**Accreditation Application Checklist**

**Revised February, 2021**

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| --- | --- |
| **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**. If you are submitting a Conference accreditation application please use the Conference Application Checklist, found on the CCCEP forms page at [CCCEP Forms](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation) .

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)

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| --- | --- | --- | --- |
| **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 programs must include speakers’ notes with the slides being submitted)* |  |  |
| 3 | \*Disclosure statement(s) that will be published (*See CCCEP Standard 5 at* [*Standard 5: Disclosure (cccep.ca)*](https://www.cccep.ca/pages/standard_5_disclosure.html?page=standards__guidelines) *)* |  |  |
| 4 | \*Learning objectives  (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) ) |  |  |
| 5 | \*Reference list |  |  |
| 6 | Information available to learners *(e.g., submission of answers, marks required, and notification of results;* ***NOTE:*** *only applies to submissions for independent study)* |  |  |
| 7 | Post-test questions (***NOTE:*** *only applies to submissions for independent study)* |  |  |
| 8 | Answer Key with Rationale  (***NOTE:*** *only applies to submissions for independent study* |  |  |
| 9 | \*Alternate Learner Assessment  *(e.g., Case Study;* ***NOTE:*** *only applies to submissions for Live programs)* |  |  |
| 10 | Participant evaluation form  (*See CCCEP Standard 6 for evaluation form requirements -* [Standard 6: Evaluate Learning Activity (cccep.ca)](https://www.cccep.ca/pages/standard_6_evaluate_learning_activity.html?page=standards__guidelines) ) |  |  |
| 11 | Sample Letter or Statement of Participation/Attendance for participants  (*See CCCEP Guideline F* [*Guideline F: Statements of Attendance (cccep.ca)*](https://www.cccep.ca/pages/guideline_f_statements_of_attendance.html?page=standards__guidelines)) |  |  |
| 12 | Comments from Expert Reviewer (1) ­ Collated |  |  |
| 13 | Comments from Expert Reviewer (2) ­ Collated |  |  |
| 14 | Author(s) Bio  (*All Authors; if more than one author please name the documents 15a, 15b etc*.) |  |  |
| 15 | Author(s) written response to Expert Reviewers' comments  (*All Authors; if more than one author please name the documents 16a, 16b etc.*) |  |  |
| 16 | Expert Reviewer (1) release statement (*Required Release Statement form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation) ) |  |  |
| 17 | Expert Reviewer (2) release statement |  |  |
| 18 | Disclosure/COI Form Author  *(For each Author; may be combined into one pdf; if providing separately please name them as 18a, 18b, etc.; required form can be found at* [CCCEP Forms](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation) *)* |  |  |
| 19 | Disclosure/COI form expert reviewer (1) |  |  |
| 20 | Disclosure/COI form expert reviewer (2) |  |  |
| 21 | Disclosure/COI form provider |  |  |
| 22 | Declaration forms for Author(s)/Presenter/Provider  (*One document required for each author, presenter and provider, which may be combined into one pdf; if provided separately please name them as 23a, 23b, 23c etc.; required form can be found at* [*CCCEP Forms*](https://www.cccep.ca/pages/cccep_forms.html?page=accreditation)) |  |  |
| 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.