**Accreditation Application Checklist**

**Revised March 29, 2019**

|  |  |
| --- | --- |
| **Title** |  |
| **Provider Name** |  |

All documents are submitted electronically by uploading them with the on-line Accreditation Application Form. **Please note that the submission of a completed Accreditation Application Checklist Form is required for all learning activity submissions except for 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 \_ Title of Document \_ Title of learning activity (e.g. 1\_checklist\_how to apply to CCCEP)

|  |  |  |  |
| --- | --- | --- | --- |
| **Document/Form Number** | **Required Document/Form** | **Submitted**  **(Mark √ )** | **Filename of Document/Form Submitted (or reference to slide/page # - see \* for explanation)** |
| 1 | Completed Accreditation Application Checklist |  |  |
| 2 | Content *(In the format in which it is being presented;* ***PLEASE NOTE****: submission for live must include speakers’ notes with the slides being submitted)* |  |  |
| 3 | \*Disclosure statement(s) that will be published (see CCCEP Standard 5) |  |  |
| 4 | \*Learning objectives |  |  |
| 5 | \*Table of Contents or Index |  |  |
| 6 | \*Reference list |  |  |
| 7 | Information available to learners *(e.g., submission of answers, marks required, and notification of results;* ***NOTE:*** *only applies to submissions for independent study)* |  |  |
| 8 | Post-test questions (***NOTE:*** *only applies to submissions for independent study)* |  |  |
| 9 | Answer Key with Rationale (***NOTE:*** *only applies to submissions for independent study* |  |  |
| 10 | \*Alternate Learner Assessment *(e.g. Case Study;* ***NOTE:*** *only applies to submissions for Live programs)* |  |  |
| 11 | Participant evaluation form |  |  |
| 12 | Sample Letter or Statement of Participation/Attendance for participants (see CCCEP Guideline F) |  |  |
| 13 | Comments from Expert Reviewer (1) ­ Collated |  |  |
| 14 | Comments from Expert Reviewer (2) ­ Collated |  |  |
| 15 | Author(s) written response to Expert Reviewers' comments (All Authors; if more than one author please name the documents 15a, 15b etc.) |  |  |
| 16 | Expert Reviewer (1) release statement |  |  |
| 17 | Expert Reviewer (2) release statement |  |  |
| 18 | Disclosure Form Author *(For each Author; may be combined into one pdf; if providing separately please name them as 18a, 18b, etc.)* |  |  |
| 19 | Disclosure form expert reviewer (1) |  |  |
| 20 | Disclosure form expert reviewer (2) |  |  |
| 21 | Disclosure form provider |  |  |
| 22 | Author(s)/Presenter/Provider declarations (one document required for each author, presenter and provider, which may be combined into one pdf; if provided separately please name them as 22a, 22b, 22c etc.) |  |  |
| 23 | (Other-specify) |  |  |
| 24 | (Other-specify) |  |  |

\* For submissions for Live activities you may provide a reference to the slide/page number in your main content document (#2 on the checklist) instead of providing these required elements as separate documents.