



## Policy PR-06: Accreditation Fees

Approved: September 27, 2022  
Effective: January 1, 2023 unless otherwise stated

### OVERVIEW

The policy consists of the following sections:

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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 or conference 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. Activity updates (i.e., minor changes (under 10%) to content);

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- 5.2. administrative changes (e.g., change in providers); or
- 5.3. delivery mode changes (e.g., currently accredited as a live program and now being delivered as an independent study).

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 January 1, 2023 or later, for activities targeted toward a single pharmacy audience or both audiences (i.e., pharmacists and pharmacy technicians)

**Table 1**

Special Accreditation	Fee+
Activity Update	\$0
Administrative Change	\$440
Delivery Mode Change	\$440
Appeal	\$160

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

**ACCREDITATION FEES – NEW LEARNING ACTIVITY APPLICATIONS, RENEWALS AND EXTENSIONS**

- 6. Accreditation Fees for Learning Activities (new applications, renewals and extensions) are outlined in Table 2.

**Table 2**

Fees - New Activity, Renewal and Extension Applications (Effective January 1, 2023)*					
(Live, Independent Study and Blended Activities)					
Type of Review	Program Level**	CEUs	Fee+		
			Pharmacist Audience only	Pharmacy Technician Audience only	Dual Audience
<b>Regular – new application</b>	Level 1	0.25 – 4.0	\$820	\$495	\$820
	Level 2	4.1 – 10.0	\$1,140	\$685	\$1,140
	Level 3	10.1 to 15.0	\$2,085	\$1,250	\$2,085
	Level 4	15.1 or greater	\$2,505	\$1,500	\$2,505
<b>Fast Track – new application</b>	Level 1	0.25 – 4.0	\$2,445	\$1,795	\$3,750
	Level 2	4.1 – 10.0	\$2,765	\$1,985	\$4,070
	Level 3	10.1 to 15.0	\$3,710	\$2,550	\$5,015
	Level 4	15.1 or greater	\$4,025	\$2,805	\$5,330

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Fees - New Activity, Renewal and Extension Applications (Effective January 1, 2023)*					
(Live, Independent Study and Blended Activities)					
Type of Review	Program Level**	CEUs	Fee+		
			Pharmacist Audience only	Pharmacy Technician Audience only	Dual Audience
Renewal	All levels	All programs	\$440		
Extension	All levels	All programs	\$440		

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

### ACCREDITATION FEES - CONFERENCES

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

Table 3

Fees - Conference Accreditations (Effective January 1, 2023)*							
Conference Level*	CEUs	Regular Review			Fast Track Review		
		Fee+			Fee+		
		Pharmacist Audience only	Pharmacy Technician Audience only	Dual Audience	Pharmacist Audience only	Pharmacy Technician Audience only	Dual Audience
1	0.25 – 4.0	\$545	\$495	\$545	\$1,650	\$1,375	\$2,530
2	4.1 – 10.0	\$820	\$735	\$820	\$1,920	\$1,620	\$2,805
3	10.1 – 20.0	\$1,085	\$975	\$1,085	\$2,190	\$1,860	\$3,070
4	20.1 – 30.0	\$1,350	\$1,215	\$1,350	\$2,450	\$2,095	\$3,335
5	Greater than 30	\$1,630	\$1,465	\$1,630	\$2,730	\$2,345	\$3,610

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

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## 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**

<b>Fees –Competency-Mapped Accreditations (Compounding effective September 27, 2022; all other areas effective January 1, 2023)</b>		
<b>Accreditation Reviews</b>	<b>Stage 1 Fee+</b>	<b>Stage 2 Fee+</b>
<b>Immunization-Injection (new applications)</b>	See table 2	\$905
<b>Cannabis and Patient Care in Pharmacy (new applications)</b>		\$580
<b>Compounding (new applications)</b>		\$785
<b>Renewal</b>		\$0
<b>Extension</b>		\$0
<b>Activity Update (minor changes (&lt;10%)), where no content review is required</b>	See table 1	\$0
<b>Activity 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 in Table 5 and vary based on program area.

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**Table 5**

<b>Fees – Learning Objective Mapped Accreditation (Effective January 1, 2023)</b>		
<b>Accreditation Reviews</b>	<b>Stage 1 Fee+</b>	<b>Stage 2 Fee+</b>
<b>Pharmacy Manager (new applications)</b>	See table 2	\$725
<b>Renewal</b>		\$0
<b>Extension</b>		\$0
<b>Activity Update (minor changes (&lt; 10%)), where no content required is required</b>	See table 1	\$0
<b>Activity 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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