval if asked to submit them to CCCEP.

| **Document/Form Number** | **Required Documentation** | **Complete**  **(i.e., reviewed, approved, and documents held on file by the Provider)** |
| --- | --- | --- |
| 1 | Needs Assessment (See CCCEP Standard 1 at [Standard 1: Relevance & Transfer (cccep.ca)](https://www.cccep.ca/pages/standard_1_relevancetransfer.html?page=standards__guidelines)) |  |
| 2 | Content for each activity within the Series (e.g., PowerPoint slides, handouts), which must include learning objectives.  (*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) *and information on writing Learning Objectives can be found in* [Information and Resources for Providers (cccep.ca)](https://www.cccep.ca/pages/information_and_resources_for_providers.html?page=program_provider)) |  |
| 3 | RSS agenda or brochure/email/notice advertising each session  *(Please note that this should clearly identify the speakers, title and length of each session as well as learning objectives for each session)* |  |
| 4 | Scientific Planning Committee (SPC) membership list  (*SPC must meet the requirements established by CCCEP. See* <https://www.cccep.ca/public/uploads/documents/Scientific_Planning_Committee_-_Requirements_-_revised_June_2023.docx?page=accreditation> ) |  |
| 5 | Bios for each speaker/presenter/moderator/SPC member |  |
| 6 | Disclosure/COI Form for each author/presenter/speaker/moderator/SPC member  (*This must be a CCCEP approved form. The CCCEP form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)) |  |
| 7 | Participant evaluation form for each session within the RSS  *(Please note – evaluation forms must meet the requirements of CCCEP’s Standard 9 – see* [Standard 9: Evaluation and Continuous Improvement (cccep.ca)](https://www.cccep.ca/pages/standard_9_evaluation_and_continuous_improvement_part_2.html?page=standards__guidelines)*)* |  |
| 8 | Template Letter or Statement of Participation/Attendance for participants  (*For information on CCCEP’s requirements for the Statement of attendance see 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)) |  |

**Provider Declaration**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I am a CCCEP approved RSS Provider |  |  |
| I have formed a Scientific Planning Committee (SPC) in accordance with CCCEP’s requirements |  |  |
| I have/will ensure that the SPC has/will review all required elements of the RSS activities before they are delivered |  |  |
| At least 4 sessions will be delivered as part of the RSS; each of which will be a minimum of 15 minutes in length |  |  |
| At least 20% of each session will be interactive |  |  |
| Sponsorship (if any is received) of the series or individual sessions in the series is only through unconditional educational grant(s)  *Not applicable – the RSS is not sponsored* |  |  |
| I have/will ensure that all documents and forms noted in this checklist are reviewed in accordance with the requirements of the RSS policy, and CCCEP’s Standards and Guidelines, and are maintained on file for a period of 3 years |  |  |
| I will issue Statements of Attendance/Participation to participants at the end of each session under the RSS and will maintain copies on file for a period of 3 years |  |  |
| I will allow participants an opportunity to evaluate each session within the series |  |  |
| I have/will ensure that any and all necessary steps are conducted to ensure that self-approval of the RSS series is compliant with CCCEP’s RSS policy, Standards and Guidelines |  |  |

By signing below, I am confirming the accuracy of all of the information contained in this form.

**Name (please print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position/title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_