



## Policy PR-06: Accreditation Fees

Effective: December 9, 2019  
Updated: February 2021

### OVERVIEW

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### GENERAL PROVISIONS

1. Accreditation Fees are established by the Board of Directors. The board may change the fees from time to time without notice.
2. The fees listed in this policy do not include any applicable sales taxes. The total CCCEP accreditation fee charged will include the fee and the applicable sales taxes.
3. The total CCCEP accreditation fee is due at the time of submission of a learning activity for accreditation and is not refundable.
4. CCCEP’s GST/HST Registration Number is 89764 5594 RT.

### ACCREDITATION FEES – SPECIAL ACCREDITATIONS

5. Special accreditations refer to various types of changes to previously accredited activities such as:
  - 5.1. updates (e.g. minor changes to content);
  - 5.2. administrative changes (e.g. change in providers);

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- 5.3. delivery mode change (e.g. previously accredited as a live program and now being delivered as an independent study); or
- 5.4. extensions (the re-accreditation of a currently accredited learning activity, in which there is no or minimal change in the content of the learning activity, for another accreditation period).

The Accreditation Fees for special accreditation reviews of individual learning activities are contained in Table 1.

NOTE: These fees apply to all accreditation applications submitted on December 9, 2019 or later

**Table 1**

Special Accreditation	Fee+
Activity Update	\$0
Administrative Change	\$420
Delivery Mode Change	\$420
Accreditation Extension	\$420
Appeal	\$150

+ Fee is the base fee only; base fee is subject to applicable sales tax

### ACCREDITATION FEES – NEW ACCREDITATIONS

- 6. The Accreditation Fees for the accreditation of New Learning Activities are outlined in Table 2.

**Table 2**

Fees - New Activity Accreditations (Effective December 9, 2019)*			
(Live, Independent Study and Blended Activities)			
Type of Review	Program Level**	CEUs	Fee+
Regular	Level 1	0.25 – 4.0	\$780
	Level 2	4.1 – 10.0	\$1,085
	Special	Greater than 10	Contact Executive Director
Fast Track	Level 1	0.25 – 4.0	\$2,330
	Level 2	4.1 – 10.0	\$2,635
	Special	Greater than 10	Contact Executive Director
Renewal	Each renewal	All programs	\$420

\* Fees for initial accreditation are for one year. Renewal fees are for one year. A maximum of two renewals are permitted.  
 \*\* Program Level is determined by the number of CEUs.  
 + Fee is the base fee only; base fee is subject to applicable sales tax

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## ACCREDITATION FEES - CONFERENCES

7. The Accreditation Fees for the accreditation of Conferences are outlined in Table 3.

**Table 3**

Fees - Conference Accreditations (Effective December 9, 2019)*			
Conference Level*	CEUs	Regular Review	Fast Track Review
		Fee+	Fee+
1	0.25 – 4.0	\$520	\$1,570
2	4.1 – 10.0	\$780	\$1,830
3	10.1 – 20.0	\$1,035	\$2,085
4	20.1 – 30.0	\$1,285	\$2,335
5	Greater than 30	\$1,550	\$2,600

\* Conference Level is determined by the number of CEUs  
+ Fee is the base fee only; base fee is subject to applicable sales taxes

## ACCREDITATION FEES – COMPETENCY MAPPED ACCREDITATION

8. Competency Mapped Accreditation

The Competency Mapped Accreditation is a two-stage accreditation process. The learning activity is first submitted for CCCEP accreditation (stage 1). Fees for stage 1 are in accordance with the fees noted in Tables 1 and 2 of this policy. Once approved, the learning activity is then submitted for a second review to map the competencies in the learning activity with a pre-established set of competencies (stage 2). Fees for the stage 2 review are as noted below in Table 4 and vary based on program area.

**Table 4**

Fees –Competency-Mapped Accreditations (Effective December 9, 2019)		
Accreditation Reviews	Stage 1 Fee+	Stage 2 Fee+
<b>Immunization-Injection (new applications)</b>	See table 2	\$860
<b>Cannabis and Patient Care in Pharmacy (new applications)</b>		\$550
<b>Renewal</b>		\$0
<b>Extension</b>	See table 1	\$0
<b>Activity Update (minor changes, no review needed)</b>		\$0

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<b>Major Update requiring content review</b>	Contact Executive Director	Contact Executive Director
<b>Surcharge</b> (For additional administrative and reviewer time – initial accreditation or update. Provider will be advised of charge before proceeding.)	Contact Executive Director	Contact Executive Director

+ Fee is the base fee only; base fee is subject to applicable sales taxes

## ACCREDITATION FEES - LEARNING OBJECTIVE MAPPED ACCREDITATION

### 9. Learning Objective Mapped Accreditation

Learning Objective Mapped Accreditation is a two-stage accreditation process. The learning activity is first submitted for CCCEP accreditation (stage 1). Fees for stage 1 are in accordance with the fees noted in Tables 1 and 2 of this policy. Once approved, the learning activity is then submitted for a second review to map the learning activity with a pre-established set of learning objectives (stage 2). Fees for the stage 2 review are as noted below in Table 5 and vary based on program area.

**Table 5**

<b>Fees – Learning Objective Mapped Accreditation (Effective February 23, 2021)</b>		
<b>Accreditation Reviews</b>	<b>Stage 1 Fee+</b>	<b>Stage 2 Fee+</b>
<b>Pharmacy Manager (new applications)</b>	See table 2	\$690
<b>Renewal</b>		\$0
<b>Extension</b>	See table 1	\$0
<b>Activity Update (minor changes, no review needed)</b>		\$0
<b>Major Update requiring content review</b>	Contact Executive Director	Contact Executive Director
<b>Surcharge</b> (For additional administrative and reviewer time – initial accreditation or update. Provider will be advised of charge before proceeding.)	Contact Executive Director	Contact Executive Director

+ Fee is the base fee only; base fee is subject to applicable sales taxes

## PAYMENT OPTIONS

10. Fees may be paid by PayPal (via credit card), cheque, or direct deposit.

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